

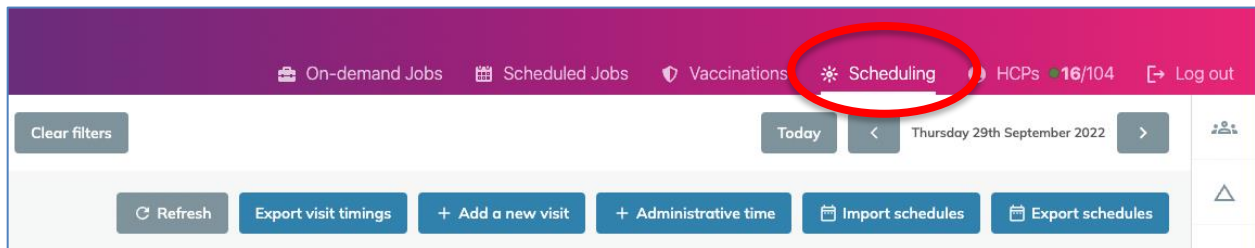
Scheduling System – Controller Functions

Adding admin time

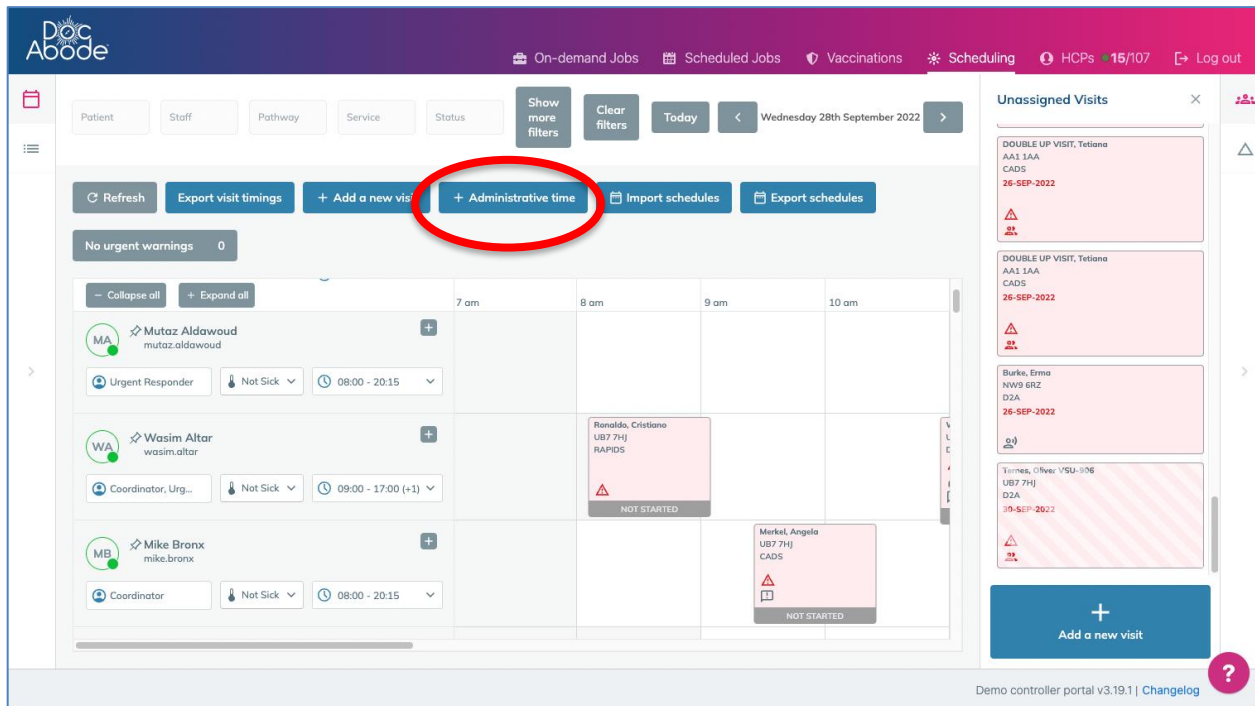
This document describes how to add a block of admin time for an HCP. This can be done in one of two ways

