



MyClinic365 Release Notes V2.80 24012022

Contents

Locations	2
Add Locations.....	2
Update Staff	2
Making an appointment	4
Booking Notifications.....	5
Example Notification:.....	5
Invoices and Receipts.....	6
Patient Experience	8
Bot Example	8
Patient App	8

Locations

Add Locations

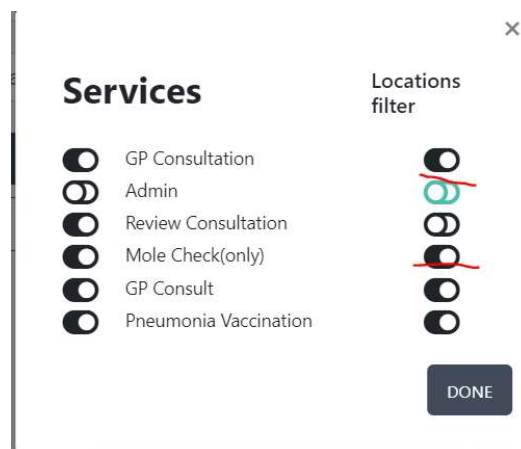
1. Go to settings/locations/Add New (Note: if you are setting up a new practice through the onboarding process then the first location is created from the details entered during onboarding)
2. Input the details of the location
 - a. Additional Invoice and Receipt Message – this appends any new text to the existing text defined for the practice within practice settings
 - b. Colour: Sets the colour for the location so it can be easily identified within the calendar
 - c. Services: each service that you wish to offer at this location needs to be switched on
3. Set your default location – Go settings/Practice Details and set the default location

Locations does not start working until there are 2 or more locations defined

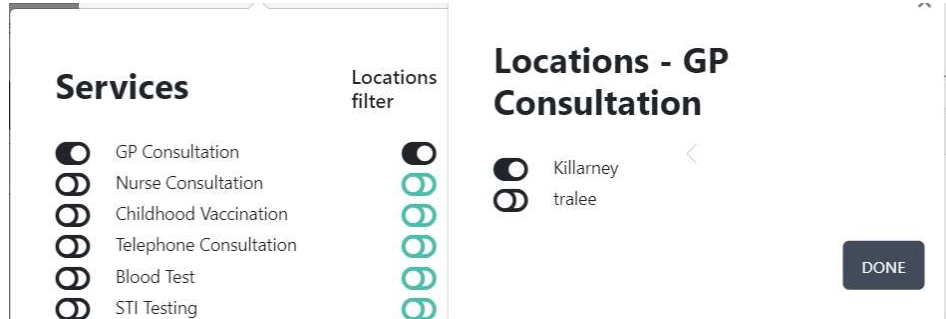
Update Staff

Once you have more than 1 location defined then you will need to assign locations and services to staff. You will also need to define the times and locations that the staff member will be working.

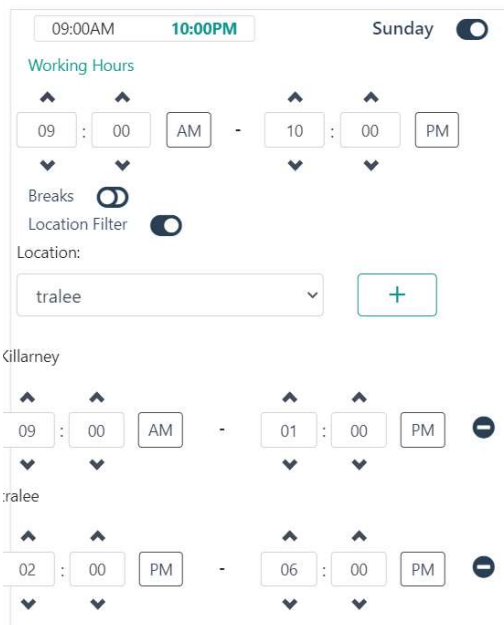
1. Go to staff and select the staff member you wish to edit.
2. Click on services to define locations offering services. If there are 2 or more locations defined you will see the new location filter.
 - a. Click on location filter for a service you wish to turn on.



- b. If you turn on locations for a service, then you will need to define the locations where that staff member will offer the service. You will need to define this for each service that the staff member offers.



- 3. Finally, you will need to define the hours for each location for that staff member. To do this you will need to click on staff member and select set hours.
 - a. Click on the hours for the day you wish to edit
 - b. Turn on location filter and add locations and times
 - i. Select location and click on the plus sign
 - ii. Edit the work times for this location
 - iii. This will need to be done for each day that this staff member offers services



Setup of staff and location is now complete.

