

## HOW2 VIDEO TRANSCRIPT

### Viewing a patient's appointments on EMIS Web

If you need to check when a patient has an appointment booked there are a few ways of doing this.

Firstly, if you're in the Appointment Book already and you know the day that the patient is coming in, but you need to find the time of the appointment you can use the 'Search Book' option in the Ribbon which will search the appointment book for the day that's being displayed at the time, and highlight patients with the name you've searched on.

You can also use the 'Patient Appointments' option in the ribbon which will prompt you to select a patient first, and then display a full Appointments History for them showing not only any future appointments, but also past and cancelled appointments and DNAs.

You can also view a summary of patient warnings at the bottom which may be relevant to appointments.

If you're in the patient's Care Record, you can view a patient's past appointments in the Diary page.