

# Component Spotlight

## Future Booked Appointments component

### About the component:

This component allows end users to view all future booked new and review appointments over the next 6 weeks at a specialty, doctor and clinic level with access to individual patient lists.

**Who it's for:** Wait List, Scheduling and Booking Officers, Care Coordinators, Nurse Unit Managers, Clinicians, Clinical Leads and Directors, Service Improvement or Project Officers.

### Where you'll find it:

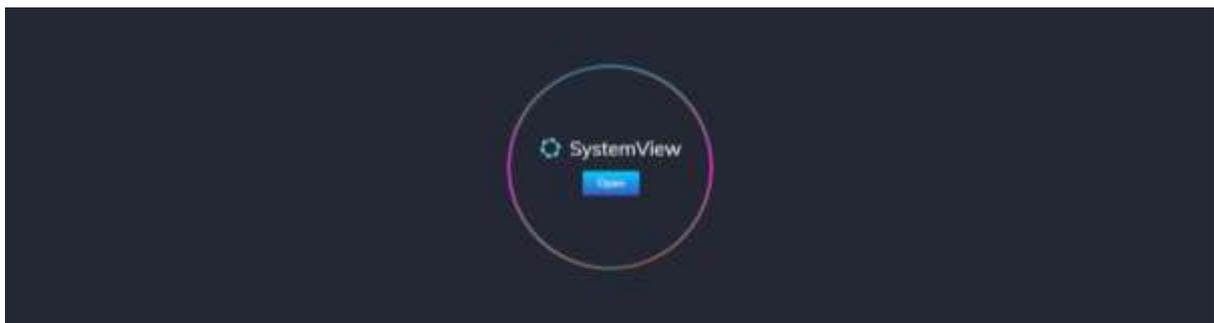
SystemView > Explore > Outpatients > Bookings > Future Booked Appointments.

### Data refresh rates:

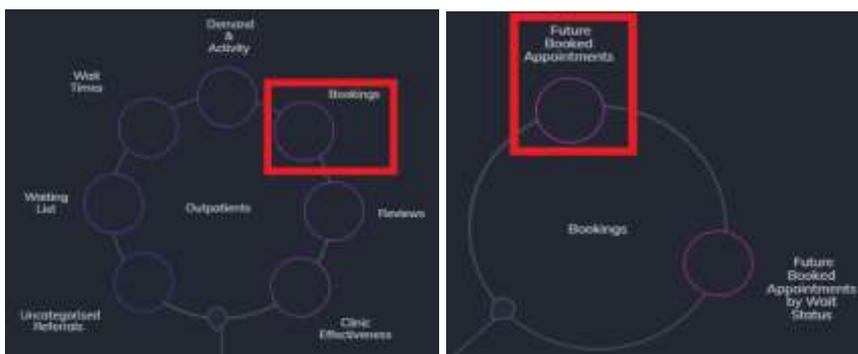
The data within this component updates every morning.

### Step 1.

Sign in to SystemView using your current hospital credentials and password



### Step 2.



**Navigate to** Explore > Outpatients > Bookings > Future Booked Appointments.

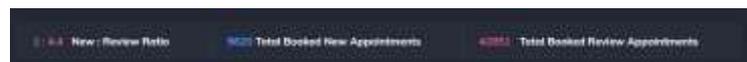
**Step 3.**



Apply drop-down filters **at the top of the page to refine the data.**

**Patient Details** – select the button located alongside the filters at the top of the component. Patient details includes an exportable table that updates daily and once activated, can be saved and referenced in **Interact – MyLists or MyHubs.**

**Step 4.**



**New: Review Ratio, Total Booked New Appointments and Total Booked Review Appointments** tiles display high-level summaries of the next 6 weeks of scheduled appointments for the filters selected.



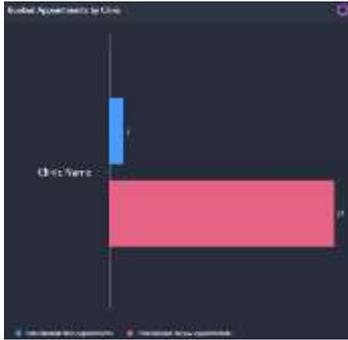
**Future Booked Appointments for the Next 6 Weeks** charts displays a prospective view of the next 6 weeks of outpatient appointments by New or Review status.

**Selecting a series or cohort bar in this chart will open further analysis and a selected week to view in more detail.**



**Future Booked Appointments by Doctor and Calendar View by Week** charts display a summary of booked new and review appointments by doctor/s and/or their corresponding clinic/s in a calendar view.

**Selecting a doctor and/ or day/ calendar slot in this chart will open further analysis and detail.**



**Booked Appointments by Clinic** chart displays a summary of booked new and review appointments by clinic/s selected.

**The patient level table displays actual booked new and review appointments as scheduled in the source system.**