



Installing the Appointment Scanner

These instructions are for practices that already have Patient Dashboard Installed.

1. Download

- Download the appointment scanner from www.procon.co.nz/akpho.html (you can skip this step if you have it already on a USB stick or you have received the form through some other mechanism).
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2. Import

Setup → Advanced Forms → Advanced Forms Manager

(This gives you a new "Advanced Forms" menu.)

Advanced Forms → Import Form

"Browse" to locate the form you downloaded above (or on your USB stick).

"Validate"

"Import"

3. You're Done!

To run the appointment scanner:

- put any patient on the palette (doesn't matter which patient)
 - start a new form (Shift-F3, or "new form" in the patient manager)
 - select "Appointment Scanner" from the list of forms.
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4. Customise

This is optional. By default, the Appointment Scanner will run all available tests.

If you click on the "Customise" button, you can:

- turn off tests you are not interested in
- select Alert codes that you want the scanner to find (for example, if you use an alert code for patients who need to re-enrol with the PHO, you can get Appointment Scanner to highlight appointments where the patient has this alert code recorded).

Note that the customisation is saved for each individual user – each user at the practice can have their own customisation.