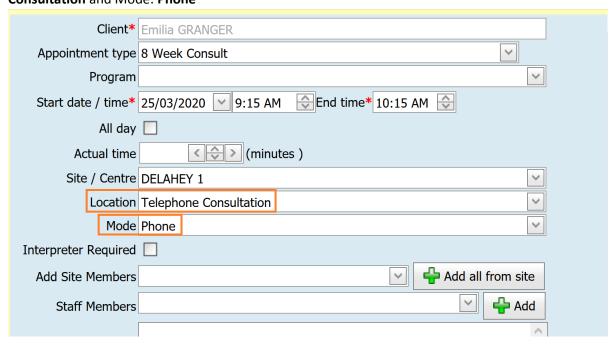
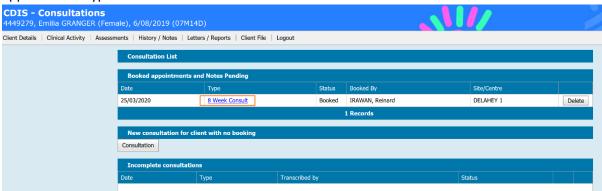
Recording KAS/Additional consultations via telephone consultation

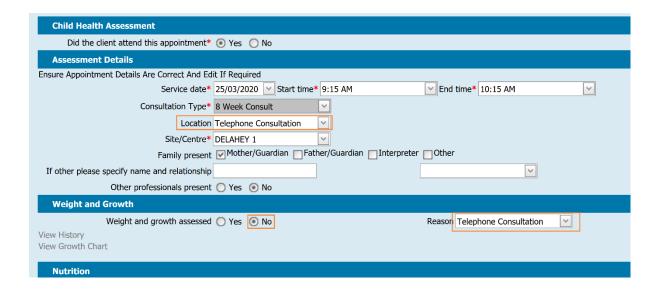
1. Schedule KAS appointment if it was not on the calendar, select Location: **Telephone Consultation** and Mode: **Phone**



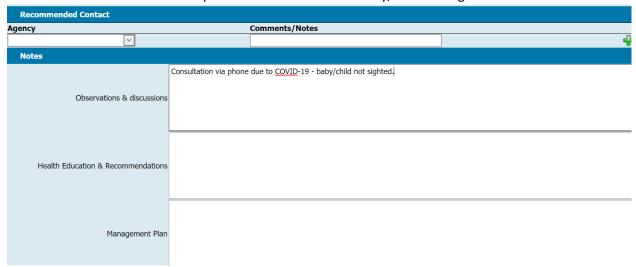
2. Open KAS/Additional consultation as usual (Clinical Activity > Consultation) and click on the appointment hyperlink



- 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



4. Enter in notes: "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).

