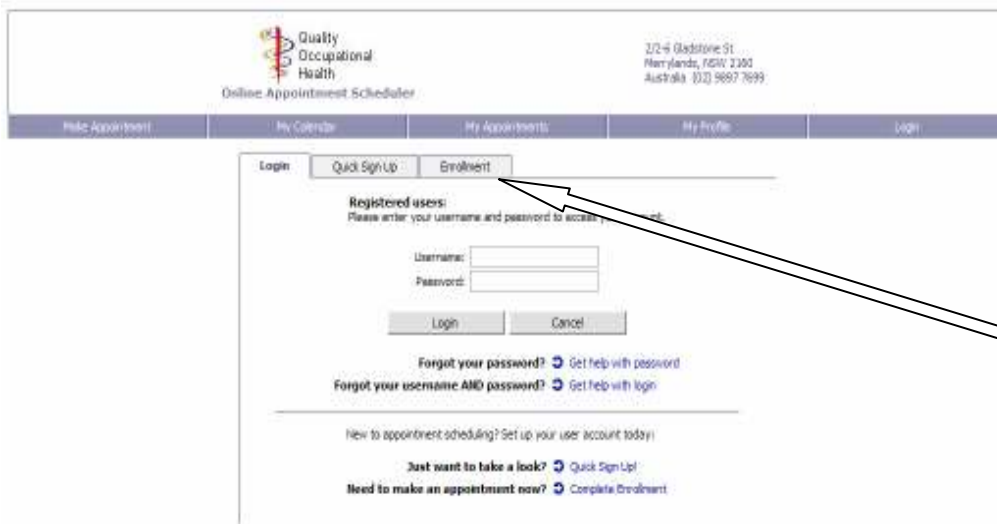
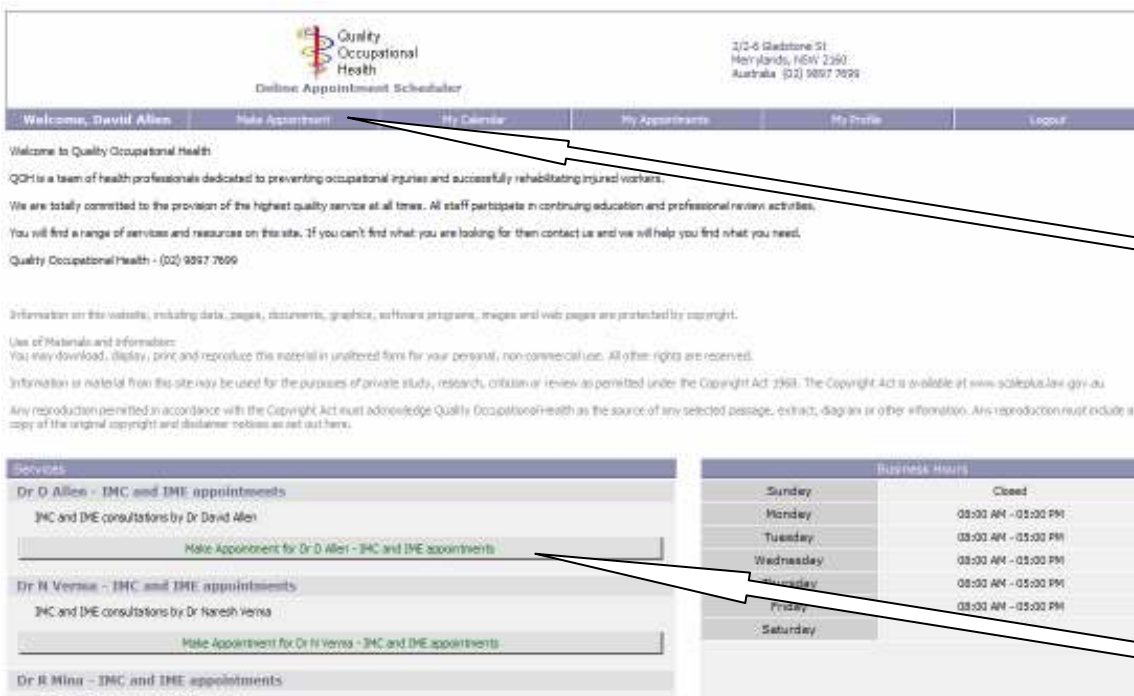


How to make an online booking for an IMC or IME



1. Current users go to **Login** tab and enter *username*, *password*, then click *login*.
New users to go to the **Enrolment** tab & complete *New Customer Profile* and click *Enrol*.



