


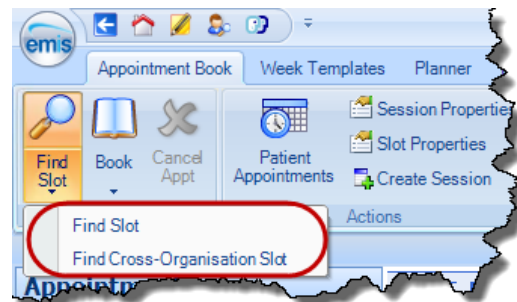
### Booking cross organisation appointments

! You will first need to check that the appointment you are attempting to book is not blocked.

1. Access Appointment Book.

Click , point to **Appointments**, and then select **Appointment Book**.

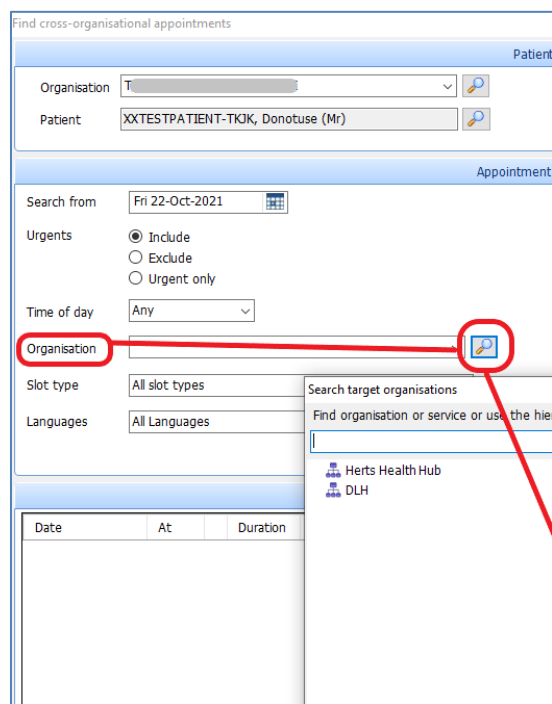
2. On the ribbon, click **Find Slot** and then select **Find Cross organisation Slot**.



3. On the Find cross organisational Appointments screen:

- In the patient field select the patient's registered practice in the 'organisation' box
  - Then in the 'patient' box – click the magnifying glass and enter the patient details.
4. Under appointment criteria select 'herts health hub' in the organisation box

5. Only available slots will be displayed.  
Highlight the preferred slot



Find cross-organisational appointments

Patient

Organisation: T...

Patient: XXTESTPATIENT-TKJK, Donotuse (Mr)

Appointment

Search from: Fri 22-Oct-2021

Urgents:  Include,  Exclude,  Urgent only

Time of day: Any

Organisation: [Search icon]

Slot type: All slot types

Languages: All Languages

Search target organisations: Find organisation or service or use the hier...

- Herts Health Hub
- DLH

Date	At	Duration

displayed.

# Primary Care Mental Health Team

## Booking appointments

6. At the bottom of the screen, click **Book Appointment**.

Available appointments						
Date	At	Duration	Session holder(s)	Slot type	Session name	Location
Tue 02-Nov-2021	09:30	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt AM - ...	MANOR VIEW PRACTICE
	10:30	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt AM - ...	MANOR VIEW PRACTICE
	11:30	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt AM - ...	MANOR VIEW PRACTICE
	13:00	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt PM H'...	MANOR VIEW PRACTICE
	14:00	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt PM H'...	MANOR VIEW PRACTICE
	15:00	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt PM H'...	MANOR VIEW PRACTICE
Wed 03-Nov-2021	09:30	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt AM - ...	MANOR VIEW PRACTICE
	10:30	40 mins	POWELL, Zarina (Ms)	PCMH Tel Appt HERT...	PCMH Tel Appt AM - ...	MANOR VIEW PRACTICE

[Earlier appointments](#)      [Later appointments](#)

Clear appointment criteria    Book appointment    Cancel

7. Type any additional information in the Notes field.

To complete the booking, click **Book**