



StaffCareServices

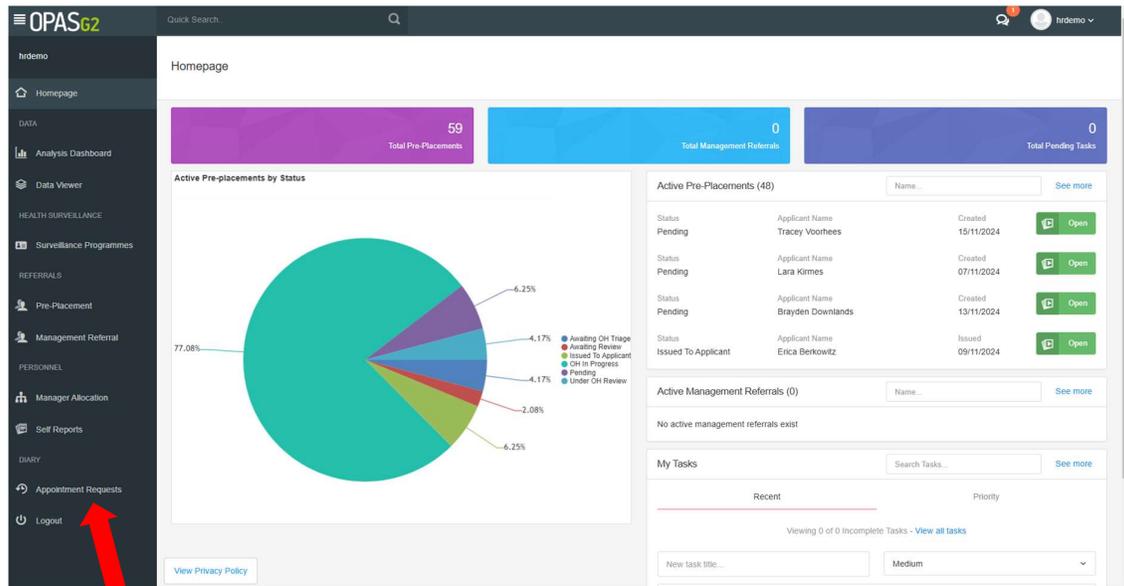
Appointment booking by Manager, HR & employee/applicant

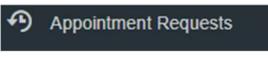
December 2024

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Manager/HR role Appointment Booking



From the main homepage Select  Appointment Requests

Find the relevant employee you wish to book the appointment for and press Select.

Appointment Request Book Appointments (2)

Request cannot be deleted as it is linked to an existing Case | Record expired | Personnel expired | Personnel restricted | Employment terminated | Future employment termination Filters

Reference	Status	Personnel	Case Type	Date Restrictions	Clinic	Notes	Select
51		Casper Babson (CS105733)	Health Surveillance	No date restriction	Dr Simon Ince		<input type="checkbox"/>
57		Bradley Caddell (CS105741)	Vaccination / Serology	No date restriction		These are the notes about this appointment request	<input type="checkbox"/>
56		Madelyn Keary (CS105740)	Health Surveillance	No date restriction		These are the notes about this appointment request	<input type="checkbox"/>
L6XT8M		Jemma Farrow (CS103966)	Health Surveillance Telephone Consultation OHA	After 21/11/2024			<input checked="" type="checkbox"/>
6754TR		Frankie Batchwood (CS110506)	Health Surveillance Audiometry	After 21/11/2024			<input checked="" type="checkbox"/>
1Q2E5J		Irene D Sprout (MERGE104)	Health Surveillance	Between 30/10/2019 and 30/10/2019			<input type="checkbox"/>
VPIUXB		Maria Evelyn Keogh	Vaccination / Serology	Between 31/10/2019 and 31/10/2019			<input type="checkbox"/>

You are able to book multiple appointments for different employees or you can choose to do this individually.

Once you have selected the employee you wish to book an appointment for, you will see the screen below. This will prompt you with the choice to book appointments individually or in bulk (more than one employee). Select continue with booking at the top right hand of the screen.

Appointment Request ➔ [Continue with booking](#) [Close](#)

Book Appointment Requests (0/2)

Reference: LX76M

- Jemma Farlow (CS103966)
- 01848 422025
- Jemma.Farlow@nhs-abc.com
- Health Surveillance
- Telephone Consultation OHA
- After 21/11/2024
- Face to Face

Reference: 6754TR

- Frankie Batchwood (CS110506)
- 01174 114392
- Frankie.Batchwood@nhs-abc.com
- Health Surveillance
- Audiometry
- After 21/11/2024
- Face to Face

If there are communications to be sent, how would you like to deal with them

In Bulk ✕ ^

In Bulk

Individually

Available appointments are shown to the right hand side of the screen.

