

Patient Database

Accounting Module

Clinical Record

Time	Room	Status	Patient	Appointment Type	Comment	Action	Arrival	Items	Billed
08:00 AM	Ben	Star Hos...	Bennett Mr Boris 20/09/1956	Initial Consultation				104	Green
08:00 AM	Dr Example	Brookval...	Nerk Mr Fred 02/03/1945	Subsequent Cons...		1 month		105	Green
08:30 AM	Ben	Ashville...	Smith Mrs Mary 23/04/1956	Initial Consultation				104	Yellow
08:30 AM	Dr Example	Fill-Follo...	Helenton Mrs Margie 02/04/1920	Subsequent Cons...		DVA Car	08:14 PM	105	Green
09:00 AM	Ben		Famcombe Miss Lawrence 26/07/1969	Initial Consultation			11:20 PM	104	Yellow
09:00 AM	Dr Example		Dearden Mr James 23/02/1926	Initial Consultation	0412 878 222	confirmed 10th		104	Yellow
09:30 AM	Ben		HOSIE William Maxwell 28/01/1937	Subsequent Cons...				105	Yellow
09:30 AM	Dr Example		Smith Mrs Mary 23/04/1956	Subsequent Cons...		confirmed 10th MA		105	Yellow

Use colour coding for easier recognition

Multiple windows from other MED modules can be viewed and modified directly from the buttons on your WorkList /Waiting room diary

### Key Waiting Rooms / WorkList Features:

- Integrated with MED PMI and MED Billing
- Increase consistency and data accuracy by simply using one database in MED PMI.
- A central pane linking all the MED modules & functions.
- Help you streamline the processing of your patients & all related 'paperwork' that goes with practice & clinical management.
- A booking system that can display all patients billed status at a glance.
- Filter data by doctor, appointment status or type and search & find a wide combination of words, names, comment or status.
- Multiple diaries for each doctor, room or location with keyboard shortcuts to quickly switch the view between diaries.
- Adjust column display, action list, comment fields & interface preferences to your individual site needs, including colour shading, text colours and customisable status icons.
- Easy to use search function—no more flipping pages. Search for bookings by patient name or any details you put in the comment field.
- Very intuitive 'drag-and-drop' function to reschedule appointments
- Reduce billing errors by linking popular appointment types to one or multiple item numbers (requires MED Billing). Change or simply add extra item numbers from the doctor's desk (in multi-user mode).
- Automatically and graphically distinguish between Held and Finalised accounts / appointments.
- Save time—just enter a surname (or file number) to find, book and display details with a few clicks.
- Customise what data to be automatically displayed on your booking list.
- Very intuitive graphical interface to allow easy viewing and at-a-glance monitoring of the booking list and patient's status in the waiting room
- Easily print appointment list for the day or use this as your working / operating list
- Link with and open Medical Director from Waiting Rooms with a single click.

### Why should you choose Waiting Rooms / WorkList?

- **Save time & cost**—Waiting Rooms simplifies your booking and billing processes as well as integrating your whole medical software modules together. No more flipping through the pages of your appointment book.
- **Intuitive graphical interface** with icons and colour coding means it is extremely easy to use and customisable to your practice and individual needs. You can also glean information quickly by glancing through the colour codes and icons in the Waiting Rooms screen.
- Move forward towards **paperless office era** with complete & integrated MED Software
- Join hundreds of satisfied MED Users and contribute towards future developments of MED Software through feature requests and MED User Meetings.

- Easily & quickly search for any past or future appointments:
  - ✓ No more flipping all those pages in the appointment book.
  - ✓ Intuitive search— simply use the patient's name or any text in the comment field.
  - ✓ Easily reschedule appointments— “drag-&-drop” an appointment to a new free slot or simply use “copy/cut-&-paste”.

- Increased Work Efficiency:
  - ✓ Use referral expiry & patient alerts to remind you of any particular alert you placed on a patient when you book the patient.
  - ✓ Icons display expiries that are visually recognisable.
  - ✓ Get Alerts on Booking! Imagine being able to be alerted— at the time you book someone in, even on a future date—for the patient's referral period

- ✓ Avoid billing patients with wrong item numbers & save doctor time by not having to notify which item numbers to use, either verbally or using paper.
- ✓ Change or simply add extra item numbers to be billed. E.g. simply add into the 'item' field “104, 12306” & the front desk simply selects the appointment & clicks 'Account' to automatically use item numbers in the account.



