



## ESM – Linking appointments



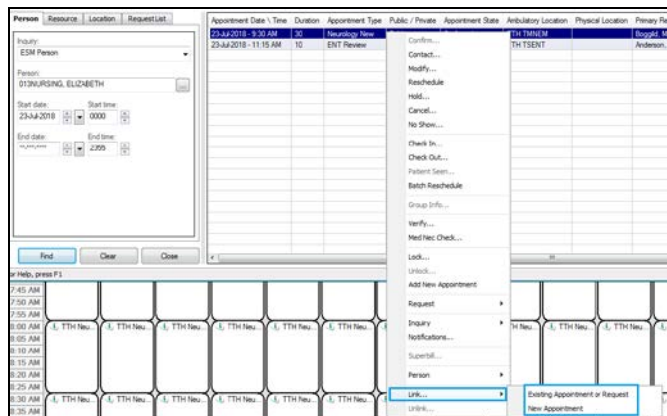
**Note:** This function can be used when a patient has multiple appointments on any day.

**Benefit:** If one of these appointments is cancelled it will notify that there is another appointment linked. To link one appointment to another appointment, the appointments need to be in a **confirmed** state and both appointments need to be in the future.

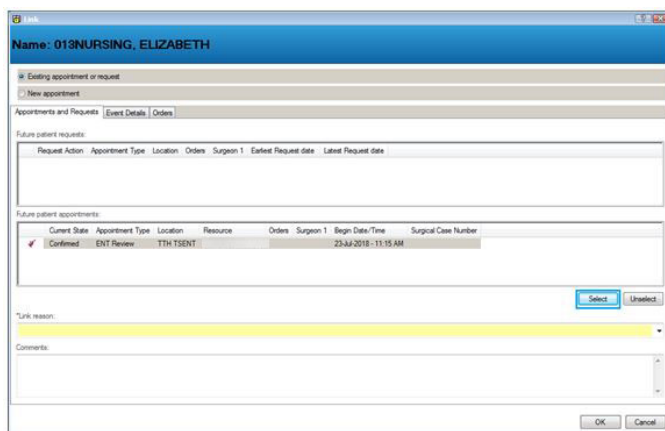
1. Click the *scheduling appointment book* icon in the *AppBar* to load ESM. Click the *appointment inquiry* button.



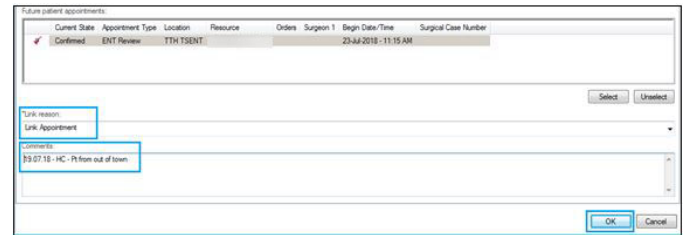
2. Click the *person tab*. Locate the Appointment you wish to link.
3. Right *click* on the *Appointment – Link – Existing Appointment or Request*.



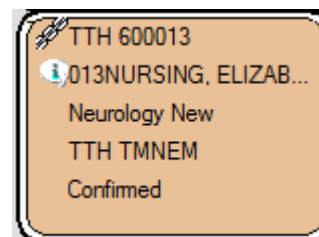
4. The *Link Appointment* window will open. Select the relevant Appointment and click *select*.



5. A red tick will appear next to the selected appointment. Select a *Link Reason - Link Appointment* from the drop-down menu and *add supporting comments*, click *OK*.



6. The Appointment will now appear *confirmed (latte)* in the Appointment Grid with a *Chain Icon* in the top left-hand corner. (For the chain to appear you must have Appointment Linking selected in the Appointment Book Properties under Appointment Icons – please see QRG setting up preferences).



**Note:** If a patient appointment that is already linked requires changing (cancellation or reschedule), a flag will appear with the other appointments. All linked appointments must also be actioned by the staff member if they fall within the same department.

If appointments do not fall within the same department, the staff member must contact the other department and request they action the reschedule accordingly.