















Setting up Phone Appointments

Purpose: This feature allows practices to have the option of a 'phone appointment' for patients booking online.

Login to ManageMyHealth Account ➡ Systems Menu ➡ Phone Appt Settings

Systems Menu

-  Patient Registration Template
-  Appointment Settings
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-  **Phone Appt Settings**
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-  Online Payment Settings
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-  Repeat Script Fee Settings

1. Scroll to the bottom of the page, and click 'edit':



2. You can choose which practices you would like to enable phone appointments for.

3. Select which rule best suits your practice. This corresponds to the appointment template within your PMS (depending on the rule you have selected) in the session name. These appointments will then be displayed on MMH as phone appointments.

Rule 1 : Show all Online appointments as Phone Appointments where Session Name is **MMHPA**

Rule 2 : Show all Online appointments as Phone Appointments where Session Name is **BLANK**

4. Complete the rest of the page, including whether you want the practice of the patient to initiate the call, and any specific instructions to the patient.

Phone call to be initiated by: Practice Patient

Instructions to Patient: (Max 1024 Characters)

Please be ready with your phone (number that you have provided to the practice) at least 5mins prior to your appointment. Your doctor will call you when they are ready to begin the consultation.

5. Once you have finished, click Save.