

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

(For pharmacies using the HEALTHENGINE booking system)

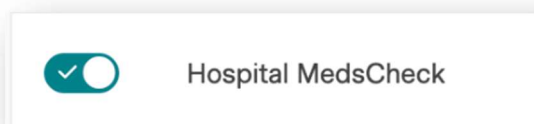
Overview

Participating pharmacies will:

1. Enable the *Hospital MedsCheck* appointment type in their Practice Admin portal.
2. Set up an exclusive schedule to create availability for these appointments.
3. Provide their exclusive schedule link to MedAdvisor.

Step 1: Enable the Appointment Type

1. Log in to Practice Admin.
2. Navigate to: Appointments Setup → Appointment Types
3. Locate the *Hospital MedsCheck* appointment type under the 'Medication Management' Service and toggle it on to enable it.
4. Confirm that the appointment type is now toggled on:



Note: If you are unsure, follow the instructions in this Healthengine support guide:

👉 [Managing your Pharmacy Services and Appointment Types: Enabling Services and Appointment Types](#)

Step 2: Create an Exclusive Schedule

1. In Practice Admin, navigate to: Appointments Setup → Calendar
2. Create a new exclusive schedule specifically for the *Hospital MedsCheck* room:

+ Create schedule

Create a schedule

Exclusive Schedule

Hospital MedsCheck

Specialty

Medication Man... ▼

Date

Tue Oct 14, 2025

Partner information ⓘ

Client

Location

Additional message

Single appointment

Block of appointments

Starts

Ends

Appointment length

9:00am ▼

5:00pm ▼

5 mins ▼

5. Configure the available times that your pharmacy can offer this service.
6. Save your schedule.
7. Click into the Hospital MedsCheck, and select 'Booking link' under 'Share'. This will automatically copy the link to your keyboard, ready for you to send to MedAdvisor.

Manage availability

Edit schedule

×

Practitioner
Hospital MedsCheck

Share
📄 **Booking link**

Date
Tue, Oct 14 2025

Specialty
Medication Management

Generate QR Code

↻

Appointments

11:30 - 11:35	11:55 - 12:00	⊘ ⋮	12:20 - 12:25	⊘ ⋮	12:45 - 12:50	⊘ ⋮
11:35 - 11:40	⊘ ⋮	12:00 - 12:05	⊘ ⋮	12:25 - 12:30	⊘ ⋮	12:50 - 12:55
11:40 - 11:45	⊘ ⋮	12:05 - 12:10	⊘ ⋮	12:30 - 12:35	⊘ ⋮	12:55 - 13:00
11:45 - 11:50	⊘ ⋮	12:10 - 12:15	⊘ ⋮	12:35 - 12:40	⊘ ⋮	
11:50 - 11:55	⊘ ⋮	12:15 - 12:20	⊘ ⋮	12:40 - 12:45	⊘ ⋮	

Note: If you are unsure, follow the instructions in this Healthengine support guide: [👉 How to Create & Use Exclusive Schedules](#)

Step 3: Confirm Setup with MedAdvisor

1. Send the unique booking link to MedAdvisor via email to Dani Li (dani.li@medadvisorsolutions.com)