Making an appointment

You will make an appointment as per normal only now you will see an extra field (location) and this will be populated with the location defined as the default location.

Add Appointment ✕

Patient Name or DOB

Location

Staff Member Name

Service

Date

Available free slots:

1:40 PM - 1:55 PM	1:55 PM - 2:10 PM
2:10 PM - 2:25 PM	2:25 PM - 2:40 PM
2:40 PM - 2:55 PM	2:55 PM - 3:10 PM
3:10 PM - 3:25 PM	3:25 PM - 3:40 PM
3:40 PM - 3:55 PM	3:55 PM - 4:10 PM

Start Time: :

Change the location if you wish to see availability at the other location(s) for this staff member.

Once appointment is made the entry will be added to the calendar. The colour at the end will identify the location or hovering over appointment will also identify the location.



Booking Notifications

Once locations have been setup all notifications will automatically include the location of the appointment. Patients will also be able to check the location through the bot or through the patient app.

All other notifications such as check-in, triage, reminders, payment links etc will all work as normal.

Example Notification:

Your appointment at myTestGP



bookings@bookmydoctor.ie
To Keith Lyne



Sun 16/01/2022 21:11

Your "GP Consultation" at myTestGP with DR Kevin Murphy at location Killarney for 17-01-2022 10:40 AM is CANCELLED. If you need to change your appointment please go to our website at www.mytestgp.ie

Patient App example:

Appointments

Upcoming

Past

Book Appointment

GP Consultation with DR Laura Malone

starting on 26 Jan 2022 Wed at 9 AM

on location Killarney

with current status of booked

Cancel

View receipt

« 1 »

Invoices and Receipts

Invoices and receipts will also contain location of booking.

Invoice example:

myTestGP
Main St, Killarney, Kerry, Ireland
V93X8X7
Tel: 01222222



Invoice

Due date: 2022-01-26
 Patient: Keith Koppill

Responsible: Dr. Laura Malone
 Appointment: 2022-01-26 09:00
 Location : Killarney

Description	Type	Cost
GP Consultation	Service	50.00

Original price:	50.00
Total amount:	50.00
Paid amount:	50.00
Outstanding amount:	0.00

Payments

Date	Type	Amount
2022-01-24	Card	50.00

Laura Malone
 6B Scott St
 Killarney
 Co Kerry
 IMC: 022884

Kevin Murphy
 6B Scott St
 Killarney
 Co Kerry
 IMC: 011111

Receipt example:

myTestGP
 Main St, Killarney, Kerry, Ireland
 V93X8X7
 Tel: 01222222



Receipt

Date of payment: 2022-01-24 13:39
 Payment type: Card
 Patient: Keith Koppill
 Address: 44 main st, Killarney , Kerry, Ireland

Date	Items	Responsible	Total amount	Paid amount
2022-01-26	Services: • GP Consultation	Dr. Laura Malone at location Killarney	50.00	50.00

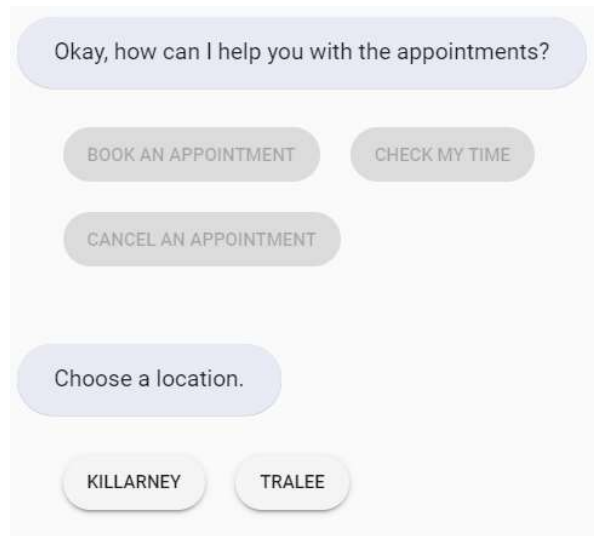
Total paid amount: 50.00

Laura Malone
 6B Scott St
 Killarney
 Co Kerry
 IMC: 022884

Kevin Murphy
 6B Scott St
 Killarney
 Co Kerry
 IMC: 011111

Patient Experience

Bot Example



Patient App

