

Recording KAS/Additional consultations via telephone consultation

1. Schedule KAS appointment if it was not on the calendar, select Location: **Telephone Consultation** and Mode: **Phone**

Client* Emilia GRANGER

Appointment type 8 Week Consult

Program

Start date / time* 25/03/2020 9:15 AM End time* 10:15 AM

All day

Actual time (minutes)

Site / Centre DELAHEY 1

Location Telephone Consultation

Mode Phone

Interpreter Required

Add Site Members + Add all from site

Staff Members + Add

2. Open KAS/Additional consultation as usual (Clinical Activity > Consultation) and click on the appointment hyperlink

CDIS - Consultations
4449279, Emilia GRANGER (Female), 6/08/2019 (07M14D)

Client Details | Clinical Activity | Assessments | History / Notes | Letters / Reports | Client File | Logout

Consultation List					
Booked appointments and Notes Pending					
Date	Type	Status	Booked By	Site/Centre	
25/03/2020	8 Week Consult	Booked	IRRAWAN, Reinard	DELAHEY 1	Delete
1 Records					
New consultation for client with no booking					
Consultation					
Incomplete consultations					
Date	Type	Transcribed by	Status		

3. Enter the following information:
 - Did the client attend this appointment: **Yes**
 - Location: **Telephone Consultation** (This will appear by default as Telephone consultation if already selected in diary booking.)
 - Tick appropriate box for Family present
 - Weight and growth assessed: **No** and choose **Telephone Consultation** as the Reason

Child Health Assessment

Did the client attend this appointment* Yes No

Assessment Details

Ensure Appointment Details Are Correct And Edit If Required

Service date* 25/03/2020 Start time* 9:15 AM End time* 10:15 AM

Consultation Type* 8 Week Consult

Location Telephone Consultation

Site/Centre* DELAHEY 1

Family present Mother/Guardian Father/Guardian Interpreter Other

If other please specify name and relationship

Other professionals present Yes No

Weight and Growth

Weight and growth assessed Yes No Reason Telephone Consultation

View History
View Growth Chart

Nutrition

4. Enter in notes: “Consultation via phone due to COVID-19 – baby/child not sighted”

Recommended Contact

Agency	Comments/Notes

Notes

Observations & discussions

Health Education & Recommendations

Management Plan

Consultation via phone due to COVID-19 - baby/child not sighted.

Continue adding other relevant information and notes for consultation.

TIPS: Check SMS reminder for future KAS appointment. Either untick Generate Reminder to stop the automatic reminder being sent to client *or* override default text, remove [Site] and replace it with your own wording (eg. We will ring you on your phone).

Re-schedule Cancel Data Entry Error

Record Did Not Attend

Recurrence

Appointment confirmed

Generate reminder

SMS Debbie DOUBTFIRE(Mother) on 0400123123 Primary Contact

Override default SMS text

MCH Appt for [ClientFirstName] on [AppointmentStartDate], [AppointmentStartTime]. We will ring you on [SitePhoneNumber] if unable to attend or if you/your child is unwell. NO REPLY

Save Cancel