

Legal

Emma Account | don't have the notifica
New Account

Medico-Legal Online Booking System Final Notes

System Errors

1. Notifications: No notifications are present on the client log in. I am unable to test if these are working properly. At the moment they are just popping up then disappearing. Also REDiLEGAL is coming up in the notification this needs to be changed.

[REDiLEGAL] - erer - 1234 - Notification: Please send documents before appointment - 14:00 20/03/2015

[REDiLEGAL] - huhuhuhu - huhuhuhu - Notification: Please send documents before appointment - 13:30 20/03/2015

2. Only one document can be selected as a result. This needs to be corrected as we could have multiple reports for the one patient ✓ Finish
3. I have used the admin log in to send through a message to me as the client and nothing is happening.

4. Not all of my bookings made through my client login have appeared on the admin system. All bookings made from every client login need to appear on this login. checked → Admin Report
5. How does Admin receive notification of a client booking? at present there is no notification to prompt to review new bookings. email

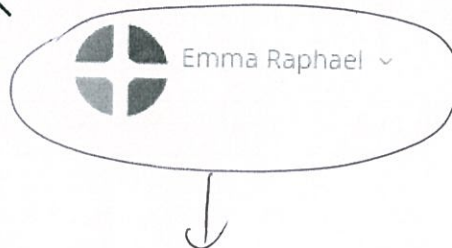
Quinn
3/3/15



← Please remove this function

← please remove the option of uploading a photo

Please make sure all client logins have the logo as their image



→ make 4 Admins for All users

→ email when having a booking to Midrolog

Profile : Remove "upload Picture" ; using
Redi med logo only.

Log in page

Remove: The terms and conditions from this page. Remove! after click here ✓

Create: Sign Up link



Registration

Please enter all fields and agree to the Terms and Conditions

First Name:

Surname:

Password:

Phone:

Email Address:

Company Name:

Company State: {please select – drop down box}

{Tick box – select and unselect} Access Reports Online

You will receive a notification as soon as your report has been completed. You can download your report directly from your account.

{Tick box – select and unselect} I Agree to the Terms and Conditions

(Submit)

* In the My Profile section of the online booking system this information needs to be available and editable including access the option to 'Access Reports Online.'

Once this has been submitted please include the below notification:

The Redimed Medico-Legal department is now reviewing your application. You will receive a confirmation of your username and password shortly.

Once this 'Sign Up' has been submitted the application form needs to be sent through to the admin login as a notification. With 'Approve' 'Reject' buttons

Once the application has been approved or rejected an automated email should be sent through to the client email address. Templates are below:

Approved Template

From: Medicolegal@redimed.com.au

To: {client email}

Subject: Redimed Medico-Legal Registration

Hi {first name},

Login to your account

Username

Password

Remember Me

Login

Forgot your password? Click here

2014 © REDIMED Dashboard

Even Free paid to enter WA/Vic / → Admin will assign the comp

→ Send email to medicolegal.

↓
check for Approve / Reject

Thank you for signing up to the Medico-Legal online booking system at Redimed. Your application has been accepted. Your log in details are below:

Username: {email address}

Password: {auto filled}

Website: link to website

Thank you

Kind Regards,

Medico-Legal Department

good.



~~New Logo~~
New Logo

A1 Frederick Street, Belmont, Western Australia 6104

P +61 8 9230 0900 F +61 8 9230 0999

E medicolegal@redimed.com.au

W www.redimed.com.au



Please consider the environment before you print this email

Rejected Template

From: Medicolegal@redimed.com.au

To: {client email}

Subject: Redimed Medico-Legal Registration

Hi {first name},

Thank you for signing up to the Medico-Legal online booking system at Redimed. Unfortunately your application has been rejected.

