


FACILITY MANUAL

Step 1: Facility Registration

- Facility will navigate on registration page after click on “Join Now” option from login page .Facility can register after filling relevant information and registering successfully. Facility will receive an email notification that admin will activate their account soon.
- If admin activates particular Facility account then that Facility will receive a notification after activation of their account and will receive their password so that, the particular Facility will be able to login.

 **SchedulingHub**
Search • Find • Schedule

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LOGIN

[Forgot Password ?](#)

I'm a new patient
Sign up for Medical Scheduling Hub account to book an appointment right now !
[Join Now](#) [How to get started](#)

List your Practice on Medical Scheduling Hub
[Join Now](#) [How to get started](#)

List your Facility on Medical Scheduling Hub
[Join Now](#) [How to get started](#)

List your Law Office on Scheduling Hub
[Join Now](#)

List your Bodyshop on Scheduling Hub
[Join Now](#)

List your car rental on Scheduling Hub
[Join Now](#)

GET STARTED WITH MEDICAL SCHEDULING HUB !

Facility Registration

Facility Name	Email
<input type="text"/>	<input type="text"/>
Mobile	Address
<input type="text"/>	<input type="text" value="Enter a location"/>
State	City
<input type="text" value="Texas"/>	<input type="text"/>
Zip Code	Country
<input type="text"/>	<input type="text"/>
Facility Type	Speciality
<input type="text"/>	<input type="text" value="Select"/>

Happy to see you here !

Please fill the details in the Registration Form. Our representative will get in touch with you shortly.

GET STARTED

Step 2: Appointment Calendar page

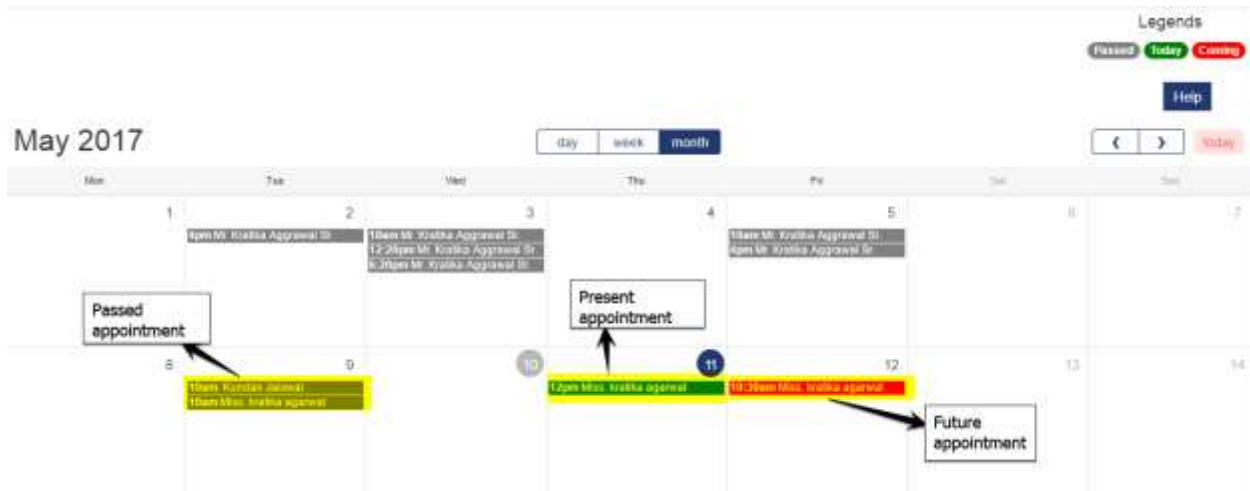
DASHBOARD

- On header part of the page from left there are seven icons that are being displayed.
- First icon is **APPOINTMENT CALENDAR** , on clicking this icon Facility will navigate on appointment calendar page.
- Second icon is **LOCATION AVAILABILITY**, on clicking this icon Facility will navigate on availability detail page.
- Third icon is **MANAGE APPOINTMENTS**, on clicking this icon Facility will navigate on appointment report page.
- Fourth icon is **PATIENTS CHARTS**, on clicking this icon Facility will navigate on existing patient page.

