Clinic Rules

Clinic

✓ Always follow the **Naming Convention** for all new Clinics created using Service ID and description e.g., PODI (Podiatry)

✓ The **Service ID** will need to be obtained from the Service Support Team: **bchc.servicesupport@nhs.net**

✓ Only use Delete (Close) if a clinic ceases to operate immediately and all past appointments have been outcomed

✓ Choose the appropriate slot length to allow appointment slots to be booked in multiples e.g., 5, 10, 30, 60 minutes

✓ Always select **Referral Required**

✓ **Do not amend colours,** these are pre-set for BCHC

Session

✓ Ensure the **correct clinic** is **selected** prior to making changes to the session

✓ Ensure the **clinic is locked** prior to making changes, all staff have been informed and no-one is using the clinic

✓ If **ending** a session, **outcome all appointments** prior to entering an **end date**

✓ The **end date** should be **after the last appointment** in the session e.g., if the last appointment is 17.00 on a Friday, the end date should be Saturday's date

✓ Once a session is end dated this will automatically end any associated streams

✓ **Ensure the clinic is unlocked once session amendments have been made**. If the clinic is not unlocked, no-one will be able to book Appointments

Stream

✓ Ensure the **correct clinic** is **selected** prior to making changes to the stream

✓ Ensure the **clinic is locked** prior to making changes, all staff have been informed and no-one is using the clinic

✓ If **ending** a stream, **outcome all appointments** prior to entering an **end date**

✓ The **end date** should be **after the last appointment** in the stream e.g., if the last appointment is 17.00 on a Friday, the end date should be Saturday's date

✓ Once the **end date has passed**, tick **Stream Closed** ☑ so that the stream is **removed** from the list and **appointments cannot be booked**

✓ **Ensure the clinic is unlocked once stream amendments have been made**. If the clinic is not unlocked, no-one will be able to book Appointments