

CSR Navigator – Viewing Appointments

Introduction

This guide will show how to view the Client Appointments from the Client Service Request Navigator

NSQHS



Governance for Safety and Quality in Health Service Organisations.

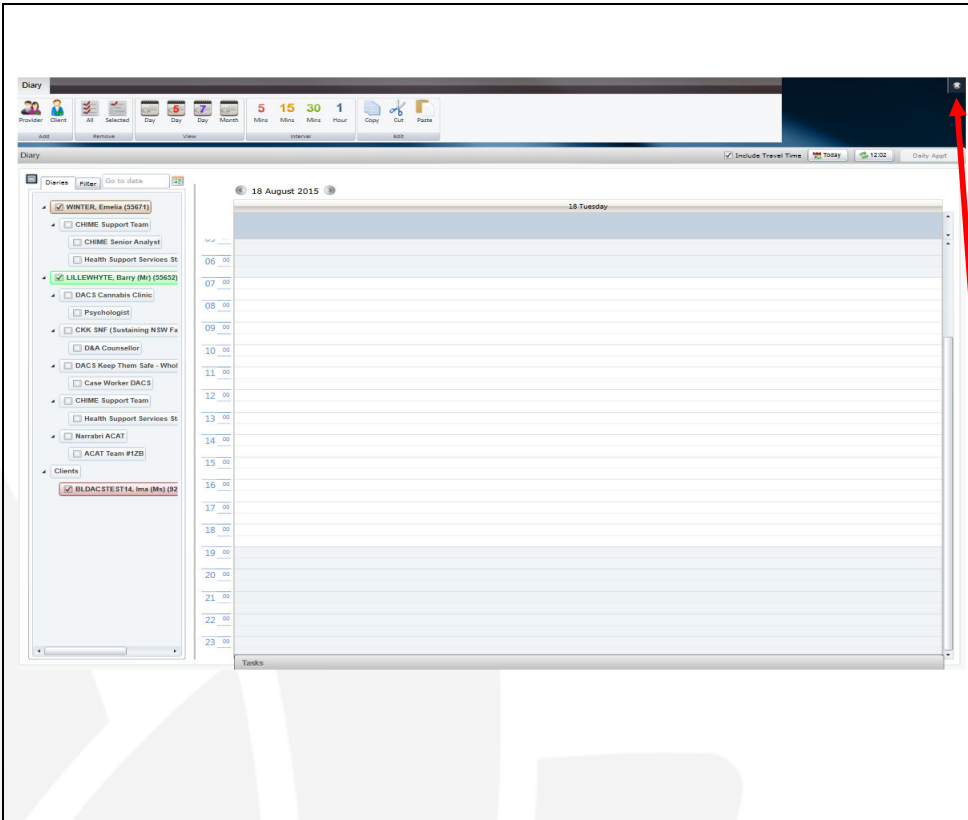
| Name(ID) AUID/Gender/DOB | Age | Last/Next Appointment |
|--|-----|--------------------------------------|
| ASSESSMENT, Ivan (Mr) (92207) Male 30-Jun-1989 | 26 | |
| CLIENT, Ttteeessssttt (Mrs) (78: Female 20-Feb-1980 | 30 | Planned 17-Aug-2015 10:30 |
| BLDATESTCLIENT01, Ima (Mr) (' Male 07-Aug-1976 | 37 | Occurred 14-Aug-2015 08:30 |

From the Navigator screen locate the Client you would like to view /make an appointment for

| Name(ID) AUID/Gender/DOB | Age | Last/Next Appointment |
|--|-----|--------------------------------------|
| ASSESSMENT, Ivan (Mr) (92207) Male 30-Jun-1989 | 26 | |
| CLIENT, Ttteeessssttt (Mrs) (78: Female 20-Feb-1980 | 30 | Planned 17-Aug-2015 10:30 |
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Click on the calendar icon under the Last/Next Appointment column to take you to the diary
NB: you will be taken to today's date in the diary

NB: Last or Next appointments are shown adjacent to the calendar icon. Blank spaces indicate that the client has not been seen



The Diary window will open
From here you can view and add appointments as per 'Diary Navigation' training

NB: Both the client's and clinician's diaries will be open

Close the window when you have finished

| Name(ID) AUID/Gender/DOB | Age | Last/Next Appointment |
|--|-----|--------------------------------------|
| ASSESSMENT, Ivan (Mr) (92207) Male 30-Jun-1989 | 26 | |
| CLIENT, Ttteessssttt (Mrs) (783) Female 20-Feb-1980 | 35 | Occurred 17-Aug-2015 10:30 |
| BLDATESTCLIENT01, Ima (Mr) (32) Male 07-Aug-1976 | 38 | Occurred 14-Aug-2015 08:30 |

You will now see any additions or alterations in the Client Service Request Navigator