- Use the comment fields to:
  - ✓ jot any free form details that can be searched for using the “Find” function.
  - ✓ quickly record details you do not wish to register until the patient steps in for the first time.
  - ✓ communicate to the front desk. E.g. “10% discount” or “book physio” (in multi-user mode)

- Open a selected patient's registration screen directly from the Waiting Rooms:
  - ✓ Use this to make changes to the patient's details or run an 'Online Patient Verification' (OPV) check for electronic claiming purposes.

- Open other JAM Software modules with one click:
  - ✓ Reduce wasted time opening other programs & searching for a patient's record.

E.g. with “John Smith” in your appointment list for today, to type a letter for him, simply click to select the appointment slot & click on “Formz” button. Waiting Rooms will automatically launch *MED Formz* (requires MED Formz) and opens the list of documents specifically for John Smith. This function also links with MED Scriptor and MED O&R (requires these modules).

- Benefits of our real time updating of multi-user M.E.D. Billing:
  - ✓ Simultaneous diary access from multiple computers.
  - ✓ Real time updating allows instant communication between doctors & front desk, saving time & cost, especially with use of the comment field, action list and the item number field.
- Make the diary suit your timetable
  - ✓ Customise time intervals, days of week & available slots for each diary.

expiring on or before the appointment, or for a certain alert this patient has in his record.

- Arrival Time Logging:
  - ✓ Automatically keeps a record of patient's arrival time, as you click the 'Arrived' button
  - ✓ Automatically changes the appointment status icon from “booked” to “waiting” (or whatever your customised status name is as the next stage).
  - ✓ Lets you review on a quick glance how long a patient has waited.

Time	Status	Patient	Appointment Type	Comment	Action	Arrival Time	Items	Billed
10:00 AM	✗	Mr John Estephan hp:95500696	Colonoscopy	did not attend			32190	
10:15 AM								
10:30 AM	👤	Mr Harry Matsoukas hp:93372048				11:43 AM		
10:45 AM								
11:00 AM	👤	Mr Joseph GEORGE hp:9569-8276	General Checkup			11:43 AM	104	
11:15 AM								
11:30 AM								
11:45 AM								
12:00 PM	👤	Mr Mickey Mouse hp:98275618	Gastroscopy				30473	
12:15 PM								
12:30 PM	👤	Mrs Wehebe Estephan hp:9569 2491	General Checkup			03:21 PM	104	
12:45 PM								
01:00 PM	👤	Miss Vanessa Taouk hp:9709-6786	Follow up consult				116	
01:15 PM								
01:30 PM	👤	Mr Donald Duck hp:02 9559 2939 mp:0408 420	Colonoscopy				32190	(H)

- Open Medical Director directly from Waiting Rooms
  - ✓ if you have Medical Director installed on your computer, you will also have an “MD2” button appearing on your Waiting Room screen. This button allows you to quickly open up Medical Director while you use Waiting Rooms.

- Easily print out and have a copy of appointments for the day, your operating list or work list
  - ✓ Use advanced features as the filter to print only appointments related to, for example, operation for the day.
  - ✓ Use WorkList as an operating list— a great way to keep on top of all procedures scheduled for that day.
  - ✓ The list contains all essential patient details & can also include any specific procedural details on the comment field.

E.g. easily create a diary with 15-minute intervals every Mon, Tue & Fri; then block out unavailable slots 12 to 1pm.

- ✓ Set unlimited number of diaries.
- ✓ Create or customize appointment types you use & link each to one or several item numbers. For front desk staff, this is a great time-saver!
- ✓ “New Slot” creates double bookings or squeezes in patients.
- Greater control over workflow
  - ✓ Front desk staff can track each patient's appointment with status icons— to indicate appointment status or patient location. (E.g. “booked”, “in waiting room”, “being examined”, “to be billed”, “did not attend”, etc).
  - ✓ Staff can quickly review the number of patients in the waiting room using customisable colour coding & the filter function.

- Streamline the Billing Process.
  - ✓ Action List is a customisable list of frequently used reminders of what to do with the appointment, patient or account.
  - ✓ Link appointment types to one or multiple item numbers to automate accounts (requires MED Billing).
  - ✓ Service providers can update these numbers from their room / laboratory before the patient goes to the front desk (requires MED Billing).
  - ✓ Automate accounts with very common item numbers (e.g. 104, 116 or 23) by creating a “General consultation” or “Follow up” type & linking the appropriate item number.
  - ✓ Create accounts directly from the Waiting Room screen based on item numbers linked. Avoid errors in entering the items in the account.