- Fifth icon is **MESSAGE** , on clicking this icon Facility will navigate on message detail page.
- Sixth icon is **SEND INVITATION** , on clicking this icon Facility will navigate on send invitation detail page.
- Seventh icon is **ACTIVITY LOG**, on clicking this icon Facility will navigate on activity detail page.
- On header part of the page on right side , Facility' s name options are displayed.
- After clicking on Facility's name there are four options i.e.(MY PROFILE, SETTING, USER AGREEMENT and SIGN OUT).After clicking on any of the option it navigates on that particular page.



- Below is the calendar displayed which display the appointment date and time for the whole month. Clicking on any appointment on it will navigate to that particular appointment report page.
- Facility can view the appointments of past month ,present month and the future month also.



Step 3: Update Profile

MY PROFILE

- Facility can update their profile by clicking on **SAVE** button.
- Facility can, update specialities, update visit reason, update language and add professional membership and license from particular option.
- Facility can update their profile photo through add multiple photo and set default image of any one image.

Profile Specialities Visit Reasons Languages Spoken Professional Memberships License

PROFILE

Email
manish.sitm94@gmail.com

Patient Accepted
 Adult Pediatric Both

Profession Statement
hello testing

Facility Type
 Durable Medical Equipment
 Emergency Room Injury Care Clinic

Consultation Type
 consultation Follow up visit [New](#)


Departments
 facility Facility Test

Special Interests
efefeffx x xc



Accreditation

[Save](#)

Profile Photo



Saved Photos



[Set Default](#)

Add Profile Photos

[Select Images](#) [Upload](#)

Step 4: Update Setting info

- Facility can update setting info from **Setting** option.

PASSWORD

- Facility can change their password by entering their current password and new password and confirming the new password.

CHANGE PASSWORD

Help

Current Password

New Password

Confirm Password

Submit

PRACTICE AREA

- Facility can update their practice area.
- Facility can upload practice logo and patient registration form.
- Facility can delete patient registration form from **DELETE** icon and download this form also.

PRACTICE PROFILE OVERVIEW

Help

Practice Name

hello

Practice Description (leave blank, if none) (methods and philosophies, or other points of distinction)

hello testing hello test

Save

Practice Logo

Select Image

Upload

Patient Registration Form

Upload a form (pdf or doc format)

Select File

Upload

STAFF

- Facility can add staff from **ADD NEW** option after adding it is displayed in the grid view.
- Facility can active or inactive any particular staff.
- Facility and staff both receive email notification after the staff has been added.
- Staff receives email notification when Facility active/inactive them.
- Facility can edit staff details after clicking on **EDIT** option.

The screenshot shows the SchedulingHub interface for managing staff. At the top, there is a navigation bar with the SchedulingHub logo and the text 'Search • Find • Schedule'. On the right, it says 'Facility Test'. Below the navigation bar, there are several tabs: 'Password', 'Practice', 'Staff' (highlighted in yellow), 'Associated Doctor', 'Insurance', 'Office Location', and 'Preferred Provider'. Under the 'STAFF' tab, there is a section titled 'FACILITY & STAFF' with 'Add New' and 'Help' buttons. Below this, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following data:

Name	Type	Email	Status	Action
Facility Referral	Referral Specialist	facility@refest.com	Active	Edit
Facility Staff	Office Manager	facilitystaff@email.com	Active	Edit
Fac staff2	Nurse Practitioner	golu199475@gmail.com	Active	Edit
FACILITY STAFF	Dental Hygienist	staff@est.com	Active	Edit

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and there are 'Previous' and 'Next' navigation buttons.

ASSOCIATED DOCTOR

- Facility can add their associated Doctor from **ADD NEW** button.
- Facility can Edit the Associated Doctor details from EDIT button.
- Facility can set availability for particular Associated Doctor from **SET AVAILABILITY** button.
- Facility can remove the particular associated Doctor from **REMOVE** button.

ASSOCIATED DOCTOR

Add New

Show 10 entries

Search:

Name	Location	Action
Dr. Test Doctor Jr.	Camac St, Park Street Area Kotkata Alaska 34453253	Edit Set Location Availability Remove
Dr. Doctor Testing	7560 Beverly Blvd A Los Angeles California 90035	Edit Set Location Availability Remove

Showing 1 to 2 of 2 entries

[Previous](#)
[1](#)
[Next](#)

INSURANCE

- Facility can search and select the particular insurance by typing the insurance in the box and clicking on **SEARCH** button.
- Facility can add particular insurance plan of insurance type from **CHOOSE INSURANCE** after clicking on particular checkbox of insurance plan under insurance type it is displayed in **YOUR SELECTED PLAN**.