2. Click **Make Appointment** – 2nd from left on top menu

3. Go to **Services**
 Choose the doctor you'd like to make the appointment with.
 Click the bar *Make Appointment for Dr xxx – IMC and IME appointments*

How to make an online booking for an IMC or IME

Quality Occupational Health
Online Appointment Scheduler

2/2-6 Gladstone St
Merrylands, NSW 2300
Australia (02) 9697 7699

Welcome, David Allen | Make Appointment | My Calendar | My Appointments | My Profile | Logout

Service Requested: Dr N Verma - IMC and IME appointments
Location: Merrylands
Appointment With: Dr Naresh Verma

Date and Time > | My Profile > | Review and Confirm

March 2007							2007		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Jan	Feb	Mar
				1	2	3	Jan	Feb	Mar
4	5	6	7	8	9	10	Apr	May	Jun
11	12	13	14	15	16	17	Jul	Aug	Sep
18	19	20	21	22	23	24	Oct	Nov	Dec
25	26	27	28	29	30	31	Today is Wednesday January 24, 2007		

Available appointment times (EST) for Friday, March 02

08:30 AM

Cancel

4. Choose the month

Choose the day

Choose the time – available appointment times are below the calendar

Quality Occupational Health
Online Appointment Scheduler

2/2-6 Gladstone St
Merrylands, NSW 2300
Australia (02) 9697 7699

Welcome, David Allen | Make Appointment | My Calendar | My Appointments | My Profile | Logout

Service Requested: Dr N Verma - IMC and IME appointments
Location: Merrylands
Date and Time: Friday, March 09, 2007 08:30 AM - 30:00 AM EST
Appointment With: Dr Naresh Verma

Date and Time > | My Profile > | Review and Confirm

April 2007							2007		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Jan	Feb	Mar
1	2	3	4	5	6	7	Jan	Feb	Mar
8	9	10	11	12	13	14	Apr	May	Jun
15	16	17	18	19	20	21	Jul	Aug	Sep
22	23	24	25	26	27	28	Oct	Nov	Dec
29	30						Today is Wednesday January 24, 2007		

Available appointment times (EST) for Friday, April 27

08:30 AM

Cancel

5. Review the service requested & details

How to make an online booking for an IMC or IME

Customer Profile for David Allen

First Name:	David
Last Name:	Allen
Business Name:	QOH
Daytime Phone:	98977699
Evening Phone:	
Mobile Phone:	
E-mail:	david.allen@qoh.com.au
E-mail Preference:	Rich Text (HTML)
Address:	Smith St 5 Merfak, NSW 2209 Australia

Customer Input

Required input from customer for appointment:

Type of appointment required:	Injury Management Consultation (IMC) <input type="button" value="x"/>
Name of person referring:	<input type="text" value="My Name"/>
Referring company:	<input type="text" value="My Company"/>
Referrer's email address:	<input type="text" value="my email address"/>
Referrer's phone number:	<input type="text" value="99999999"/>
Referrer's fax number:	<input type="text" value="11111111"/> (optional)
Patient's name:	<input type="text" value="Mr Patient"/>
Claim number:	<input type="text" value="123123123"/>

Send me notification for this appointment.
 Send me confirmation for this appointment.
 Send me reminder for this appointment.

Appointment Cancellation Policy

Quality Occupational Health requires at least 48 hours for all cancellations of IMC and IME appointments. For cancellations with 2 days notice a fee of \$129.00 may apply. For cancellations with less than 2 days notice a fee of \$239.20 may apply.

Appointment No-Show Policy

Quality Occupational Health may charge a fee of \$239.20 for non-attendance of IMC and IME appointments.

6. Review your customer profile

7. Input details of appointment
Choose IMC or IME appointment from drop down box
Enter appointment details

Choose from the notification / confirmation / reminder options

8. Click **Make Appointment**

Quality Occupational Health
Online Appointment Scheduler

2/2-6 Gladstone St
Merrylands, NSW 2200
Australia (02) 9897 7699

Welcome, David Allen | [Make Appointment](#) | [My Calendar](#) | [My Appointments](#) | [My Profile](#) | [Logout](#)

Confirmation

Your appointment has been scheduled successfully

Appointment:

Appointment for Dr N. Verma - IMC and IME appointments	
Confirmation:	30415199055
Date and Time:	Friday, April 27, 2007 08:30 AM - 30:00 AM EST
Location:	Merrylands Unit 2/2-6 Gladstone st Merrylands, NSW 2200 Australia
With:	Dr Nareesh Verma
For:	David Allen
Status:	Confirmed

IMC and IME consultations by Dr Nareesh Verma

Appointment Form

Appointment reminder e-mail will be sent to you 24 hours prior to the appointment.
Appointment status can be checked in My Calendar or in My Appointments at any time. You might want to print this page for your future reference.

9. Your appointment details will be displayed – check to make sure they are correct

10. You will receive email notification &/or confirmation depending on what options you selected in step 7

Congratulations you have successfully made a booking!