Book Appointment Requests (0/2)

Reference: LX76M

- Jemma Farlow (CS103966)
- 01848 422025
- Jemma.Farlow@nhs-abc.com
- Health Surveillance
- Telephone Consultation OHA
- After 21/11/2024
- Face to Face

Reference: 6754TR

- Frankie Batchwood (CS110506)
- 01174 114392
- Frankie.Batchwood@nhs-abc.com
- Health Surveillance
- Audiometry
- After 21/11/2024
- Face to Face

Teresa Rushden (Technician) Select Clinic

Reason: Walk Book Standard Interval: 15

Thu 21st Nov	TR	10:00	10:15	10:30	10:45	11:00	➔
Fri 22nd Nov	TR	07:30	07:45	08:00	08:15	08:30	➔
Sat 23rd Nov	TR	07:30	07:45	08:00	08:15	08:30	➔

[More Data](#)

Faye Warman (Technician) Select Clinic

Reason: Single Book Standard Interval: 30

Appointment Details

- Jemma Farlow
- Health Surveillance
- Dr Ian Ellis
- Thu 21st Nov 2024 11:40
- 20 minutes

[More Data](#)

Dr Ian Ellis Select Clinic

Reason: Walk Book

Thu 21st Nov	IE	10:20	11:00	11:40	13:00	13:40	➔
Fri 22nd Nov	IE	09:00	09:40	10:20	11:00	11:40	➔
Mon 25th Nov	IE	09:00	09:40	10:20	11:00	11:40	➔

[More Data](#)

Dr Rebecca Hyden Select Clinic

Reason: Walk Book Standard Interval: 30

Thu 21st Nov	RH	11:00	11:30	12:00	13:30	14:00	➔
Fri 22nd Nov	RH	10:15	10:30	11:00	11:30	12:00	➔

Select the one you wish to book, a summary of the selected appointment is shown and select Confirm Appointment

Appointment Details

- Jemma Farlow
- Health Surveillance
- Dr Ian Ellis
- Ian Ellis
- Thu 21st Nov 2024 11:40
- 20 minutes

Confirm Appointment
Cancel

Appointment booking by Manager, HR & employee/applicant
Commercial in Confidence

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If booking appointments in bulk the available appointments for the next appointment request will be shown, select the appointment you wish to book and confirm appointment. You will be able to see which employee you are booking for as it will be highlighted green on the left hand side of the screen (see below).

Appointment Request

Confirmation of the booked appointment(s) is displayed including which email addresses the confirmation will be sent to.

Appointment Booking Success

Continue



Booking Successful

The following appointments were booked:

- Jemma Farlow at Dr Ian Ellis on 21st Nov 2024 11:40
- Frankie Batchwood at Martha Lloyd (Technician) on 21st Nov 2024 11:30

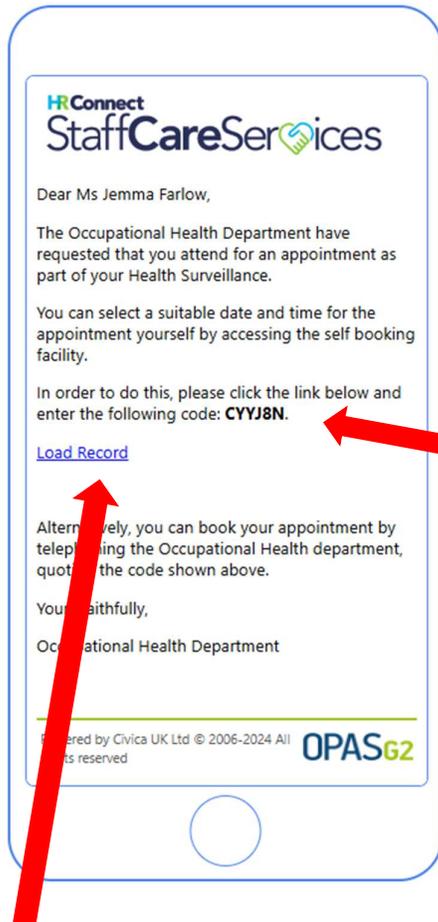
The following actions and communications also occurred:

- Appointment - Booked - Email to Employee - Face to Face was sent to Jemma.Farlow@nhs-abc.com
- Appointment - Booked - Email to Employee - Face to Face was sent to Frankie.Batchwood@nhs-abc.com

Employee receives an automated email with details of the appointment.