- From a referral
- Entered from scratch

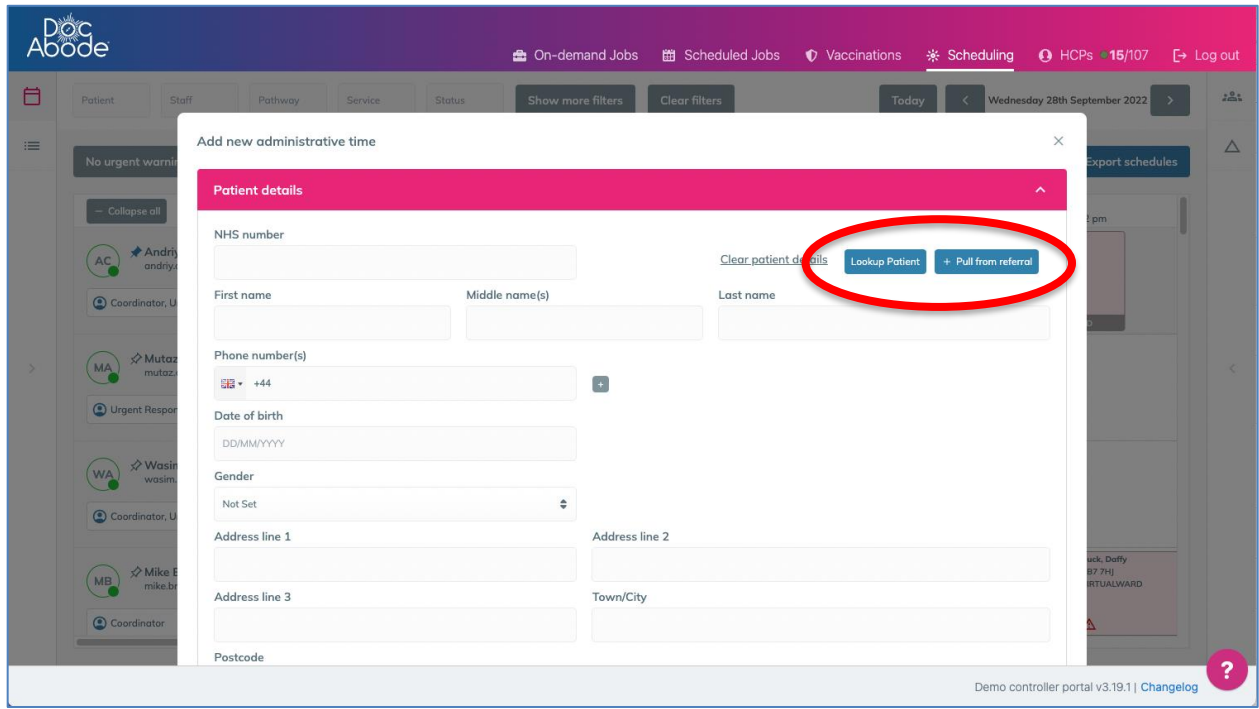
1. Log in to Doc Abode as a COD <https://controller.docabode.com/> and select the Scheduling tab



