



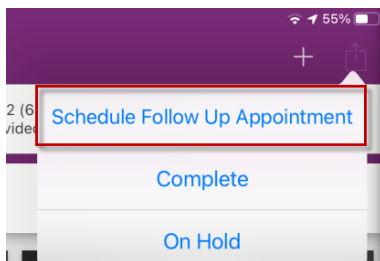
Contents


Overview	1
Scheduling Follow Up Appointments on an iPad	1
Scheduling Follow Up Appointments on a Smart Phone	2

Overview

Total Mobile allows you to schedule a follow up appointment if you have an active visit. The follow up appointments can usually be scheduled for up to 60 days in advance. Once the visit is booked in Total Mobile the appointment will only display in the RiO diary when the visit outcome is completed and the visit information is synchronised back into RiO.

Scheduling Follow Up Appointments on an iPad



- From within the active visit, tap the **status out**  icon
- Select **Schedule Follow Up Appointment** from the picklist


The **Follow On Appointment** screen will display. The top section contains details of the Patients current Referral Details.

- Scroll down to the **Follow Up Appointment** section

You will need to complete all the fields marked with an asterisk*

- **Appointment Slot***: tap to select the **Month** and **Day**
- Scroll and tap to select the **time slot**
- Continue to scroll through the screen and complete **all the fields marked with an asterisk***
- Tap **Done** (top right) to save the Follow Up Appointment request

The follow up appointment request will not be sent back to RiO until the visit has been completed

Close	Follow On Appointment	Done
FOLLOW UP APPOINTMENT		
Appointment Slot *		
10:00		
Appointment Type *		
Follow-Up Appointment		
Comment *		
F/U		
Interpreter Status *		
Not Required		
Interpreter Comment		
Type here		
Interpreter Language		
Touch here		
Is Face To Face *		
True		
Is Non Client Appointment *		
		




Scheduling Follow Up Appointments on a Smart Phone

Choose status

Schedule Follow Up Appointment

Complete


On Hold

- From within the active visit, tap the **status**  icon
- Select **Schedule Follow Up Appointment** from the picklist

The **Follow On Appointment** screen will display. The top section contains details of the Patients current Referral Details.

- Scroll down to the **Follow Up Appointment** section

You will need to complete all the fields marked with an asterisk*

- **Appointment Slot***: tap to select the **Month** and **Day**
- Scroll and tap to select the **time slot**
- Continue to scroll through the screen and complete **all the fields marked with an asterisk***
- Tap the **complete**  icon (bottom right) to save the Follow Up Appointment request

The follow up appointment request will not be sent back to RiO until the visit has been completed

Follow Up Appointment
Appointment Slot *
10:00
Appointment Type *
Follow-Up Appointment
Comment *
F/U
Interpreter Status *
Not Required
Interpreter Comment
Touch here
Interpreter Language
Touch here