SELECT INSURANCE

Help

Search by insurance type

Search

Choose Insurance

- 1199 NATIONAL BENEFIT PLAN
- 1199SEIU
- 1-2-1 CLAIMS
- 1888 OHIO COMP.
- 20/20 Eyecare Plan
- 21ST CENTURY HEALTH & BENEFITS
- 21ST CENTURY INSURANCE
- 3HAB
- A PLUS BENEFITS

Your Selected Plans

(If No Insurances selected, Please make your selections from the list on the left.)

- A PLUS BENEFITS(A PLUS BENEFITS)
- 3HAB(3HAB)
- 1-2-1 CLAIMS(1-2-1 CLAIMS)
- 20/20 EyeCare Plan(20/20 Eyecare Plan)

OFFICE LOCATION

- Facility can add location from **ADD NEW** option and edit location from EDIT option.
- Facility can delete location from **DELETE** option.
- Facility can active or inactive their particular location.
- If Facility has only one location then that location cannot be done inactive.

Password Practice Staff Associated Doctor Insurance **Office Location** Preferred Provider

OFFICE LOCATION Add New Help

Location	Email For Appointment Notifications	Name Of Contact Person	Phone	Fax	Ext.	Status	Action
7660 Beverly Blvd A , Los Angeles California, 90036 United States	test@email.com	Test	43423432323232	32323edwew3	22	Active	  
Camac St, Park Street area , Kolkata Alaska, 34453253 India	test@email.com	test	43434343434343	43434r34r34r33r	33434	Active	  

PREFERRED PROVIDER

- It displays the list of providers that are preferred by that particular Facility .
- It displays the list of preferred Doctor, preferred facility and preferred attorney.

PREFERRED DOCTOR

Add New

Doctor Facility Attorney

Dr. Doctor Testing ,MD



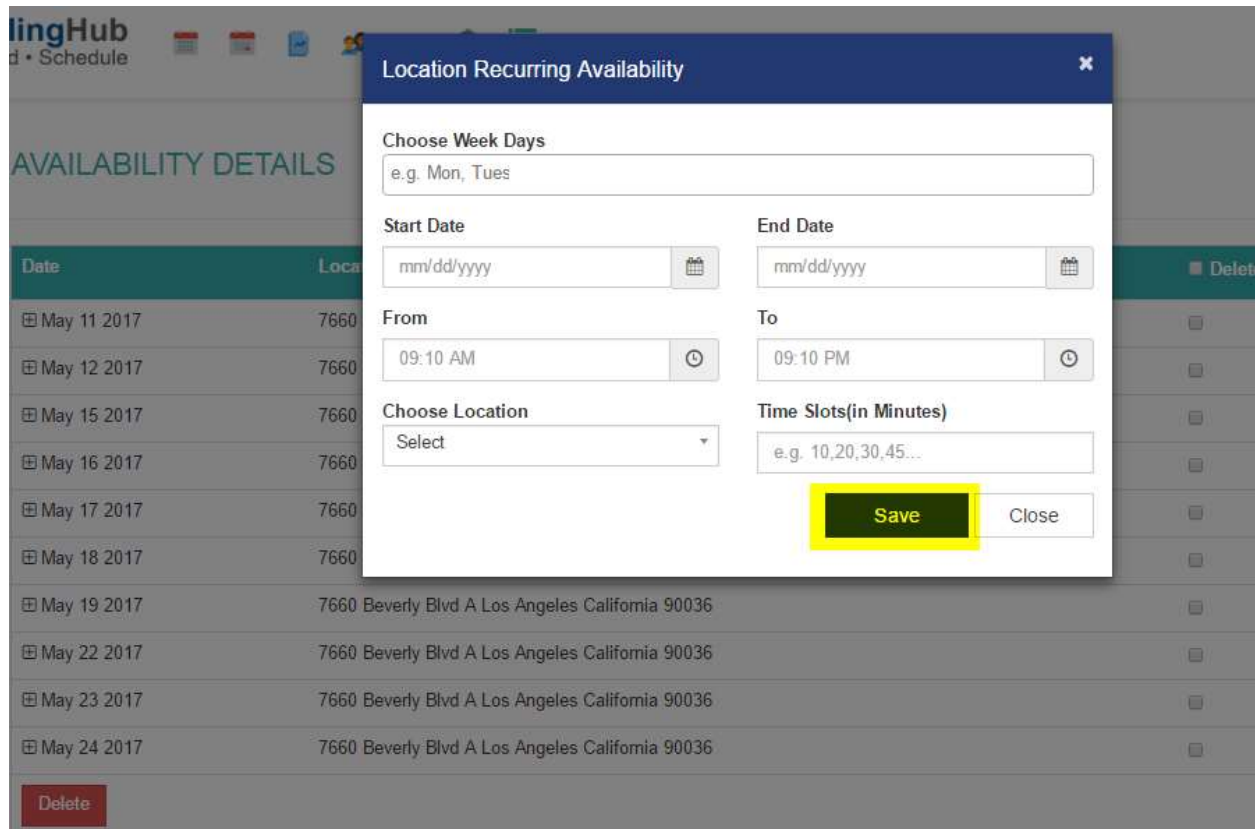
Advanced laparoscopic,
Allergy Care, Bariatric,
Cancer, Chiropractor,
Diagnostic Imaging,
Emergency trauma
surgery, Pain Specialist,
Spine Surgeon

