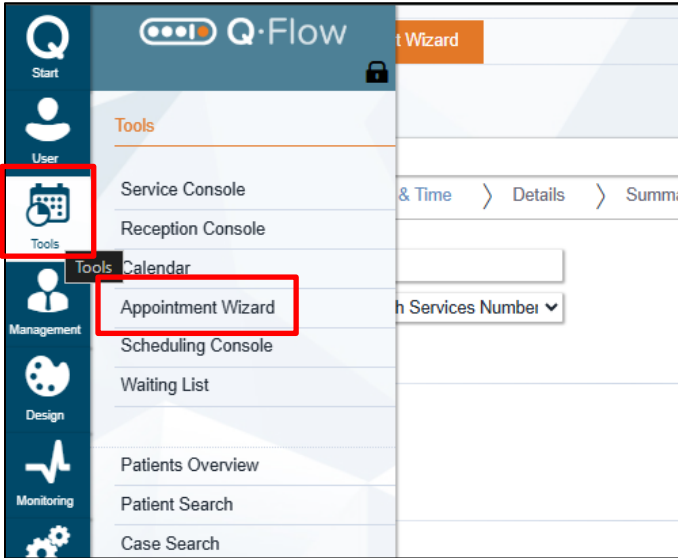
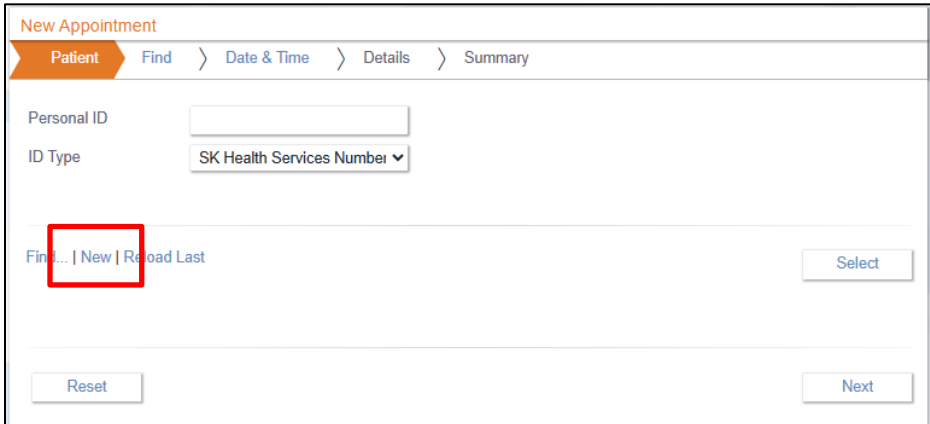
 Saskatchewan Health Authority	Standard #:		
	Title:	Booking an Appointment in Q-Flow through the Appointment Wizard.	
	Role performing Activity:	Service Location	
	<h1>WORK STANDARD</h1>		
Location: Saskatchewan Health Authority			Department/Unit: Areas utilizing Q-Flow
Document Owner: Digital Health – Patient Booking System			Date Prepared: December 03, 2025
Last Revision: December 04, 2025			Date Approved: Enter a date
Related Policies/Documentation: Booking an Appointment in Q-Flow			

Work Standard Summary: Another method of booking patient appointments within Q-Flow outside of using the Calendar tool.

Essential Tasks:	
1.	<p>On the left of Q-Flow, move mouse over the Tools icon and click Appointment Wizard.</p> 
2.	Type the patient's ID number into the Personal ID field and select the ID type. Click the Select button or press Enter on the computer keyboard to search.
3.	<p>If the patient does not exist in the system, click the New... link.</p> 

Essential Tasks:

A popup window will display.

Enter the mandatory information: Personal ID, ID Type, First Name, Last Name, Contact Information (a phone number OR email address), Date of Birth, and review if the patient would like to receive notifications.

Once mandatory information is entered, click the **Save** button at the bottom of the window.

New Patient

Personal ID	<input type="text"/>
ID Type	SK Health Services Number <input type="button" value="v"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
Patient Level	<input type="button" value="v"/>
Email	<input type="text"/>
Tel. Number 1	<input type="text"/>
Tel. Number 2	<input type="text"/>
Language	English <input type="button" value="v"/>
Date of Birth	<input type="text"/> <input type="button" value="X"/>
Sex	Unknown <input type="button" value="v"/>
Notes	<input type="text"/>
Notifications Consent	Default <input type="button" value="v"/>
Booker	<input type="text"/>
Booster Vaccine Date	<input type="text"/>
City	<input type="text"/>
ClinicallyVulnerable	No <input type="button" value="v"/>
First dose date	<input type="text"/>
HealthCareWorker	No <input type="button" value="v"/>
Influenza Vaccine Date	<input type="text"/>
Outbreak Immunization Date	<input type="text"/>
Province	<input type="text"/>
Second dose date	<input type="text"/>
ZipCode	<input type="text"/>

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Essential Tasks:

4. Verify it is the correct patient and review their contact information. Any future appointments will display in the Future Appointments panel on the bottom right. Click the **Next** button.