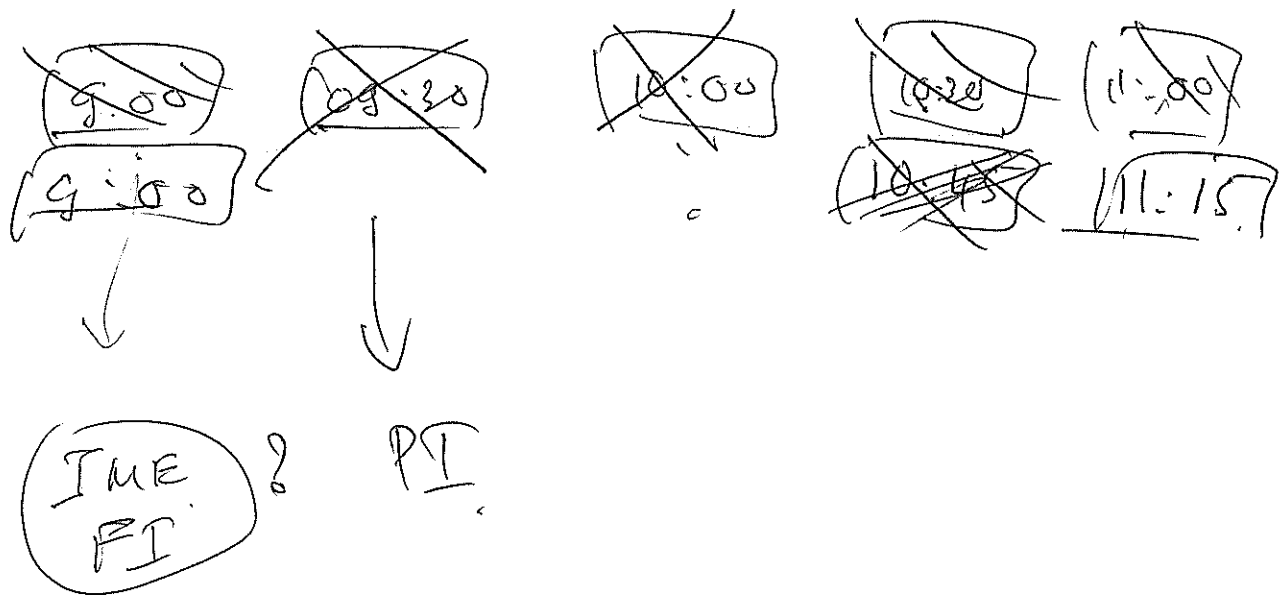
Please contact the Medico-Legal Department on (08) 9230 0900 for further information.

Thank you

Kind Regards,

Medico-Legal Department

check again.



1. PI : 0930

2. IME: From 10:00 → 10:00

3. PI 10:45

4. IME ?? Can't book.

Answer: — IME = 45' slot only

45' — IME
 — PI = 30'
 — PI = 20'



A 1 Frederick street, Belmont, Western Australia 6104

P +61 8 9230 0900 F +61 8 9230 0999

E medicolegal@redimed.com.au

W www.redimed.com.au

Booking Screen

Specialty

Change and to &

Please capitalise Finger Injuries

Doctor

Full stops after Dr.

Dr. Matthew Scaddan

Dr. Paul Khoo

Specialty

All

All

Burn & Scar Injuries

Lower Limb Orthopaedic

Plastic and Reconstructive

Spinal Orthopaedic

Upper Limb Orthopaedic

Doctor

All

All

Dr. Hanh Nguyen

Dr. Adrian Brooks

Prof. Rene Zellweger

Dr. Matthew Lawson-Smith

Dr. Toby Leys

Dr. Daniel Luo

Dr. Matthew Scaddan

Dr. Paul Khoo

Please include the type next to each doctor's name. See below example

Fri 6th	Sat 7th	Sun 8th	Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th	Mon 16th	Tue 17th	Wed 18th	Thu 19th	Fri 20th	Sat 21st	Sun 22nd	Mon 23rd	Tue 24th	
Independent Medical Examination				Dr. Matthew Scaddan				Belmont											
				Dr. Adrian Brooks				Belmont											
Permanent Impairment				Dr. Matthew Scaddan				Belmont											
				Dr. Adrian Brooks				Belmont											

Fri 6th	Sat 7th	Sun 8th	Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th	Mon 16th	
Independent Medical Examination				Dr. Matthew Scaddan							
				Dr. Adrian Brooks							
Permanent Impairment				Dr. Matthew Scaddan							
				Dr. Adrian Brooks							

When no appointments are available please change this screen. Remove the link that is attached to 'please contact us..' and attached it to the email address.