carmac street park avenue
houston Texas 77089

Book Appointment Remove

STEP 5: Manage Location Availability

- Facility can add availability through **ADD NEW** button. On clicking on ADD NEW button a pop up will appear through which Facility can add availability of multiple locations with time durations.
- Facility can delete their availability by selecting that location and clicking on delete option.
- Facility can view their time durations by clicking on “+” option .
- Facility can delete a particular time slot by selecting that particular slot and clicking on delete option.



Step 6: Manage Appointment Report

- All appointments are displayed in grid view and can be filtered through (Date, Range, Location, Professionals, Status and How did you hear about us)..
- Facility can change status of appointment from **APPOINTMENT STATUS** option.
- After change of status both Facility and patient will receive an email notification.

- Facility can check-in if appointment is passed after clicking on **CHECKED IN** option.
- Facility can give report status of particular patient by clicking on **REPORT STATUS** option which will be visible only after check- in particular appointment.
- On clicking on outgoing referrals Facility can book appointment for other providers for that particular patient.
- Facility can print the appointment report page by clicking on **PRINT REPORT** option.

SchedulingHub Search • Find • Schedule

Facility Test

APPOINTMENT REPORT

Help

Date Range: All Dates | Location: All | Status: All | How Did You Hear About Us: All | Report Status: All

Insurance Type: All

51 Confirmed Appointments | 35 Unconfirmed Appointments | 0 Practice Reschedule | 0 Practice Cancelled | 0 Patient No-Show | 0 Patient Cancel/No-Show

Print Report Total - 88

Show 25 entries

Status	Appointment Type	Report Status	Facility	Patient	Date & Time	Associated Doctor	Insurance Center	Insurance	How Did You Hear	Referral By	Action	
Confirmed	Eye Exam	Reported	Facility Test	Miss. Iyadka. agarwal	May 12 09:17 - 10:30 AM		Reasons For Visit : Allergic Eye Problems			Facility	Own Appointment	Appointment Status Outgoing Referral
Confirmed	Eye Exam	Reported	Facility Test	Miss. Iyadka. agarwal	May 11 09:17 - 10:30 AM		Reasons For Visit : Allergic Eye Problems			Facility	Own Appointment	Appointment Status Outgoing Referral

Step 7 :Manage Patient Chart

All existing patient information is available on this page.

- On clicking **PATIENT LINK REQUEST** a pop up appears which contain the link request detail send by patient.
- There is an button **NEW PATIENT** , on clicking this button add new patient page is displayed through which a Facility can register any new patient.

- There is a button **NEW APPOINTMENT** ,on clicking this button it navigates on make appointment page.
- Facility can view and edit patient info, make appointment, create patient chart, care plan ,patient notes, alert and outgoing referrals from the action list.
- Facility can print the list of existing patients by clicking on **PRINT** option.

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Facility Test -

EXISTING PATIENTS

Help New Patient New Appointment Patient Link Request

Show 10 entries Search:

Name	Email	Phone	Referred By	Action
Mr. Arley Gonzalez Sr	arley@northstarpcnetwork.com	(120) 456-7890		
Miss. Kratika Agarwal	kratika@gmail.com	(487) 837-9976		
Mr. Kratika Aggrawal Sr.	kratika412@gmail.com	(111) 111-1111		
Kundan Jaiswal	kundan@gmail.com	(545) 121-5421		

Showing 1 to 4 of 4 entries

Previous 1 Next

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NEW APPOINTMENT

- Facility can make appointment from this page after selecting location.
- After making appointment successfully, appointment status is confirmed and navigate on **APPOINTMENT REPORT** page.
- Facility and patient get notified by an email when appointment is made successfully.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

MAKE APPOINTMENT

[Back to List](#) [Help](#)

Appointment for : Imagine Center Surgery Center & Hospital

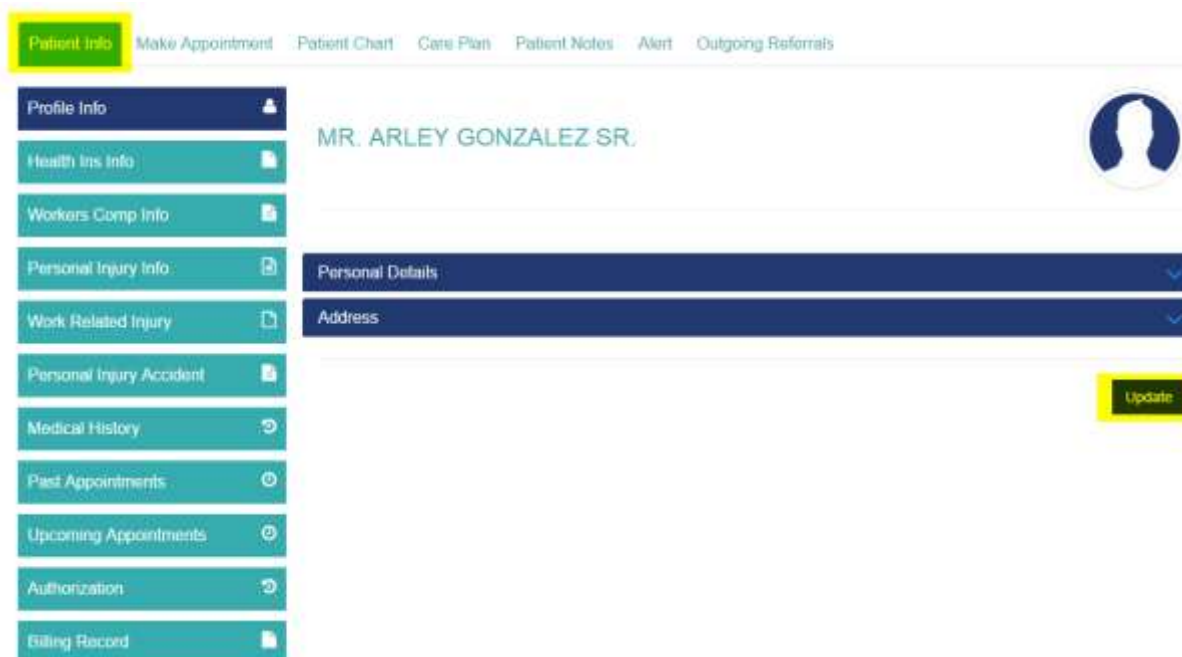
Name Prefix	First Name	Last Name	Name Suffix
<input type="text" value="Mr"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Mobile		Email	
<input type="text"/>		<input type="text"/>	
Password		Confirm Password	
<input type="text"/>		<input type="text"/>	
Home Phone		Emergency Contact Cell Phone	
<input type="text"/>		<input type="text"/>	
Address		State	
<input type="text" value="Enter a location"/>		<input type="text" value="Texas"/>	
City		Country	
<input type="text"/>		<input type="text"/>	
Zip Code		Date of Birth	
<input type="text"/>		<input type="text" value="mm/dd/yyyy"/>	
Sex		Marital Status	
<input type="text" value="Select"/>		<input type="text" value="Select"/>	
Social Security		Appointment Urgency Type	
<input type="text"/>		<input type="text" value="Normal"/>	
Reason for Visit		Select Location	
<input type="text" value="Allergic Eye Problems"/>		<input type="text" value="Select"/>	
Body Part		Date	
<input type="text" value="Select"/>		<input type="text" value="May 12 2017"/>	
Insurance Type		<input type="text" value="Please choose any location to find facility availability"/>	
<input type="text" value="I'm paying for myself"/>			

[Make Appointment](#)

VIEW AND UPDATE PATIENT INFO

- Facility can view and update Patient profile info from profile option.
- Facility can view and update insurance info from health insurance form option.
- Facility can view and update workers comp detail from workers comp info option.
- Facility can view and update Patient personal injury details from personal injury info option.