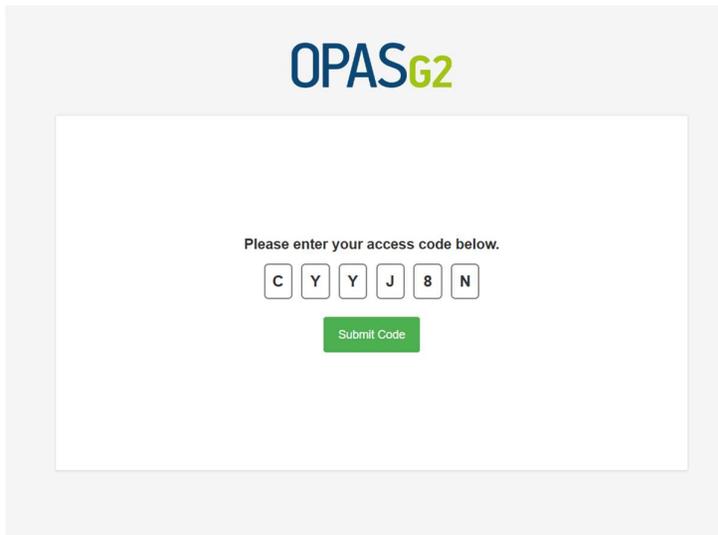


Employee / Applicant Self-book Appointments



Employee receives an email asking them to book an appointment. The email contains a unique code which identifies the requirements for the appointment.

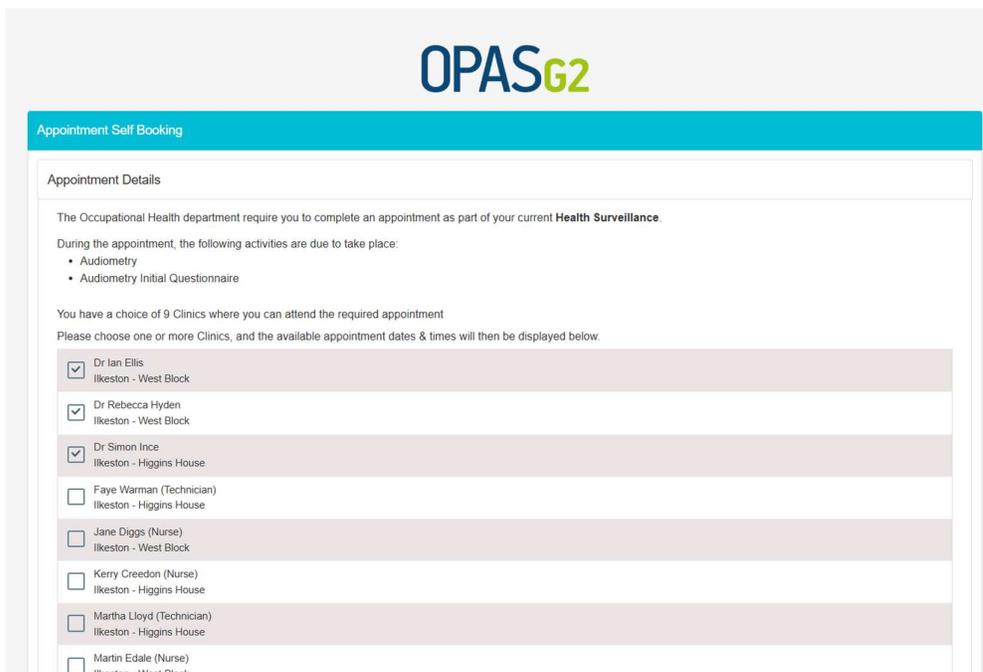
To book the appointment the employee/applicant clicks [Load Record](#)



The screenshot shows the OPAS G2 login interface. At the top, the logo 'OPAS G2' is displayed in blue and green. Below the logo is a white rectangular box containing the text 'Please enter your access code below.' Underneath this text are six individual input boxes containing the characters 'C', 'Y', 'Y', 'J', '8', and 'N' in order. Below the input boxes is a green button labeled 'Submit Code'.

The employee inputs the unique code.

The employee/applicant selects from the available clinics which they wish to attend.



