

# Staff**Care**Ser©ices

**OPAS-G2 Current Appointment Booking** 

December 2024



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#### **OPAS-G2** Appointment Booking FAQ

#### • Is the Appointment Booking process easy?

The basis of any appointment booking system is to allow interested parties to choose the most appropriate slot available. OPAS-G2 allows Managers, HR and even Employees to book appointments. This is achievable using the intuitive slot-based selection process and ensures only valid slots are offered.

An Appointment Request is used to define the criteria of the Appointment, i.e.: who, when, where, what for and for how long.

Appointment Request																		
<ul> <li>Appointment Requests are great for arranging appointer</li> <li>Specify the criteria the appointment should meet and cl when the appointment is booked.</li> </ul>	y can be changed	Days Of Week Monday, Tuesday, Wedhesday ~										Flexible Yes	No					
Search the person using search box below * Enter a Name or Date of Birth to start search			Time of AM Date of a	PM	ALL	ļ											Flexible Yes Flexible	No
Case Type * Health Surveillance × ~	Activities Audiometry, Spirometry, Vision	÷		13-24					m	04-	04-24					<b>m</b>	Yes	No
Employee Can Book? Manager Can Book Yes No Yes No	? HR Can Book? Yes No		Su	Mo		ar 202 We	24 Th	Fr	Sa	Su	Mo	A	pr 202	24 Th	Fr	> Sa		
Delivery Type		Flexible Yes No		4	5	5		1.0	2	7	1	2 9	3 10	4	5	6 13		
Clinics Dr Ian Ellis, Faye Warman (Technician)	×	Flexible Yes No	10	11	9 12 9	6 13	0 14 0	8 9 15	9 16	9 14 9	15	16	17	18	19	13 20		
Locations Locations	Ŷ	Flexible No	17 • 24	18 0 25	19 26	20 27	21 28	22 29	23 30	21 28	22 29	23 30	24	25	26	27		
Duration (Minutes) Duration of Appointment		Flexible Yes No	31 @															

OPAS-G2 then uses these criteria to find matching slots and presents them in an easy to select way.

Book Appointment			
		Display intervat: Standard	Change
This Appointment Request has some locked fields due to the		Dr Ian Ellis	Select Clinic
Case Type "	Activities	Ilkeston - West Block Standard Interval: 20	
Health Surveillance ~	Audiometry, Spirometry, Vision 🗸	Tue IE 13:00 13:35 14:15 14:55 15:35 <sup>#</sup>	
Delivery Type	Duration (must be a multiple of 5)	Wed 27th Mar IE 09:00 09:40 10:20 11:00 11:40	
		Mon IE 10.00 10.40 11.20 12.00 12.40	
Preferred Locations	Preferred Clinics	1ast Apr	
Locations	Dr Ian Ellis, Faye Warman (Technician)	👻 More Dutas	
Preferred Weekdays	Preferred Time of Day	Faye Warman (Technician) Ilkeston - Higgins House Standard Intervat: 30	Select Clinic
Monday, Tuesday, Wednesday ~	AM PM ALL	Tue FW 13:30 14:00 14:30 15:00 15:30	
March 2024	April 2024	28th Mar	
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Wed FW 09:00 09:30 10:00 10:30 11:00	- × -
25 27 27 28 28 1 2	3 1 2 3 4 5 0		
3 4 5 6 7 8 9	7 8 9 10 11 12 13	Mon FW 10:00 10:30 11:00 11:30 12:00	
10 11 12 13 14 15 18	34 1 <b>5 18 17 18 19</b> 20		
17 18 19 20 21 22 23	21 22 23 24 25 28 27	✓ More Dates	
24 25 26 27 28 29 30	23 29 30 7 2 2 4		
31 1 2 2 4 5 5	(S) O (F) A (R) 10 11		
Clinic Availability: 🔘 0%-50% 🔵 5	76-75% 🐻 76%-99% 🛑 100%		

It's even optimised for booking via a mobile device.

This approach allows users process the list on their own terms and issue communications in bulk, or to contact employees individually and issue communications as they go.



#### Who can book appointments?

Managers and Employee's will have the ability to book their own appointments allowing for greater flexibility. Employees are emailed a unique link and one-time password (OTP) to allow them to access the intuitive booking process in their own time and on whatever device they choose.

#### Can Appointments be moved or cancelled once booked?

Of course, we recognise things change. OPAS-G2 allows one or more Appointments to be found using a variety of filters.

		Appointments (3 / 163)	Select All	Clear All
Personnel Search Enter a Name or Date of Birth to start search	1	业 Charlotte Syers (CS104823) 調用 General		
Start Date       Image: Transmitter of the start of the sta	End Date 2603/2024 Activities None selected ~	A         Health Surveillance           Or-Prink Consultation, Central Health Assessment, Urinalysis, Urinalysis Results Questionnaire           Fit, tet March 2024           Beseder: All consultation, Deveral Health Assessment, Urinalysis, Urinalysis Results Questionnaire           Fit         tet March 2024           Beseder: All consultation, Deveral Health Assessment, Urinalysis, Urinalysis Results Questionnaire           Fit         tet March 2024           Beseder: All consultation, Development           Fit         tet March 2024           Beseder: Urinalysis         tet March 2024		
Cinics None selected    Locations None selected	Clinicans In Ellis  Appointment Status None selected  Late appointments Yes No	Magnolia Geuider (CS108832)     Means Surveillance     Audometry Vision, Centeral Health Assessment, Spirometry     Audometry Vision, Centeral Health Assessment, Spirometry     Pr. 11 March 2024     Booked – Dise - 25 Gays ago     O 10 30 for 20 minutes     Draine Tile     Draine Tile     Draine Tile     Marchine Tile     Marchi		
Employment terminated Yes No	Customers None selected ~	Startah Hepley (CS105500) General A Health Surveillance Audometry, Vision, General Health Assessment, Sprometry Fit, 14 March 2024 B Booked - Due - 25 day age O 164 bit col 201 Amintes D 164 bit col 201 Amintes D 165 bit col		

• Once selected, it's possible to:

÷1	8	1					
Move Appointments (3)	Cancel Appointments (3)	Change Delivery Type (3)					

 When moving the appointments, OPAS-G2 presents the manager/HREmployee with the same intuitive bulk processing approach – quickly allowing the new appointment slot to be found and selected – sending communications as necessary to advise the attendees.

Similarly, when choosing to cancel, it is possible to simply cancel the appointment altogether or allow subsequent rebooking by converting back to an Appointment Request and placing it back in the list.

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