- Facility can view and update Patient work related injury detail from work related injury option.
- Facility can view and update Patient personal injury accident detail from personal injury accident option.
- Facility can only view Patients terms conditions under authorization option.
- Facility can view and update Patient medical history details from medical history option.
- Facility can upload and view Billing documents from Billing records option.



MAKE APPOINTMENT FOR EXISTING PATIENT

- Facility can make appointment from this page after selecting location.
- After making an appointment successfully, appointment status is confirmed and navigates on APPOINTMENT REPORT page.
- Facility and patient get notified by an email when appointment is made successfully.

MAKE APPOINTMENT

[Back to List](#) [Help](#)

[Patient Info](#) [Make Appointment](#) [Patient Chart](#) [Care Plan](#) [Patient Notes](#) [Alert](#) [Outgoing Referrals](#)

Appointment for : Imagine Center Surgery Center & Hospital

Patient Name

Mr. Arley Gonzalez Sr.

Select location

Select

Insurance Type

I'm paying for myself

Date

May 11 2017

Reason for visit

Allergic Eye Problems

[Click here in case of Emergency](#)

Please choose any location to find doctor availability.

Body Part

Select

Appointment Urgency Type

Normal

[Make Appointment](#)

PATIENT CHART

- There is an ADD NEW button ,on clicking this button a pop up will appear through which Facility can upload patient chart.
- The patient chart will be displayed in the grid view.
- Facility can update , view and delete patient chart.
- After clicking on BACK TO LIST option it navigates on existing patient page.

PATIENT CHART

[Add New](#) [Back to List](#) [Help](#)

[Patient Info](#) [Make Appointment](#) [Patient Chart](#) [Care Plan](#) [Patient Notes](#) [Alert](#) [Outgoing Referrals](#)

Show 10 entries

Search:

Service Date	Document Type	Document Category	Provider Type	Person(Uploaded By)	Description	Action
April 26 2017	Legal	LDR	Doctor	Mr. Doctor Testing	hello test	+ - x

Showing 1 to 1 of 1 entries

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CARE PLAN

- After clicking on ADD NEW option a pop up will appear. Facility can add care plan and display it in grid view.
- Facility can update , delete and view care plan from particular option.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.



The screenshot displays the 'CARE PLAN' section of a software interface. At the top right, there are three buttons: 'Add New' (highlighted in yellow), 'Back to List', and 'Help'. Below this, a horizontal menu contains several options: 'Patient Info', 'Make Appointment', 'Patient Chart', 'Care Plan' (highlighted in yellow), 'Patient Notes', 'Alert', and 'Outgoing Referrals'. Under the 'Care Plan' menu, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following columns: Date of Service, ICD10, Service, Provider, Allergies, Medication, Treatment Plan, Treatment Name, Treatment Detail, and Action. Two rows of data are visible, each with a set of action icons (edit, view, delete) in the 'Action' column.

Date of Service	ICD10	Service	Provider	Allergies	Medication	Treatment Plan	Treatment Name	Treatment Detail	Action	
March 16 2017		Doctor	Mr. Doctor Testing	fsdaf	abc	fsdfda	sadf	http://localhost:1409/odafsa		
March 19 2017	Certain and diseases	Infectious parasitic	Doctor Referral Specialist Staff	Mr. Doctor Testing	glygygu	abb	nmn	nikimkim	oyn	

PATIENT NOTES

- After clicking on ADD NEW option a pop up will appear. Facility can add patient notes and display it in grid view.
- Facility can update , print and delete patient notes from particular options.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

NOTE DETAILS

Add New Back to List Help

Patient Info Make Appointment Patient Chart Care Plan Patient Notes Alert Outgoing Referrals

Patient Name: Mr. Arley Gonzalez Sr.

