ONE | MEDICAL PASSPORT

Passport Booking™ Office User's Quick Guide

Go to www.onemedicalpassport.com/office to log in with your Username and Password. View of Home screen:

Hover over the Procedure sub-category. New Activity List View:

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Action List View:

The screenshot shows the Passport Booking interface with annotation callouts:
- "Click calendar or arrows to change dates"
- "Click here to add pop-up alerts for New Activity"
- "Click here to view action links"
- "Change search filters here"
- "Print with change log"

Navigation: Documents | Booking | Other — Procedure | Conversations | Start Conversation | Booking Notifications

Home | Help | Sign Out

Review Bookings — July 16, 2019 - Tuesday

Search by procedure date / Search by booked date — July 2019 calendar (16 selected)

First name (optional), Last name (optional), Date of Birth (optional), Physician (optional) Select Physician

Booked Date/Time	Patient	Physician	Procedure	Created By	Status	Actions
07/16/2019 1345	Test, Jane	Physician , Test	Test	Office, April	Confirmed 07/29/2019 1000 Office, April 07/29/2019 View Comments ► Documents	► Actions
07/16/2019 1256	Test, Jane	Physician , Test	Colonoscopy	Office, April	Unviewed Office, April 07/16/2019 ► Documents	▼ Actions — Edit booking, New booking, Reschedule, Cancel, On hold, Change log, View booking, Print booking, Print with change log

Status Definitions

- **Booking Received:** Shows that the facility has received the booking but not confirmed it
- **Cancelled:** Shows when the Office has requested to cancel the case
- **Confirm Cancelled:** Shows when the Facility confirms that the case is cancelled
- **Confirmed:** The case is confirmed by the Facility and is on the schedule
- **Date/Time is Unavailable:** Displays when the originally requested date and time is not available and a new date/time needs to be determined
- **Edited:** this status displays when the case has been edited. To determine the most recent edit please reference the Change Log
- **Incomplete:** Incomplete bookings that allows for a scheduler to go back in and complete the booking
- **New date proposed:** When the original date/time is unavailable, and a counter-offer has been suggested by the Facility
- **On Hold:** This status is an option that the facility can choose when the booking needs to be placed on hold for missing information or documents
- **Reopen:** When a cancelled case has been reopened and needs to be scheduled
- **Rescheduled:** When a case has been moved from the original date to another date
- **Unviewed:** The facility has not viewed the case yet
- **Viewed:** this status is for cases that have been viewed but are not yet confirmed

The Booking Tab

1. The calendar on the left-hand navigation allows for ease of navigation from one day to another. If you want to review Bookings for a different day, simply click on the date that you would like to review.

2. The option 'Search by Procedure Date' or 'Search by Booked Date' allows for you to choose if you would like to view the patients by date booked or by the procedure date. The screenshot above displays patients by booked date.

3. Use the green arrows to toggle back and forth to different dates.

4. Click the grey arrow to sort each column by patient name, preference date and time, physician, procedure, or booking status.

5. Narrow your search by using filters for patient name, physician name, date range, or status. Clicking the Search button will save your search preference.

For detailed instructions on all these features, please see the full Office Users Guide.