When you click on the email address this should take you to the template email in outlook as previously designed.

Independent Medical Examination – appointment times need to be 45min

No Results

Please contact us to make an appointment
Email: medicolegal@redimed.com.au
Phone: (08) 9230 0900

Had = 900
9-30

~~9:30~~

10:00

10:30

11:00

11:30

~~10:15~~

~~10:45~~

11:15

11:45

11:30

:

12:00

Permanent Impairment Assessment – appointment times need to be 30min

Booking Detail

Date of birth and Date of injury – not a compulsory requirement

Please remove calendar option and add in DD/MM/YYYY as a shadow in the background

Confirmation Booking Email

Errors still present please see example attached

Summary of booking (when sending documents to Medico-Legal)

Errors still present please see example attached

Print out

Errors still present please see example attached

Result

When results are uploaded to the client - the template email sent to the client needs to change. Please see the example attached

Booking Summary

Please rearrange the order of this table as it's very confusing to read. Instead of Surname please include the Full Name (First Name Surname)

As a default the appointments need to be arranged by appointment date (most recent at the top or oldest at the bottom)

Please remove the option to sort by **claim number** and **name** as this would not be required

Please see below the order of the columns

Appointment Date	Full Name Surname	Claim No.	Type	Booking Status	Document Status	Report Status
ALL	--Select All--		--Select All--	--Select All--	--Select All--	--Select All--
01/04/2015 09:00	khaliqi	2015603857	Independent Medical Examination	Arrived	Received	Sent
20/03/2015 15:00	erer	1234	Independent Medical Examination	Confirmed	Not received	Outstanding
20/03/2015 14:00	Raphael	2615	Independent Medical Examination	Arrived	Received	Sent
20/03/2015 13:30	raphael	121558	Permanent Impairment	Confirmed	Received	Outstanding
13/03/2015 14:30	raphael	14545	Independent Medical Examination	Confirmed	Not received	Outstanding
03/03/2015 14:30	Bower	PE2084351	Permanent Impairment	Arrived	Received	Sent
03/03/2015 14:00	Quinn	PE2072651	Permanent Impairment	Arrived	Received	Sent

Create: Report Status

This needs to be updated by admin and searchable on the client booking list. Only two categories: Sent & Outstanding

Apply for Admin Report too

Confirmation Booking Email

Emma Raphael

From: Health Screening Mailbox - Medicolegal@Redimed.com.au
Sent: Wednesday, March 18, 2015 15:55
To: Emma Raphael
Subject: RE: Confirmation of Medico-Legal booking hussain khaliqi

Hi Emma,

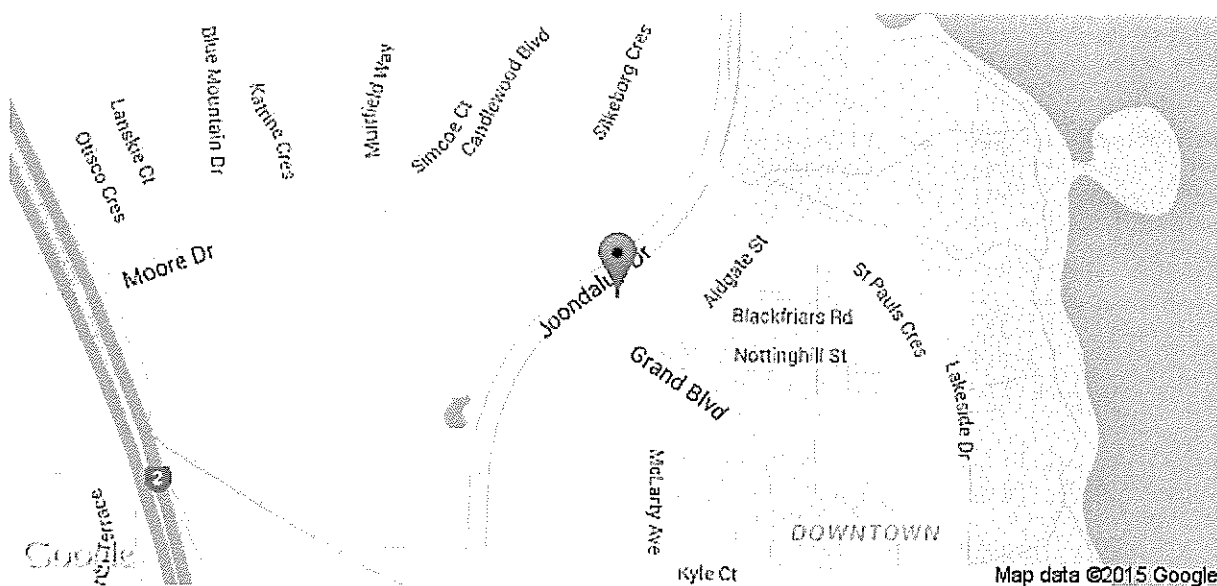
Thank you for your booking request with Redimed. The appointment has been confirmed for hussain khaliqi 2015603857

Date: 01/04/2015
Time: 09:00
Address: Unit 2-3 Grand Boulevard Joondalup WA 6027
Doctor: Dr Paul Khoo
Type of Appointment: Independent Medical Examination

} Calibr body

Please ensure the paperwork is sent through to medicolegal@redimed.com.au or uploaded to the online booking system at least one week prior to the appointment date.

Should you have any questions please do not hesitate to contact the Medico-Legal team on (08) 9230 0900 or medicolegal@redimed.com.au Thank you



Site address: Unit 2-3 Grand Boulevard Joondalup WA 6027

Kind Regards,

Redimed Medico-Legal

Summary of Booking

Emma Raphael

To:

MedicoLegal

Subject:

Medico-Legal Paperwork khaliqi

The below appointment has been requested by Emma from REDIMED.

Appointment Details:

Date: 01/04/2015

Time: 09:00

Type of appointment: undefined - incorrect Autofill needs to be fixed.

Doctor: Dr Paul Khoo

Address: Unit 2-3 Grand Boulevard Joondalup WA 6027

Notes:

Patient information:

Claim number: 2015603857

Name: khaliqi

Date of Birth: 01/04/1980

Contact number: 0469-942-343

Injury description: strain to left wrist

New logo?

Medico-Legal Online Booking Summary

Case Manager Details

Surname: Emma Raphael
 First name: Emma Raphael
 Contact number: 0892300900
 Email address: ERaphael@redimed.com.au

