

HOW2 VALIDATION EXERCISES

Finding and booking appointments in EMIS Web

1) If you've been browsing using the calendar, how can you return to today's date with one mouse click ?	<input type="checkbox"/>
2) To look at the full Appointment Book for the whole week, which Ribbon option do you select?	<input type="checkbox"/>
3) Can you filter the appointment list to display Afternoon Sessions only?	<input type="checkbox"/>
4) Set the filters to find an appointment with a male GP that is at least 20 minutes long and exclude Mondays and Tuesdays.	<input type="checkbox"/>
5) How do you filter out any appointments apart from Urgent ones?	<input type="checkbox"/>
6) Search for appointments after next Tuesday that are after 4pm.	<input type="checkbox"/>
7) Can you tell if 'Advanced Criteria' have already been applied to your current view of the 'Find Appointments' dialog box?	<input type="checkbox"/>
8) Pick a slot type to filter on, and apply one of your personal 'Session Holder' filters (if you have those configured).	<input type="checkbox"/>
9) Search for an appointment with any of three selected Session Holders (of your choice), which also excludes any appointments marked as 'Urgent'.	<input type="checkbox"/>
10) Look at the list of appointments displayed at the bottom of the 'Find Appointments' dialog box and browse to later appointments.	<input type="checkbox"/>
11) Close the 'Find Appointments' dialog box and browse to a page with available appointment slots in it.	<input type="checkbox"/>
12) If a patient has an appointment booked but calls to say that they can't get to the surgery that early, and asks if they could move their appointment to later in the session – how can you move that appointment <u>without</u> having to cancel it and start again from scratch.	<input type="checkbox"/>
13) How do you 'Squeeze in' an appointment between two slots that are already booked?	<input type="checkbox"/>
14) Book an appointment for an unregistered patient.	<input type="checkbox"/>
15) What are your practice's rules about adding Booking Notes when booking appointments for registered or for unregistered patients?	<input type="checkbox"/>
16) Add a slot to the end of a session.	<input type="checkbox"/>
17) Insert a slot into the middle of a session.	<input type="checkbox"/>
18) Split an existing 15 minute slot into two new slots, one 5 minutes long and the other 10 minutes long.	<input type="checkbox"/>
19) Split an existing slot in half.	<input type="checkbox"/>