

# HealthID

ADVANCED CONVENIENCE. ENHANCED CARE.



## HOW TO OPT-IN TO RECEIVE ONLINE BOOKINGS

DISCOVERY HEALTH  
2023





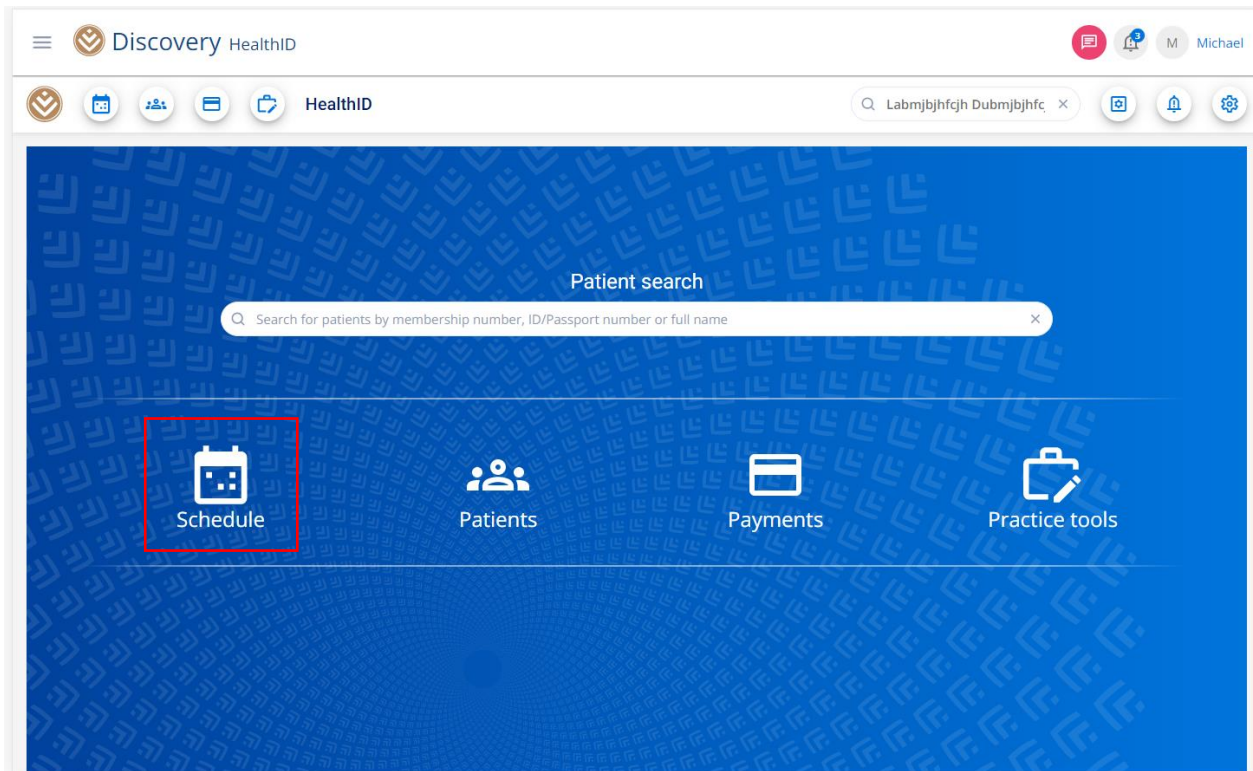
## How to opt-in to receive online bookings

The bookings that patients make on the recoMed platform can automatically pull through to the HealthID platform with the recoMed integration. If you do not use recoMed, you can maintain your bookings on HealthID.