Category: All Sort

Note	Category	Person(Created By)	Date Time(Created On)	Action
tester	General	doctor staff respec	April 18 2017 2:03 PM	  
hello testingg	General	Mr. Arley Gonzalez Sr.	February 15 2017 5:38 AM	  
hello testing	General	Dr. Shabrez Tariq	February 09 2017 4:35 AM	  

ALERTS

- After clicking on ADD NEW option a pop up will appear. Facility can set alerts for patients ,Doctor, attorney, bodyshop , facility and rental car.
- Facility can hide their alert by clicking on **HIDE** option.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

ALERTS

Add New Back to List Help

Patient info Make Appointment Patient Chart Care Plan Patient Notes Alert Outgoing Referrals

Show 20 entries

Search:

Alert Text	Person(Created By)	Provider	Date Time(Created On)	Action
Hello test	test staff	Doctor Referral Specialist Staff		

Showing 1 to 1 of 1 entries

Previous 1 Next

OUTGOING REFERRALS

DOCTOR

- There is an **ADD NEW BUTTON**, after clicking on it Facility can send outgoing referral for other Doctors.

- Outgoing referral appointment will be shown in the grid view and Facility can track appointment status for that appointment.

The screenshot displays a web interface for managing outgoing referrals. A modal window titled "Add Outgoing Referrals to Doctors" is open, overlaying a background page titled "OUTGOING REFERRALS". The modal contains the following fields and options:

- Doctor:** A dropdown menu currently set to "Select".
- Reasons For Visit:** An empty text input field.
- Insurance Type:** A dropdown menu set to "I'm Paying for myself".
- Appointment Urgency Type:** A dropdown menu set to "Normal".
- Location:** A dropdown menu currently set to "Select".
- Date:** A date picker set to "May 11, 2017".
- Time Slot:** A text area containing the message: "Please choose doctor, location and then date to get available slots."

At the bottom of the modal, there are two buttons: a green "Save" button and a "Close" button. The background page shows a grid view with a search bar, a status filter, and navigation buttons like "Previous" and "Next".

FACILITY

- There is an **ADD NEW BUTTON**, after clicking on it Facility can send outgoing referral for other Facility.
- Outgoing referral appointment will be shown in the grid view and Facility can track appointment status for that appointment.

