

Spire Consultant App (SCA) – User Guides

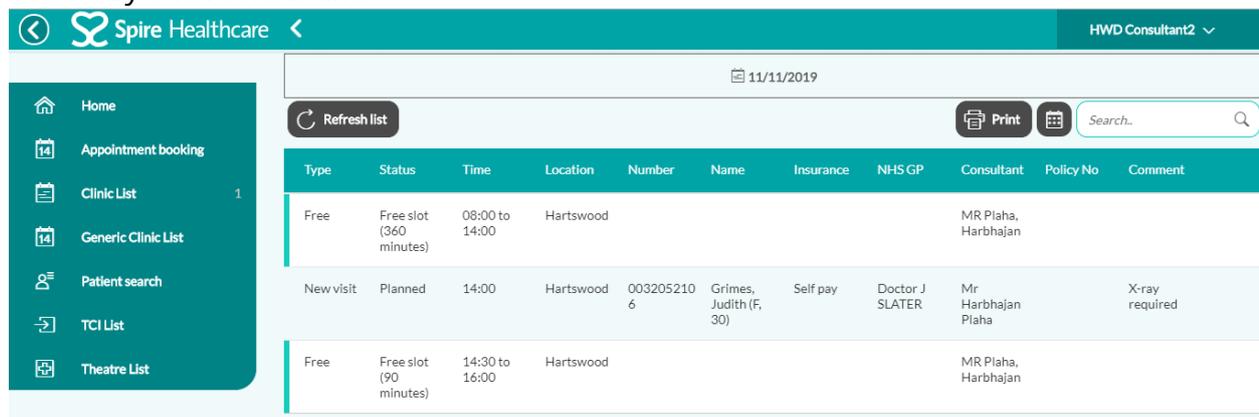
Clinic lists and outpatient functions

Clicking on the “Clinic list” tile from the home page will take you into the Clinic list view:



The counter that is visible on the tile shows how many patients have outpatient appointments/visits and are due to arrive/have already arrived today – shown as 05 in the example above.

Clicking on the tile will take you into your own customised view of the clinic lists. The lists will only contain patients that you have access to view - you will not be able to see patients who are being treated by other consultants:



Type	Status	Time	Location	Number	Name	Insurance	NHS GP	Consultant	Policy No	Comment
Free	Free slot (360 minutes)	08:00 to 14:00	Hartwood					MR Plaha, Harbhajan		
New visit	Planned	14:00	Hartwood	0032052106	Grimes, Judith (F, 30)	Self pay	Doctor J SLATER	Mr Harbhajan Plaha		X-ray required
Free	Free slot (90 minutes)	14:30 to 16:00	Hartwood					MR Plaha, Harbhajan		

Please note that if you are set up as an admin support user (i.e. medical secretaries) and work for more than one Consultant you are able to see the lists for all of the consultant’s you work for within your one user account. You **do not** require a separate login for each of consultant you work for). If the consultant you work for has clinics at more than one Spire hospital you will see the clinic lists for each of the hospitals that he/she works at.

Definition of Column displays:

- **Type** – appointment type i.e. New, Follow-up, etc.
- **Status** – will either be Planned (Patient has not yet arrived) or Arrived (Patient has checked in for their appointment at reception).
- **Time** – planned/actual appointment time
- **Location** – the hospital where the appointment will take place. This is particularly useful to consultants/secretaries managing multi-site clinics.
- **Number** – Spire patient number
- **Name** – patient name
- **Insurance** – the patient’s insurer for this appointment
- **NHS GP** – the patient’s referring/registered NHS GP
- **Consultant** – the consultant that the patient is booked to see. This is particularly useful for those who are managing multiple consultant clinics on the same day.
- **Policy number** – the patient’s policy number, if insured.
- **Comment** – The free text comment that is entered into SAP against the patient’s appointments.

If there is free or blocked time within a clinic, the view will show as below

Free	Free slot (30 minutes)	14:30 to 15:00	Hartwood	MR Plaha, Harbhajan
Blocked	Meeting (30 minutes)	15:00 to 15:30	Hartwood	MR Plaha, Harbhajan

You can also see clearly the start/end time of the clinic at the top of the view:



Actions for an arrived patient:

The clinic list should be refreshed regularly to see real time patient status updates by clicking:



Once a patient has “arrived” you can select them from the list to see further patient detail and perform specific actions:

