

Client List

Contents

1.	Client List	1
2.1	Today's appointments	2
2.2	Wait Queue	2
2.	Walk-ins.....	3
3.	Frequently asked questions.....	3
	Revision history.....	3

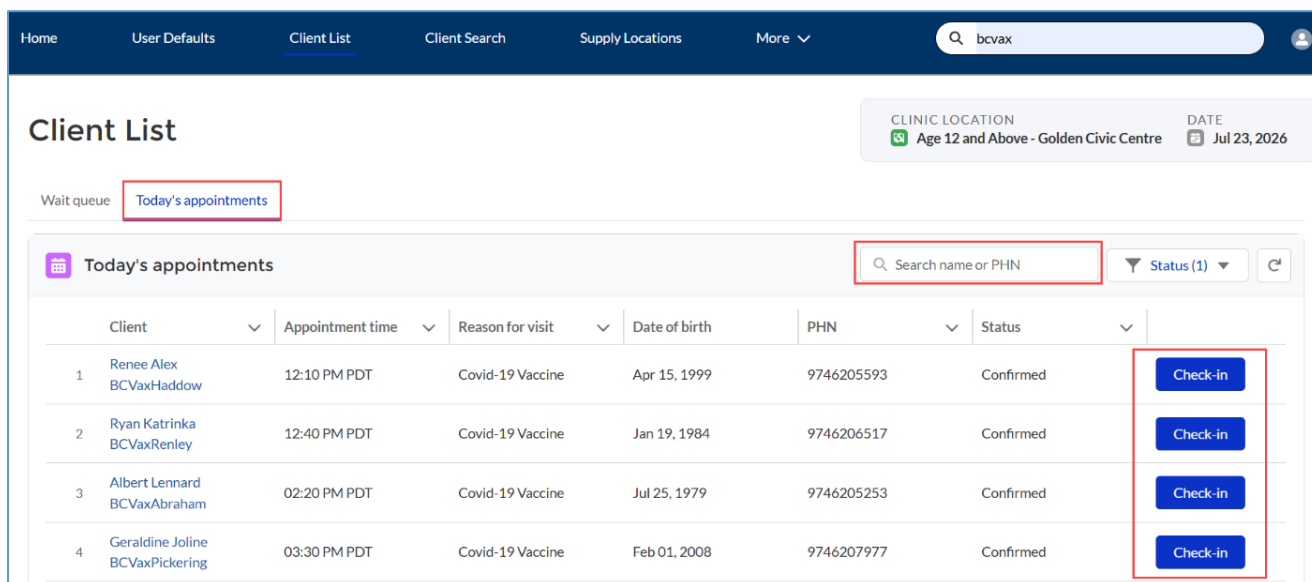
The Client List provides a screen where clerks and clinicians can check in clients and see who is checked in and ready for immunization.

1. Client List

On the *Home* page, in the navigation bar, click **Client List**. The *Client List* screen will display. On this screen you can view the *Wait queue* and *Today's appointments*. *Today's appointments* displays all clients that have booked an appointment for the date and clinic location set in *User Defaults*. *Wait queue* displays clients who have been checked in from the *Today's appointments* page or from their *Client* record.

2.1 Today's appointments

To view the *Today's appointments* list, you must have a default clinic location and date set. If you click *Today's appointments* and those are not set, the *User defaults* screen will display so you can enter them.



Client	Appointment time	Reason for visit	Date of birth	PHN	Status	
1 Renee Alex BCVaxHaddow	12:10 PM PDT	Covid-19 Vaccine	Apr 15, 1999	9746205593	Confirmed	Check-in
2 Ryan Katrinka BCVaxRenley	12:40 PM PDT	Covid-19 Vaccine	Jan 19, 1984	9746206517	Confirmed	Check-in
3 Albert Lennard BCVaxAbraham	02:20 PM PDT	Covid-19 Vaccine	Jul 25, 1979	9746205253	Confirmed	Check-in
4 Geraldine Joline BCVaxPickering	03:30 PM PDT	Covid-19 Vaccine	Feb 01, 2008	9746207977	Confirmed	Check-in

The *Today's appointments* search field (in the red box in the screenshot above) can only search the *Today's appointments* list by client name or PHN.

Click **Check-in** (in the red box in the screenshot above) to check in the client for their appointment. The *Wait queue* screen will open.

2.2 Wait Queue

The *Wait queue* lists the checked in clients that have physically arrived and are waiting for their immunization.

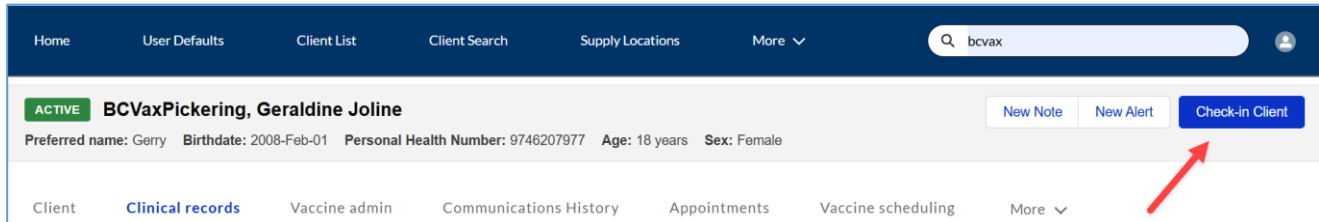
A client on the *Wait queue* will stay on it until a clinician selects the *Vaccine admin* tab on their record.

If the client checking in has only one appointment, click **Check-in** from the client banner on the client account or from the *Today's appointments* screen. The *Wait queue* screen will display. You can't click *Check-in* client without a default clinic location set.

If you click *Check-in* for a client with two appointments at the default clinic location, a pop-up window will ask you to identify which appointment the client is waiting for.

2. Walk-ins

A walk-in is a client without an appointment. These clients won't display on the *Today's appointments* screen. Search for the client in the global search bar. Once identified using a 4-point match, review the client's information and select **Check-in** in the top right corner.



Home User Defaults Client List Client Search Supply Locations More ▾

bcvax

ACTIVE BCVaxPickering, Geraldine Joline

New Note New Alert **Check-in Client**

Preferred name: Gerry Birthdate: 2008-Feb-01 Personal Health Number: 9746207977 Age: 18 years Sex: Female

Client Clinical records Vaccine admin Communications History Appointments Vaccine scheduling More ▾

3. Frequently asked questions

More to come.

Revision history

DATE	#	AUTHOR(S)	CHANGES/COMMENTS
28 Oct 24	1.0	D. Bartoszewski, C. Smith	Created.