2. Select the + *Administrative time* button

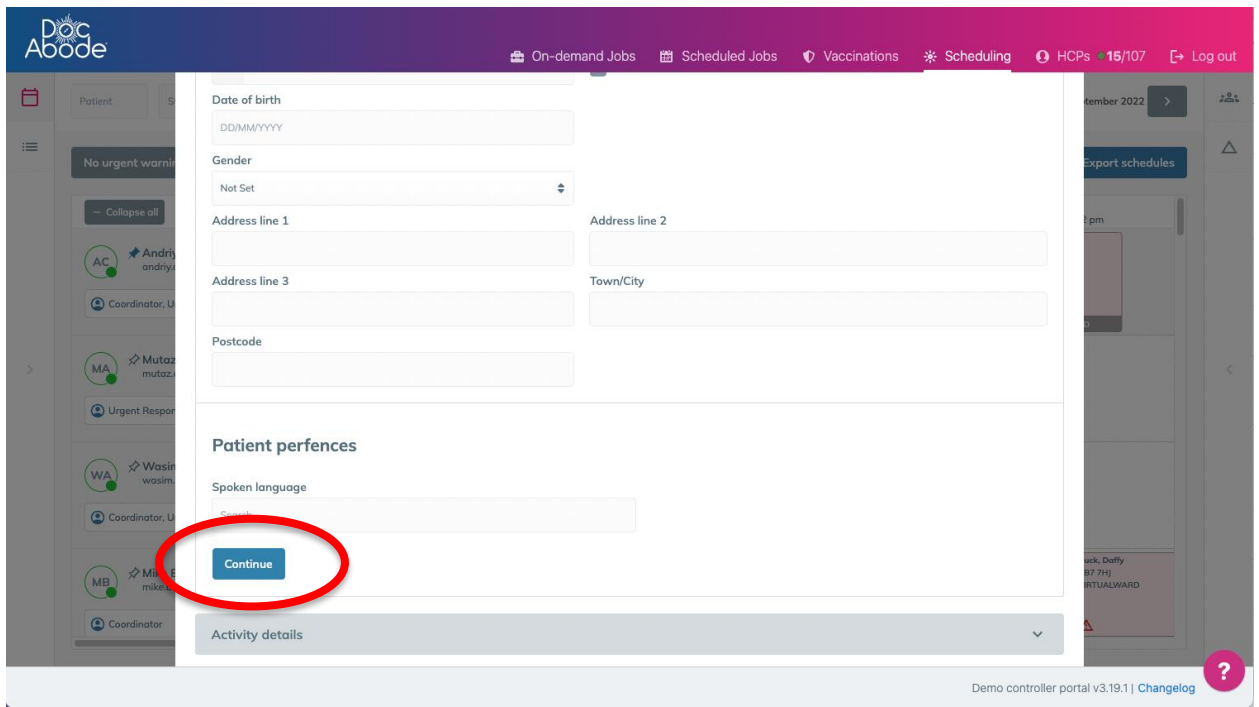


The following form will be presented

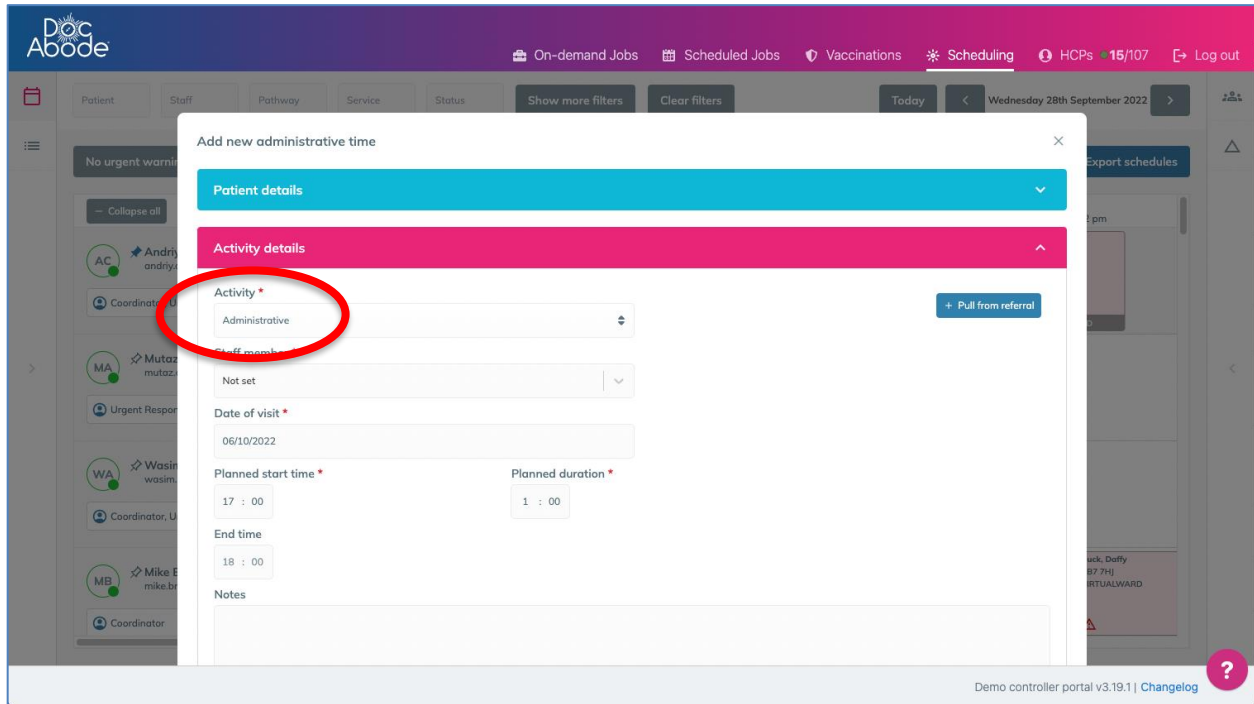


The process for adding admin time is very similar to adding a new visit. Admin time may be linked to a patient or may be independent. If linked to a patient then there are options to pull the patient details from a lookup or referral, in the same way as for adding a visit.

