# Visionable – video clinics.
Admin guide

Visionable is a cloud based video consultation service and software used to conduct remote clinics, consultations and meetings between staff and patients, reducing the need for travel for both staff and patients.

How to Create an Appointment

This is done using the Visionable Website. To open the Web Based application, make sure you are in Google Chrome (Click) go to **ruh.visionable.com** and sign in with your user username and password
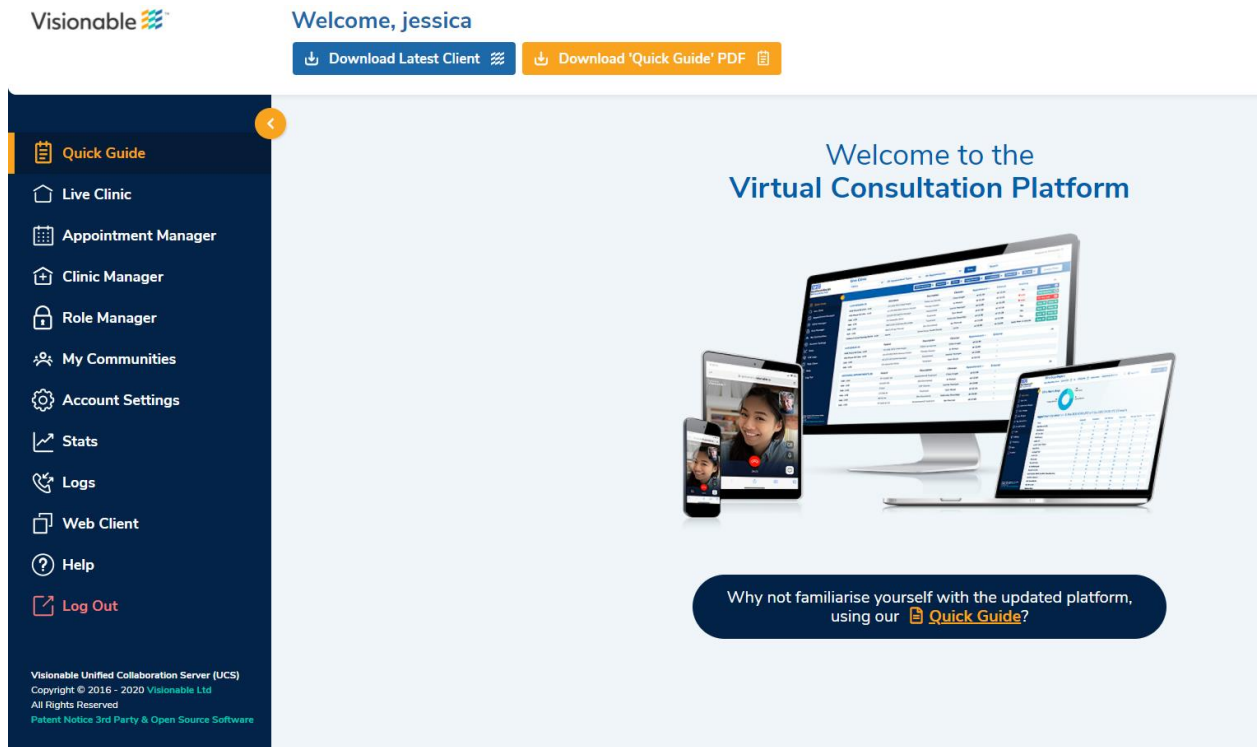
Click Appointments Manager
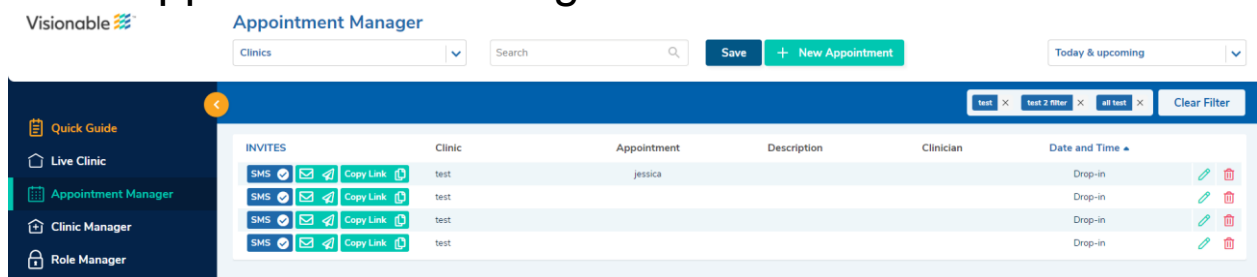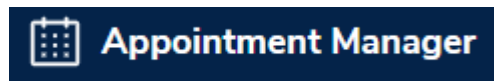
Then Click .

Complete the New Appointment details. Note: that it is recommended that Appointment is used to record the

patient name or MRN number (remember this can be seen on the screen during the call). Description can be used for the purpose of the appointment

You have the choice to create a appointment, if the patient is going to be contacted straight away, or a scheduled appointment if you are creating an appointment for the future.

Click

The system will now ask you to send a text message (SMS), email to the patient or copy the link to the clip board to copy into an email (this is useful for group appointments)

Depending on which you choose you will be asked to enters the Mobile Phone Number or the email address. The patient will receive the link via text/email

Viewing and updating Appointment

Go to the Appointment Manager

You can filter what you see by
- Searching the appointments (using Clinic, Appointment, Description, Clinician)
- Creating filters (See below)

Note that the colour of the invites denotes how the link was send – if the above example all invites were sent by SMS

To change the time or details of an appointment click ✏️ - Once the change have been made you will be invited to resend the link to the patient (with the new details)

To delete the appointment click 🗑️, the system will ask if you want to send message to the patient to confirm deltion

Creating Filters

We recommend that you use filters so that you are only presented with appointments in the clinics that are relevant to you.

1. Go to the Visionable Website RUH.VISIONABLE.COM and sign in.

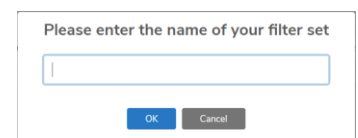2. Go to Live Clinic, Clinic Manager or Appointment Manager

3. In the search box (just below Live Clinic) start typing the name of your clinic and click to select it (to add another clinic click on the downward arrow ⌄ and repeat the process)

Live Clinic

Clinics ⌄

4. You can add further filters by using the search box (useful to search for specific clinicians etc)

Search 🔍

5. Click "Save" and enter the name of the filter

Please enter the name of your filter set

OK   Cancel

6. To use the filters simply click on the required one

test ✕   test 2 filter ✕   all test ✕   Clear Filter

7. Use Clear Filters to see all appointments again

8. Use x, to delete a filter

test ✕   test 2 filter ✕   all test ✕