} unbold

Patient Information

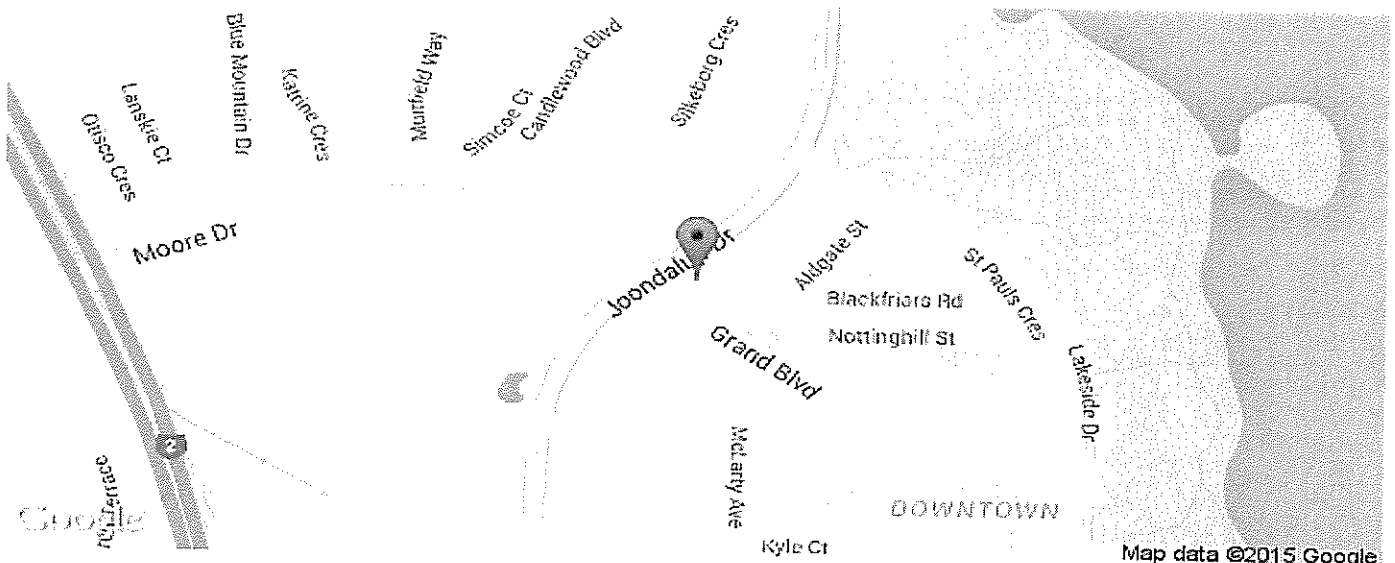
Claim number: 2015603857
 Surname: khaliqi
 First name: hussain
 Date of birth: 01/04/1980
 Email address:
 Contact number: 0469-942-343
 Date of injury: 30/10/2014
 Description of injury: strain to left wrist

} unbold

Summary

Booking Status: Confirmed
 Date: 01/04/2015
 Time: 09:00
 Type of appointment: Independent Medical Examination
 Doctor: Dr Paul Khoo
 Address: Unit 2-3 Grand Boulevard Joondalup WA 6027
 Interpreter required: No

} unbold



Emma Raphael

From: Health Screening Mailbox ^{medicolegal@redimed.com.au}
Sent: Wednesday, March 18, 2015 16:57
To: Emma Raphael
Subject: Redilegal Result [Type - Surname - Claim number]

Hi Emma, ^{unbold}

for [First Name Surname]

The Independent Medical Examination completed by Dr Paul Khoo on the 09:00 01/04/2015 has been uploaded to your REDiLEGAL login.
^{Redimed Medico-Legal}

The original of the report will also be posted through to your office along with the invoice.

Thank you

Kind Regards

REDiLEGAL Team

Redimed Medico-Legal

Attach Result files

Hi Emma,

(type of assessment)

Please find attached your ~~independent medical examination~~ report for [first name surname] from ~~the~~ ^{the} appointment on 01/04/2015 by Dr Paul Khoo.

The original of the report will also be posted through to your office along with the invoice.

Thankyou

Kind regards

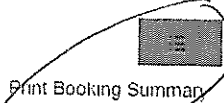
Redimed Medico-legal.

Reschedule Function



We would like the clients to easily book another appointment for the same worker if required. When clicking on this button below can we please have a Reschedule button? This should be a link to the booking system. When a time is selected the patient details are pre-filled in, but editable.

Cancel Function



We need to create the function for clients to be able to cancel the appointment. When you click this button please include 'Cancel Booking' for the client to change the booking status. This needs to be seen on the admin side.

yes / NO to confirm before cancellate

~~Confirmation Booking Email~~
Change of Appointment Details

Emma Raphael

From: Health Screening Mailbox - Medicolegal@Redimed.com.au
Sent: Wednesday, March 18, 2015 15:55
To: Emma Raphael
Subject: RE: Confirmation of Medico-Legal booking hussain khaliqi
Change Appointment Details (Full Name)