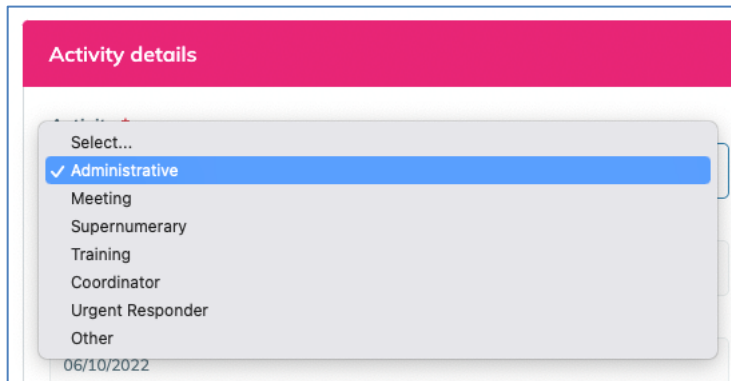
Once the Patient details section has been completed, or deliberately left blank, scroll down to the *Continue* button at the end of this section, to open the final section, *Activity details*.



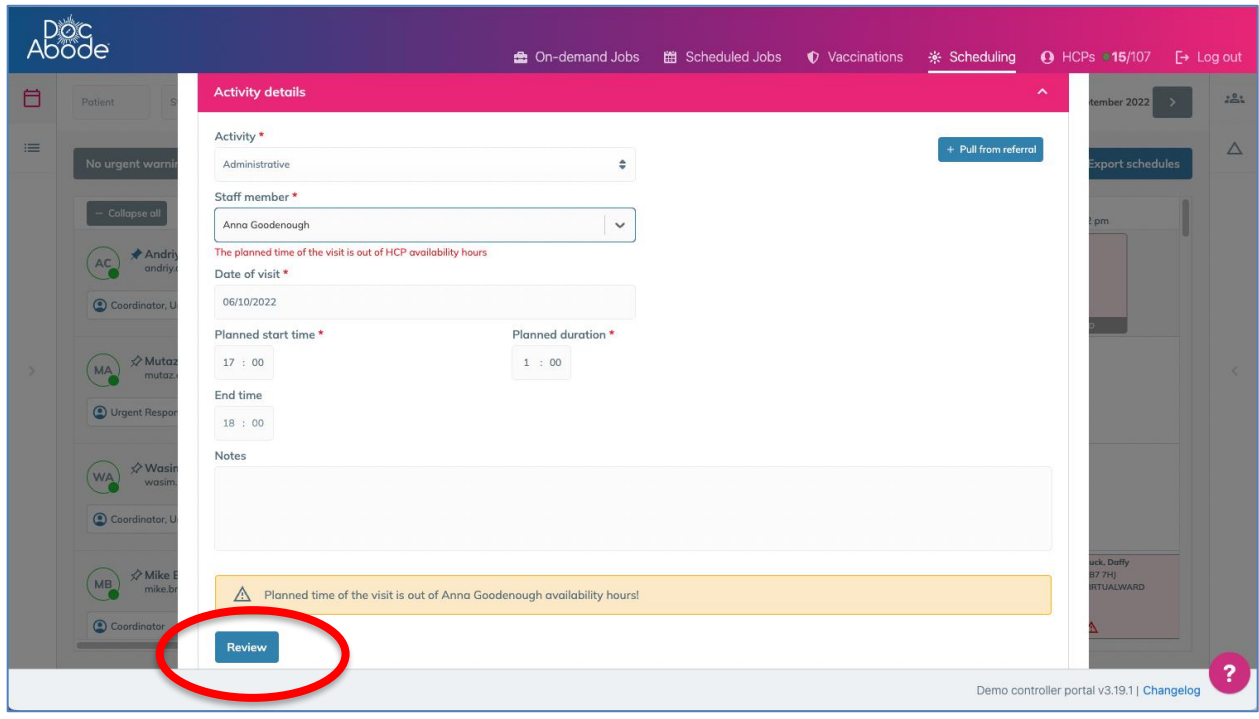
This part of the form enables the entry of details about the task.