Find • Schedule

OUTGOING REFERRALS

Patient Info Make Appointment P

Doctor **Facility** Attorney

Show 10 entries

Facility Name

Showing 0 to 0 of 0 entries

Add Outgoing Referrals to other Facilities

Appointment for
 Imagine Center
 Surgery Center & Hospital

Facility Select

Reasons For Visit Select

Body Part Select

Insurance Type I'm Paying for myself

Appointment Urgency Type Normal

Location Select

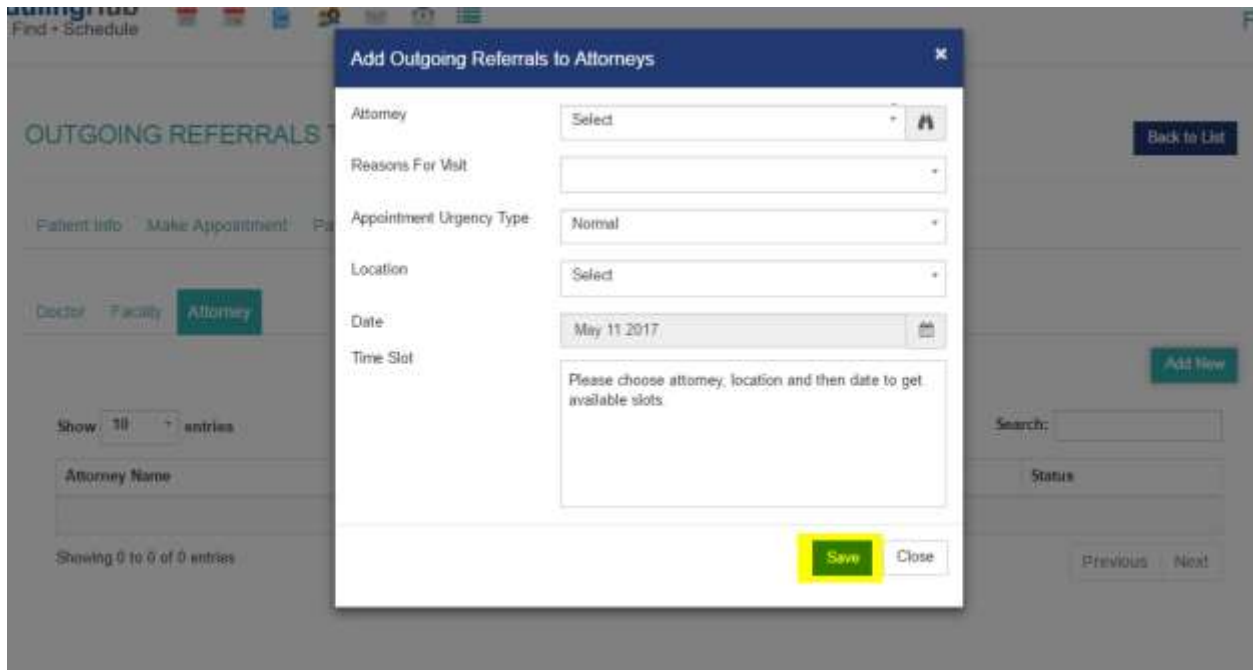
Date May 11 2017

Time Slot
Please choose facility, location and then date to get available slots.

Save Close

ATTORNEY

- There is an **ADD NEW BUTTON**, after clicking on it Facility can send outgoing referral for other Attorney.
- Outgoing referral appointment will be shown in the grid view and Facility can track appointment status for that appointment.



Step 8: Manage Message Info

- There is an ADD NEW button, on clicking this button a pop up will appear through which a Facility can send messages to medics, patients, roles and self.
- Facility can reply to a particular provider by clicking on “**REPLY**” button.
- Facility can reply all by clicking on “**REPLY ALL**” button.
- Facility can forward the message to other providers by clicking on “**FORWARD**” button.
- Facility can receive messages from all providers.
- The send and receive messages will be displayed in the grid view.
- Facility can delete a single message or can delete multiple messages at the same time.
- If Facility deletes a message then that message will be deleted from their dashboard only.

MESSAGE DETAILS

Add New Help

Delete All Inbox

Show 10 entries Search:

Delete	Type	Subject	Message	Received Date	From	From Type	Action
<input type="checkbox"/>	Normal	test	hello test	May 03 2017 06:41 AM	Mrs. Kratika Aggarwal St	Patient	<input type="button" value="Reply"/> <input type="button" value="Reply All"/> <input type="button" value="Forward"/>
<input type="checkbox"/>	Normal	hi test	hello again	May 02 2017 10:52 PM	Facility Test	Facility	<input type="button" value="Reply"/> <input type="button" value="Reply All"/> <input type="button" value="Forward"/>
<input type="checkbox"/>	Normal	hi test	hello	May 02 2017 05:51 AM	Kratika Aggarwal	Patient	<input type="button" value="Reply"/> <input type="button" value="Reply All"/> <input type="button" value="Forward"/>

New Message ✕

Type

To Medics Patients Roles
 Self

Action

Due In Days

Subject

Message

Add to Patient Medical Records

Send Invitation

Facility can send invitation to outside providers who are not registered. E.g. Doctor, patient, facility etc.

SEND INVITATION LIST

[Invite Provider](#)

Show 10 entries

Search:

Provider Type	Name	Email	Status
Doctor	Doctor Test	ans@gt.com	Pending

Showing 1 to 1 of 1 entries

Previous **1** Next

View Activity

- Facility can view their last activity from **Activity log page**.

Show 10 entries

Search:

Activity Logs
Facility Test deleted care plan for Mr. Arley Gonzalez Sr. on 5/11/2017 3:37:36 AM.
Facility Test deleted care plan for Mr. Arley Gonzalez Sr. on 5/11/2017 3:37:30 AM.
Facility Test deleted care plan for Mr. Arley Gonzalez Sr. on 5/11/2017 3:37:24 AM.
Facility Test updated office location on 5/11/2017 3:20:18 AM.
Facility Test updated office location on 5/11/2017 3:20:02 AM.
Facility Test booked appointment for Miss. Kratika agarwal on 5/11/2017 3:09:41 AM.
Facility Test booked appointment for Miss. Kratika agarwal on 5/11/2017 3:09:15 AM.
Facility Test updated specialties on 5/5/2017 5:03:50 AM.
Facility Test updated visit reasons on 5/5/2017 2:17:32 AM.
Facility Test accepted appointment without slot for Miss. Kratika Aggrawal Sr. on 5/3/2017 7:31:22 AM.

Showing 1 to 10 of 144 entries

Previous **1** 2 3 4 5 ... 15 Next