



AGENDA

Overview

The Agenda feature is a comprehensive scheduling tool designed for healthcare practitioners to efficiently manage their appointments and availability. It enables **two-way scheduling** where both practitioners and patients can initiate appointments, with automatic synchronization between the platform and patients' mobile apps. This feature streamlines the appointment management process while ensuring optimal time management for healthcare professionals.

Key features

- Flexible appointment scheduling (online and on-site consultations)
- Real-time availability management
- Patient-initiated appointment requests
- Built-in video consultation system
- Absence management with automatic patient booking prevention
- Multi-practitioner calendar view
- Date range scheduling option for patient flexibility

The screenshot displays the Tech2heal Agenda interface. On the left is a blue sidebar with navigation icons. A red box labeled '1' highlights the calendar icon. The top bar features a user dropdown menu labeled 'Maëlle Dousset' with a red box labeled '2'. To the right are buttons for 'New appointment' (labeled '3'), 'Create an absence' (labeled '4'), and a settings gear icon (labeled '5'). The main area shows a calendar for September 2024 with a time slot grid from 8:00 AM to 9:00 PM. A consultation appointment for 'Maëlle Patient' is booked for Tuesday, September 24th at 2:00 PM, marked with a green 'BOOKED' tag. Other appointments include a check-up at 4:00 PM and a patient request at 10:00 AM.



Agenda - User guide

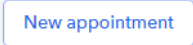
- To access the calendar, click on  on the navigation banner.

1.1. Navigate through the agenda

- Display the agenda of the practitioner of your choice.
- Switch between **Month**, **Week**, **Day**, and **Agenda** views.
- View appointments list on the left side:
 - “**Upcoming**”: confirmed appointments
 - “**Requests from patients**”: appointments requested by patients awaiting approval.
 - “**Your Pending Requests**”: appointments requested by healthcare professionals awaiting for patient confirmation.

1.2. Managing appointments

1.2.1. Creating appointments

- To create a **new appointment**, click on 
- Select practitioner and patient.
- Choose either a specific **time slot or set a date range** for patient selection.
- Specify appointment type and duration.
- Select location type:
 - On-site: Physical consultation at the healthcare facility.
 - Online: Virtual consultation through the platform's integrated video system.

1.2.2. Handling appointments

- Accept or decline patient-initiated requests.
- **Reschedule appointments** when needed, by clicking on 



- **Join online consultations** directly through the platform.
- **Cancel appointments** with automatic patient notification, by clicking on it in the list or in the calendar.

1.3. Manage absences

Create **absence periods** to block appointment booking for patient by clicking on

Create an absence

- Select single days or date range.
- Specify exact times for partial day absences.
- Edit or cancel absences as needed.

1.4. Setting up availabilities

To set availabilities, click on  to establish and share the times you are free for appointments.

1. Define **working hours** for each day of the week.
2. Set optional **lunch break** periods.
3. Specify standard **appointment duration**.