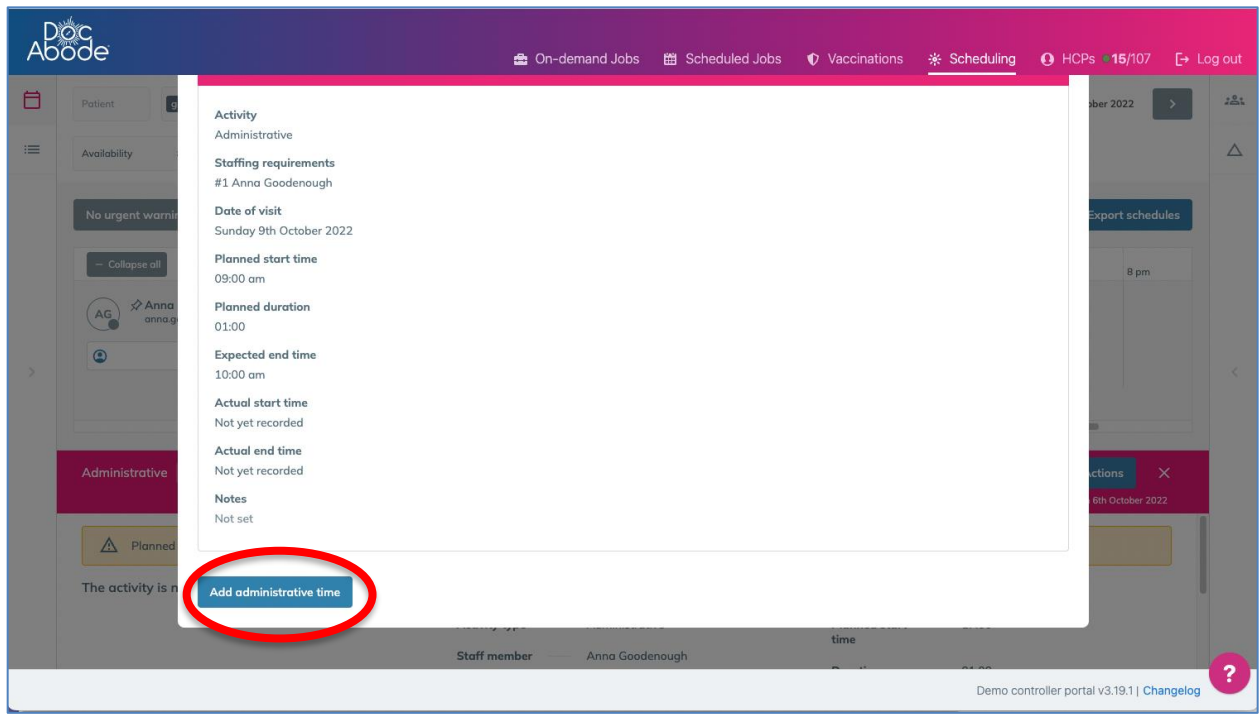
The activity itself is populated from a list.



Note that in the case of admin time the staff member must be set, it is not possible to set up admin time as an unassigned task. The drop down list of HCPs is presented in alphabetical order by surname.