Hi Emma,

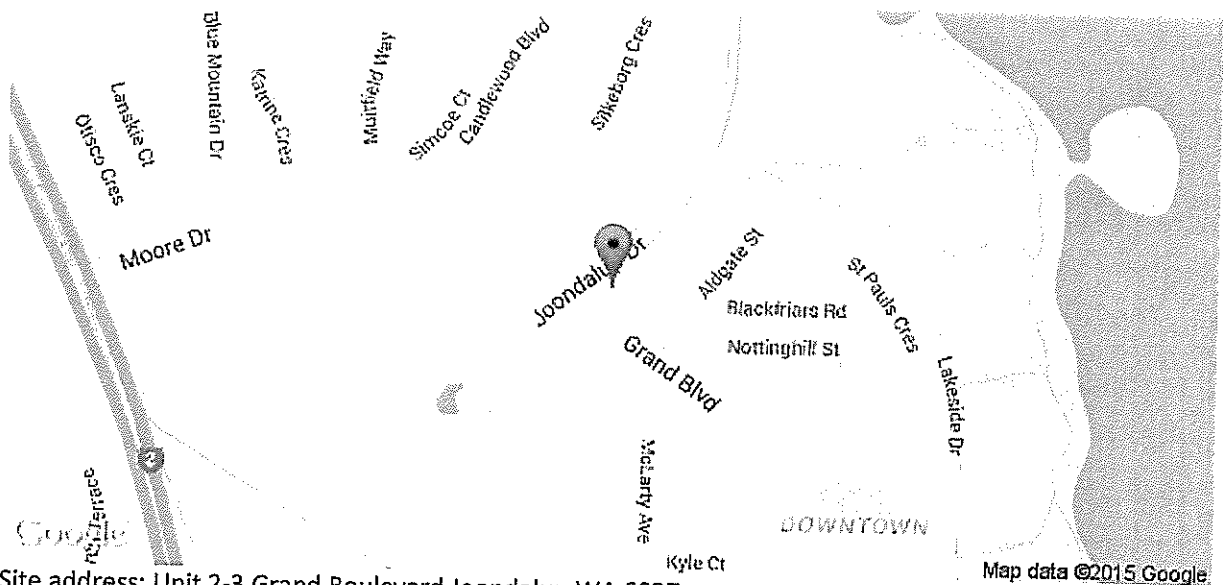
~~Thank you for your booking request with Redimed.~~ ^{appointment details have changed} The appointment has been confirmed for hussain khaliqi 2015603857

Date: 01/04/2015
Time: 09:00
Address: Unit 2-3 Grand Boulevard Joondalup WA 6027
Doctor: Dr Paul Khoo
Type of Appointment: Independent Medical Examination

} Calibm body

Please ensure the paperwork is sent through to medicolegal@redimed.com.au or uploaded to the online booking system at least one week prior to the appointment date.

Should you have any questions please do not hesitate to contact the Medico-Legal team on (08) 9230 0900 or medicolegal@redimed.com.au Thank you



Site address: Unit 2-3 Grand Boulevard Joondalup WA 6027

Kind Regards,

Redimed Medico-Legal

Changes to Admin System

Is it necessary to have both the admin screen and the admin report? they have the same functions?

This table needs to be arranged by date with earlier dates at the top and later dates at the bottom.

The information that should appear on the below screen (in red)

{Appointment Time} {Patient Full Name} {Client First Name – Company}

[1-4-2015]
Dr Paul Khoo (1)

[Dr Paul Khoo]

[9:00 - McLarty (condatup) (Raphael) (REDIMED)]

[1-4-2015]

Dr Paul Khoo (1)

[31-3-2015]

Dr Matthew Seckerson (1)

[27-3-2015]

Dr Adrian Lim (1)

[24-3-2015]

Dr Benita Rajaguru (1)

[20-3-2015]

Dr Adrian Lim (1) Dr Tony Leong (1)

Can we make this screen longer? There is so much wasted space on the screen

Please change the order this information appears.

From top to bottom

1. Documents
2. Summary of Booking
3. Patient Information
4. Person Requesting the assessment

Documents

[1-4-2015]
[31-3-2015]

Patient Information

Claim number: 2015003957
Surname: Khalil
First name: Hussain
Date of birth: 01/04/1980
Email address:
Contact number: 0465-442 349
Date of injury: 30/10/2014
Description of injury: strain to left wrist

Appointment

Can this assessment be rescheduled by the claimant: NO
Is an interpreter required for this appointment: No
Notes

Person requesting the assessment

Surname: Emma Raphael
First name: Emma Raphael
Contact number: 0692350500
Email address: ERaphael@redimed.com.au

Summary of Booking

Date: 01/04/2015
Time: 09:00
Type of appointment: Independent Medical Examination
Doctor: Dr Paul Khoo

Booking Status

Remove completed from the booking status. Once the Booking Status has changed from confirmed to either; arrived, not arrived or cancel – the booking should no longer appear on this first screen.