The screenshot shows the 'New Appointment' form with the following sections:

- Patient Information:** Name (Adult Patient), Personal ID (AdultPatient), ID Type (SK Health Services Number), Email (kirsten.swedburg@saskhealtha...), Date of Birth (11/11/2000), Notification consent (Block), Booker (1).
- Summary:** Patient (Adult Patient), Instructions (Language: English).
- Buttons:** Case List..., Edit..., Patient Record |, Change Patient, Reset, Next.
- Future Appointments:** 12/15/2025 8:30:00 AM, 12/29/2025 11:40:00 AM, 1/12/2026 8:00:00 AM, 1/26/2026 8:50:00 AM.

Note: Notification Consent is required to legally send patients communications regarding their appointments. If a patient declines, ensure Block is selected.

5. The **Look In** field will auto-populate based on the last calendar/service viewed in your profile. If needed click the down arrow to choose a different service location.

The screenshot shows the 'New Appointment' form with the 'Look In' dropdown menu open, displaying the following options:

- Integrated Community Services (selected)
- Integrated Community Services - Test C
- Resource Calendar #1
- Resource Calendar #2
- Resource Calendar #3
- Resource Calendar #4

Other visible fields include: Service Type, Treatment plan, Composite Appointment Type, Start Date, Look For (Any type of vacant slot), Max Results (5), Find, Back, Next, and Reset buttons.

Note: If your location has multiple calendars, choose the service location's name to search for an appointment in ALL calendars OR choose a specific calendar under the service if all calendars are not required.

Essential Tasks:

6. In **Service Type**, click the dropdown arrow, and choose the option that displays.

The screenshot shows the 'New Appointment' form with the 'Find' tab active. The 'Service Type' dropdown menu is open, and the option 'Integrated Community Services - 10min Interval' is highlighted in blue. Other options visible in the dropdown include 'Integrated Community Services' and 'Integrated Community Services - 15min Interval'. The 'Start Date' is set to 12/4/2025.

Note: This will either be “Integrated Community Services – 10min interval” or “Integrated Community Services 15min interval”. This is the type of appointments that have been set up for the calendar(s).

7. The **Start Date** will default to today’s date, if needed user the calendar icon to select a different day.

The screenshot shows the 'New Appointment' form with the 'Start Date' field set to 12/4/2025. A red box highlights the calendar icon next to the date field. Below the date field, a calendar for December 2025 is displayed, with the 4th of the month selected.

8. Click the dropdown arrow next to the **Appointment Type** field and select the type of appointment and click the **Find** button.

The screenshot shows the 'New Appointment' form with the 'Appointment Type' dropdown menu open. The dropdown list is highlighted with a red box, showing options such as '10 Minute Appointment (10 Min.)', '20 Minute Appointment (20 Min.)', '30 Minute Appointment (30 Min.)', '40 Minute Appointment (40 Min.)', '50 Minute Appointment (50 Min.)', and '60 Minute Appointment (60 Min.)'. The 'Appointment Type' radio button is selected.

Essential Tasks:

9. In the Date & Time tab displays. Select a date & time that works for that patient and click the Next button.
1. Matching Services – Click on the blue date to select a calendar if multiple calendars display. Use the + and – to select different dates
 2. Calendar Availability – Reviews calendar name, date, working hours and available times for booking purposes.
 3. Summary – Review patient name, calendar selected, previous appt selected, service location, and time & date currently selected.

New Appointment

> Patient > Find > **Date & Time** > Details > Summary

Matching Services 1.

Service Name	Date	Availability
Resource Calendar #2	12/4/2025	0 18 2 0 0 0
Resource Calendar #3	12/4/2025	0 12 1 0 0 0
Resource Calendar #4	12/4/2025	0 12 1 0 0 0

Resource Calendar #2 Thursday, 12/4/2025 2. Any Vacancy

Working Hours: 8:00 AM - 4:30 PM

Time	Duration (Min.)	Reservation Reason
<input checked="" type="radio"/> 1:00 PM	20	
<input type="radio"/> 1:10 PM	20	
<input type="radio"/> 1:20 PM	20	
<input type="radio"/> 1:30 PM	20	
<input type="radio"/> 1:40 PM	20	
<input type="radio"/> 1:50 PM	20	
<input type="radio"/> 2:00 PM	20	

Summary 3.

Patient
Adult Patient

Service
Resource Calendar #2 (Integrated Community Services - 10min Interval)

Appointment Type
20 Minute Appointment (20 Min.)

Unit
Integrated Community Services - Test Calendar
123 Address St. City, Prov Postal Code

Thursday, 12/4/2025 1:00 PM

Instructions

Language: English

Reset Back Next

10. If part of your location's processes, enter additional appointment information into the Subject textbox. Click the **Finish** button once complete, or if utilizing the Subject field is not applicable.

New Appointment

> Patient > Find > Date & Time > **Details** > Summary

Case Details

Subject:

Notes:

External Reference:

Language: English

Essential Tasks:

11. The **Summary tab** will display that the appointment was successfully saved. To navigate back to the calendar, click the **Open Calendar** link, or click the **OK** button to return to the Appointment Wizard.

