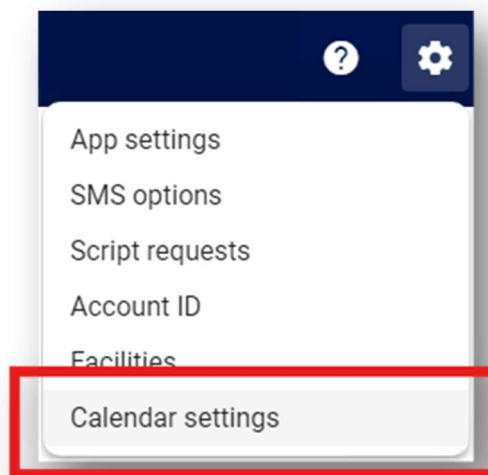


How to set up a custom service in the booking calendar for Hospital MedsChecks

(For pharmacies using the MEDADVISOR booking system)

MedAdvisor for Pharmacy allows you to set up a **custom service** in the booking calendar, that can link to a service form (e.g a MedsCheck). Please follow these steps:

- Select the **Settings** icon and click **Calendar settings**



- Select the **Services** tab and select **+ Add a service**

App settings

SMS options

Script requests

Account ID

Facilities

Calendar settings

Calendar settings

Resources Services Booking reminders Closed periods

Service management and allocation settings

Your pharmacy is running a total of 13 services, 5 of them are visible to the public.

The eye icon indicates that the service is visible to patients.

+ Add a service

- The Add service pop-up will appear. Enter the **Service** name and select the **Time** required

Add service

Service name

Hospital MedsCheck

Time required

30 min

- Under **Form** type, select the MedsCheck service. This will allow you to open up the MedsCheck form straight from the booking event, with patient details pre-populated

Form type

MedAdherence

MedsCheck

Oral Contraception

- Enter the Website description (optional)

Website description

Post-hospital discharge service

Please note: This description will be visible on your public booking page

- Under **Resources** select the service location by selecting the + icon

Resources

Service location

+

☐ Consultation Room 1
☐ Consultation Room 2
☐ Consultation Room 3

- Under **Performing staff** select the staff who can complete the service

Performing staff

+

☐ Pharmacist Felicia
☐ Pharmacist Pang
☐ Pharmacist Phil

- Select **Create service**. This new booking type with the linked service form will appear in your public booking website.