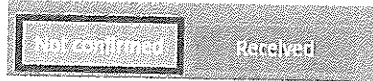
Arrived	Not Arrived	Confirmed	Cancel
---------	-------------	-----------	--------

color code meaning ??

Red: Confirmed / Not Receive Email
Blue: Receipt Does
Green: Completed

Document Status

Change 'Not Confirmed' to 'Not Received' and make the box below red as it appears on the list.



Please include a legend for what the colours mean.

Colour = Received

Colour = Not Received

Colour = Undefined

Result change to Report

Please change: is file result? To Completed Report

Admin

The doctor search option up the top does not work. Please include a dropdown box for each doctor.

Remove: worker search option

Admin Date: 19/03/2015 18/04/2015 Doctor Name: Web ID: Document Status: AG

Newsletter New function.

We need access to all the client emails that are signed up to the online booking system. We would like a function where we can email all clients with a newsletter. This needs to be sent to the client as an email. Please see an outline of what is to be included in this newsletter below. It needs to be easy to read with only minimal information on it.

{Title} Redimed Medico-Legal Newsletter

{Title} News

Section for us to easily update

{Title} Appointment Availability

Section for us to easily update

Contact Medico-Legal Department at Redimed on (08) 9230 0900 or log on to the online booking system [Link](#)

Edit Online Booking

Include the online booking system on the admin login but make it editable.

Additional functions available for Admin:

1. Right click on an appointment time to remove the available slot
2. Add in doctor's clinic

Time sheet

check Admin
Report: Archive

Upcoming
bookings
outstanding

Admin Report:
dropdown
in filter

for 60 other
Doctors

a. Input: Date – Time – Type – Doctor – Location – Speciality

Bookings should be able to be made by Admin on behalf of a client. This will be used when bookings are made over the phone or through email. Once the appointment has been selected, where client login details would usually appear, please include an option to input a client email address. Once the patient information has been added in and saved the client should receive the confirmation of the booking email.

MEDICO-LEGAL ONLINE BOOKING

Login details

Surname: _____
First name: _____
Contact number: _____
Email address: _____

Summary of Booking

Date: 01/04/2015
Time: 15:00
Type of appointment: Independent Medical Examination
Doctor: Prof. René Zellweger
Address: 1 Frederick Street Belmont WA

Show on map



Patient Information

Claim number: *
Surname: *
First name: *
Date of birth: *
Email address: *
Contact number: *
Date of injury: *
Description of injury: *

Appointment

Can this assessment be rescheduled by the claimant? YES NO
Is an interpreter required for this appointment? YES NO

Choose Actions

We need to create a way for admin to change the time of the appointment. Under choose actions can we include 'Change Appointment Details.' This should link to the booking system, when a new time is selected it should send a 'Change of Appointment Details' email through to the client. Template attached.

Create: Report Status

Under choose actions please create Report Status (Sent & Outstanding) this needs to be reflected on the client login in their booking summary

Admin Report

Upcoming Booking: Bookings that have not occurred

Pass Booking: needs to be re-named to Outstanding. Here should have all the bookings that results have not yet been sent

Archive: all bookings that have been completed and results sent

→ Reschedule booking on behalf of client

client must have an account

Upcoming booking

Upcoming booking

Archive

First

Previous

1

2

Next

Last

In the Pass Booking list (Outstanding) when you click on the patient name:

Remove: Document Status – irrelevant after the appointment

Create: Change Report Status: Sent, Outstanding

When the status of the patient is changed to ‘Sent’ this should move the patient name to the Archive list.

Selected Booking Info:

Document ID:

Choose File:

Name

Size Progress Status Is File Result Actions