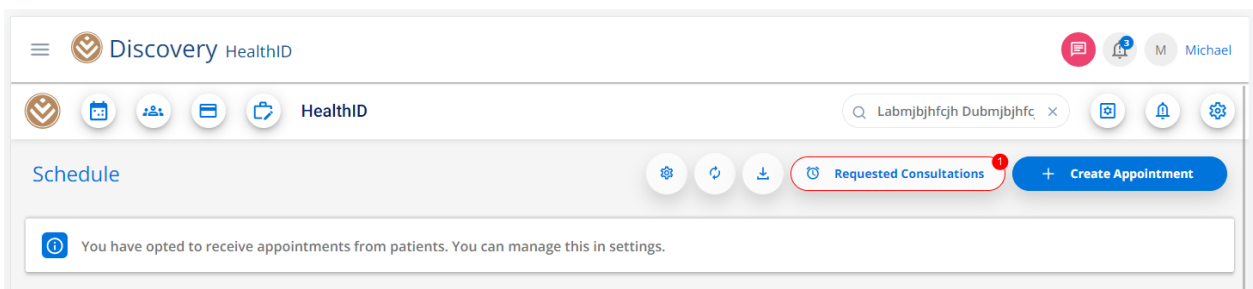
There are many ways to access the work-schedule setup:

### On the main landing page

1. Click on **Schedule**.



2. There will be a **settings** shortcut on the alerts carousel.





3. When you click on the **settings** icon, you will go to the **settings page**.

The screenshot shows two parts of the HealthID interface. The top part is the 'Schedule' page, and the bottom part is the 'Settings' page.

**Schedule Page:**

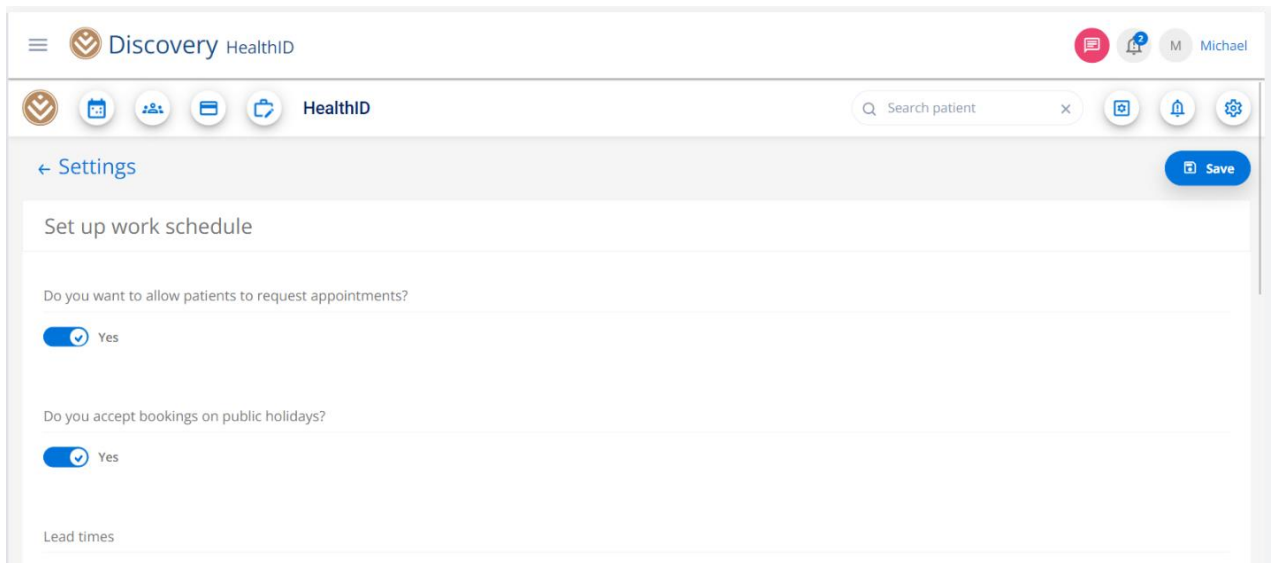
- Header: HealthID, Search patient, and navigation icons.
- Sub-header: Schedule, Requested Consultations, and Create Appointment buttons.
- Message: Please configure your settings to allow patients to request appointments.
- Calendar: Today: Friday 04, November 4, 2022. View options: Today, Day, Week, Month.
- Table: A calendar grid for Friday with columns for All Day and 8am.
- Today's Appointments: A box stating "You have no upcoming appointments scheduled."