The screenshot shows the 'Appointment Self Booking' screen in the OPAS G2 system. The page has a blue header with the 'OPAS G2' logo. Below the header is a section titled 'Appointment Details'. The text in this section reads: 'The Occupational Health department require you to complete an appointment as part of your current Health Surveillance. During the appointment, the following activities are due to take place: • Audiometry • Audiometry Initial Questionnaire'. Below this, it states: 'You have a choice of 9 Clinics where you can attend the required appointment. Please choose one or more Clinics, and the available appointment dates & times will then be displayed below.' A list of nine clinic options follows, each with a checkbox and the name of the staff member and their location:

- Dr Ian Ellis, Ilkeston - West Block
- Dr Rebecca Hyden, Ilkeston - West Block
- Dr Simon Ince, Ilkeston - Higgins House
- Faye Warman (Technician), Ilkeston - Higgins House
- Jane Diggs (Nurse), Ilkeston - West Block
- Kerry Creedon (Nurse), Ilkeston - Higgins House
- Martha Lloyd (Technician), Ilkeston - Higgins House
- Martin Edale (Nurse), Ilkeston - West Block

They are able to filter if they wish by date, day(s) of the week and/or AM/PM/All

Available Appointment Times

i You can now select a date and time, which is suitable for you, from the available appointments shown below. When you have found the one you wish book, click on the Time to select it.

Filter the available time slots by:

Preferred Date:

Preferred Day Of Week:

Preferred Time Of Day:

The employee/applicant selects the appointment they wish to attend and selects

Confirm Appointment

The details you have selected are:

- Jemma Farlow
- Health Surveillance
- Faye Warman (Technician)
- Faye Warman
- Thu 21st Nov 2024 10:30
- 30 minutes

If you are happy with this, please click Confirm, if not click Cancel to choose a different date & time

13:40 14:20

10:30 11:00 11:30 12:00 13:30

Friday 22nd November 2024

09:00 09:30 10:00 10:30 11:00

Dr Simon Ince

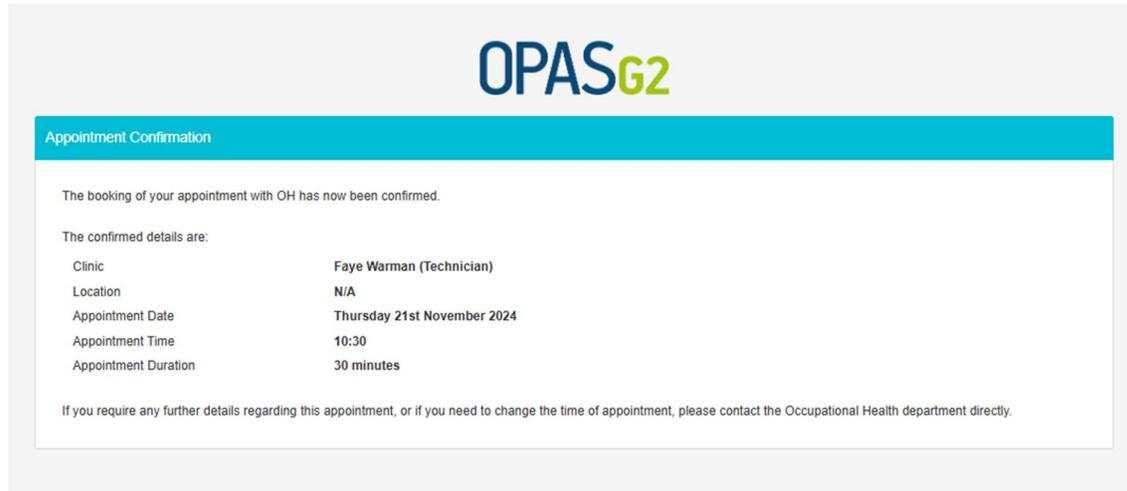
Thursday 21st November 2024

10:40 11:20 11:40 12:00 13:30

Friday 22nd November 2024

09:00 09:40

Confirmation of the appointment booked is displayed and the individual receives an automated email confirming the details of the appointment



OPAS G2

Appointment Confirmation

The booking of your appointment with OH has now been confirmed.

The confirmed details are:

Clinic	Faye Warman (Technician)
Location	N/A
Appointment Date	Thursday 21st November 2024
Appointment Time	10:30
Appointment Duration	30 minutes

If you require any further details regarding this appointment, or if you need to change the time of appointment, please contact the Occupational Health department directly.

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