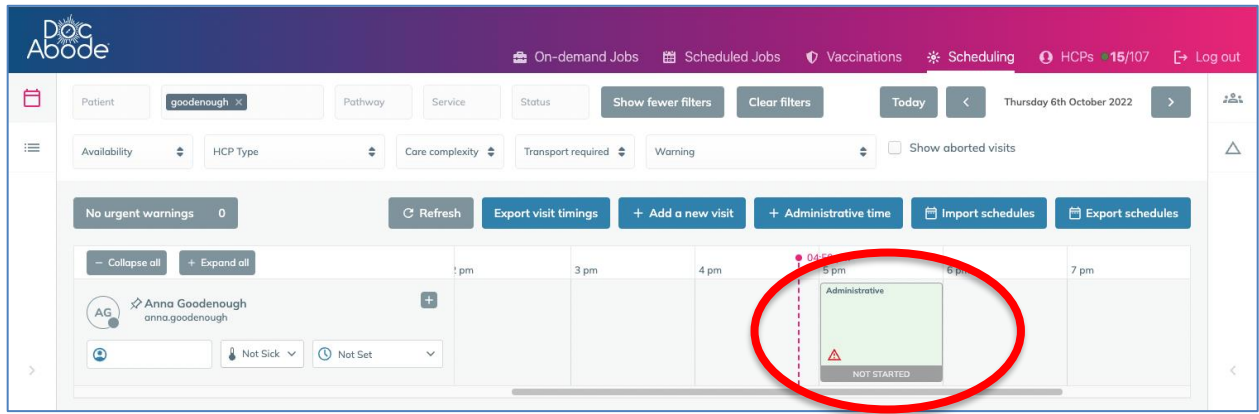


This example shows an HCP being booked up for admin time outside their working day. This is permitted in the system. Select the *Review* option and then *Add administrative time*.

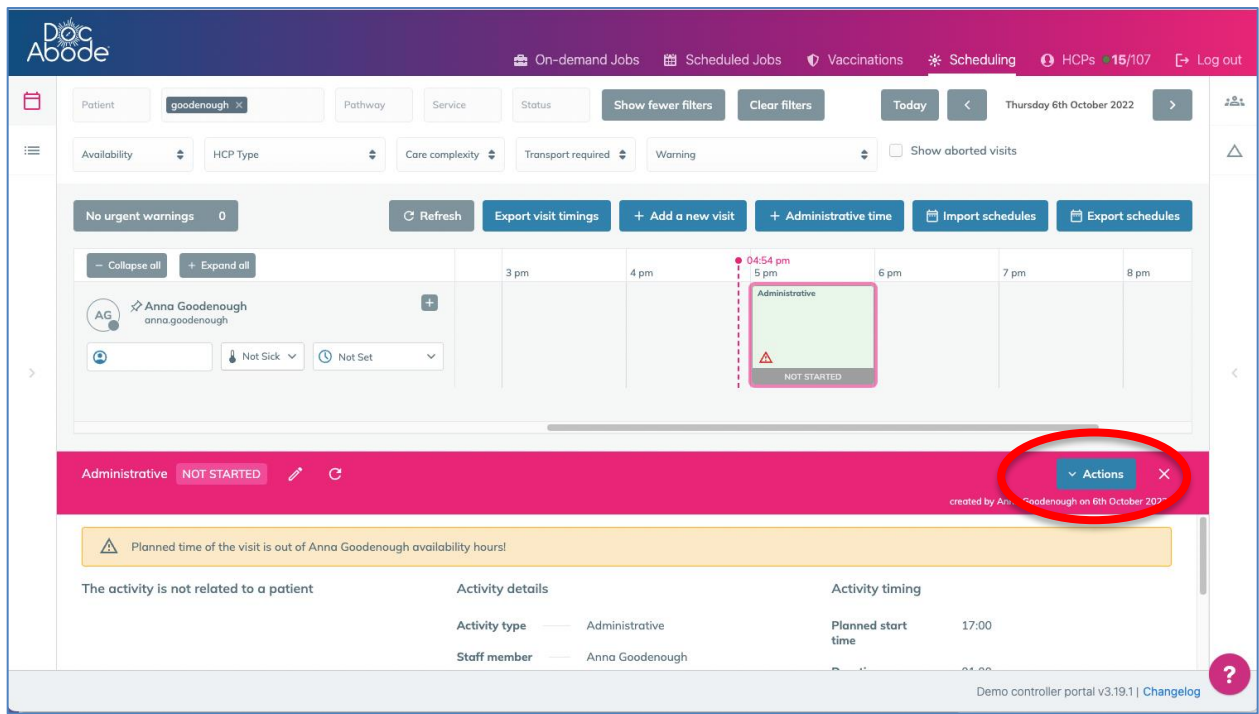


GOTOHERE

In the screenshot below, the controller has filtered on HCP name to find the block of admin time



When the admin time block is selected, either from tile view or list view, the task details are presented as entered.



The Actions button contains options shown below

The Cancel option will archive this task, and the Create follow-up admin option will enable a further admin task to be created with details copied from this one.