**Settings Page:**

- Header: Settings, Save, and navigation icons.
- Section: Set up work schedule.
- Question 1: Do you want to allow patients to request appointments? (Toggle: No)
- Question 2: Do you accept bookings on public holidays? (Toggle: No)

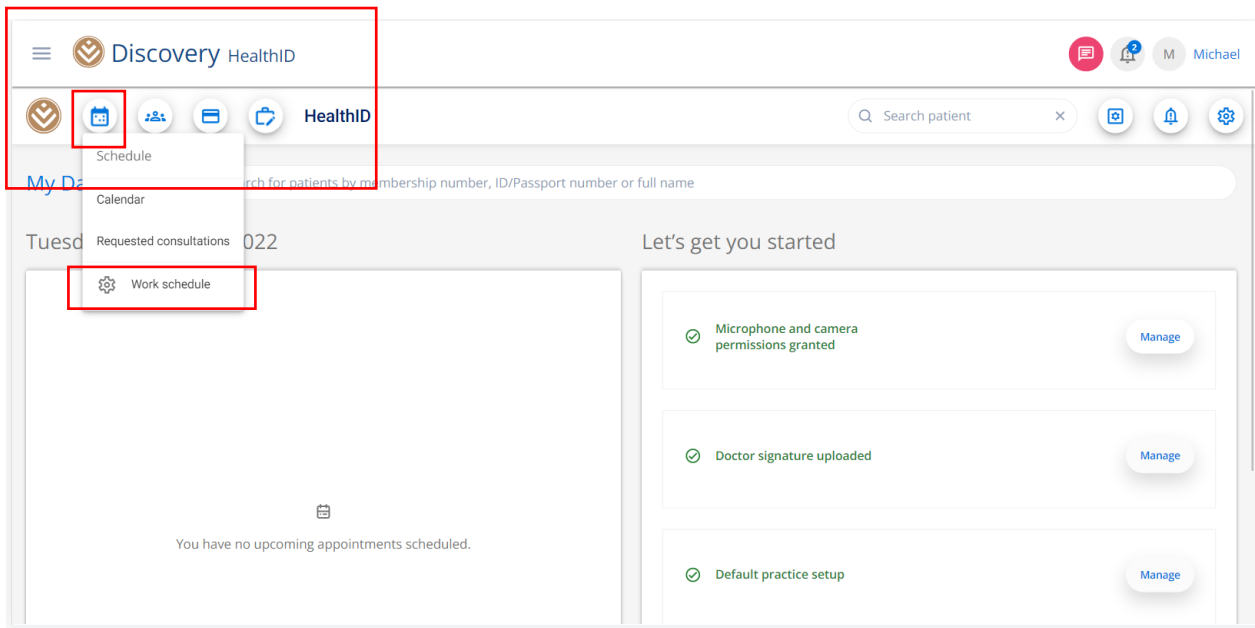


4. On the settings page, go to **Setup work schedule**.
5. For the first question, "Do you want to allow patients to request appointments?", choose **Yes**.



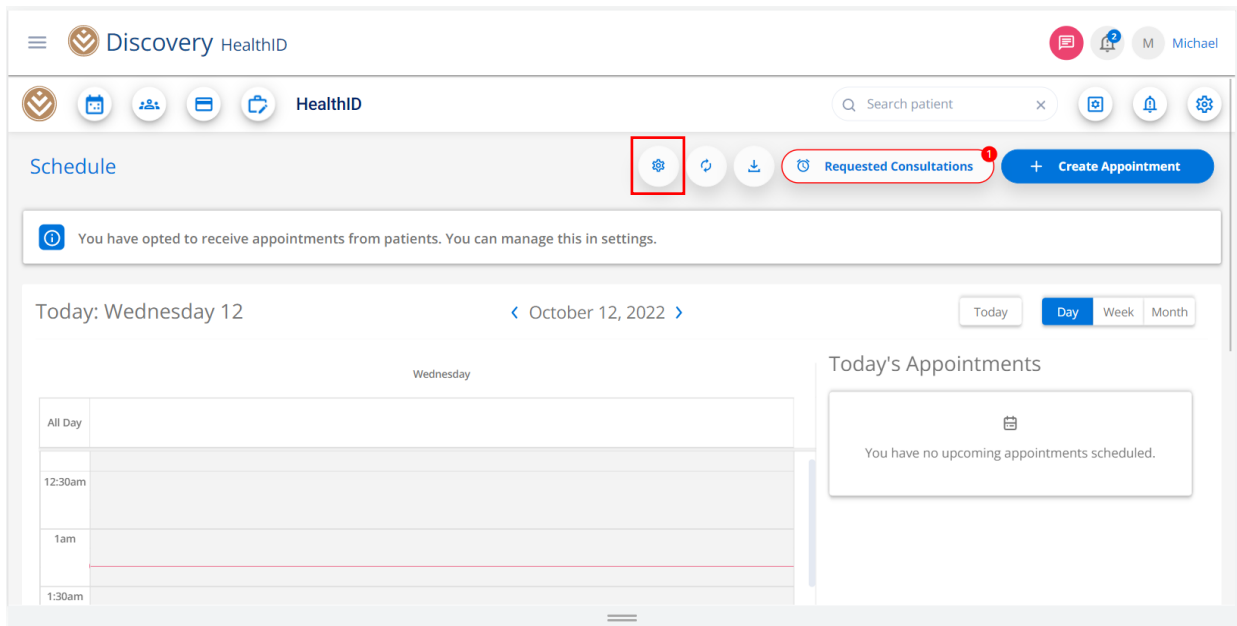
### You can also access this from your Dashboard page

1. Select the **schedule** icon.
2. Then select **Work schedule** from the drop-down list.

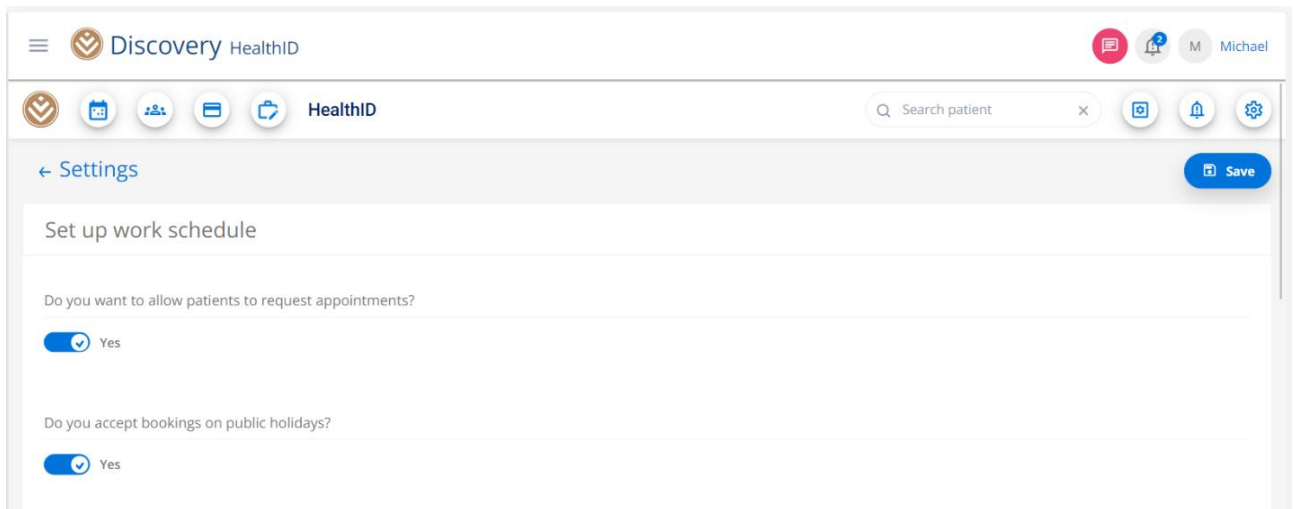




3. Select the settings icon.



4. This should take you to the settings page





5. On the settings page, go to **Setup work schedule**.
6. For the first question, "Do you want to allow patients to request appointments?", choose **Yes**.

The screenshot shows the 'Discovery HealthID' interface. At the top, there is a navigation bar with a menu icon, the 'Discovery HealthID' logo, and user information for 'Michael'. Below this is a secondary navigation bar with icons for home, calendar, people, messages, and a 'HealthID' label. A search bar for 'Search patient' is also present. The main content area is titled '← Settings' and contains a 'Save' button. The first section is 'Set up work schedule', which includes the question 'Do you want to allow patients to request appointments?' with a 'Yes' toggle selected. Below this is another question, 'Do you accept bookings on public holidays?', also with a 'Yes' toggle selected. The 'Lead times' section is partially visible at the bottom.