

# Add an appointment in Accuro

This guide walks you through the steps to schedule an appointment using Accuro.

## Step 1: Schedule an appointment in Accuro

1. Book an appointment as you normally would for a patient

The screenshot shows the Accuro interface for a patient named Wong, Ling. The patient's information includes DOB: 1997-Aug-13 (27 Yr, female), PHN: 8577 889 888, and H: (604) 889-8898. The referring doctor is Alquiza, Rose. The interface displays a calendar for scheduling an appointment. The time slots range from 8:00am to 11:30am. The 10:45am slot is highlighted in yellow, and a red circle is drawn around it. A dropdown menu is open for the 10:45am slot, showing options: Create Appointment, Create Group Appointment, and Cancel Appointment.

## Step 2: Access the eReferral notification

1. In the patient's chart, click the Referral Appointment Notification CDS link.

The screenshot shows the patient's chart interface. At the top, there is a header with the date "Tuesday, Mar 25, 2025" and navigation buttons for "1d", "1w", and "1m". Below the header, there is a row of buttons: "Logout", "Ocean Portal", "Patient Summ...", "Refer", and "referral appt n...". The "referral appt n..." button is highlighted in yellow, indicating it is the link to click for the eReferral notification.

### Step 3: Select the eReferral

1. In the list of available referrals, find and select the one you want to update.

Choose a referral from the following list to update its information with this patient's E

#### Active Referrals

##### Received


Date Sent	Description	Referrer	Source Site	Provider
Mar 19, 2025 1:39 pm	Gastroenterology	Dr. Daniyal Naumani	BC PHSA DRO Med Access	BC PHSA for Accur

### Step 4: Add the appointment to the eReferral and Save

1. Scroll to **Scheduling** and select the appointment time (displayed in orange) to add it to the referral.

#### Scheduling

Click an option below to update the referral:

 Mar 25 2025 10:45 AM

Initial Visit Date:   Medium:

Anticipated Wait Time to Initial Visit Date:

☐ Confirmed

2. Click **Save** or **Save & Close** in the bottom right to update the changes.

The screenshot displays a digital health form interface. At the top, there is a light blue header bar. Below it, a form section contains several input fields: a date field set to '25, 2025', a time field set to '10:45 AM', and a medium dropdown menu currently showing 'In Person at 10151 No. 3 Road'. To the right of these fields are icons for a bar chart and a speech bubble. Below the medium field is an 'Initial Visit Date:' dropdown menu. Further down is a text input field labeled 'and Patient:'. A status message at the bottom of the form area reads 'will send an email notification to the referrer and the patient.' with a small orange star icon. At the very bottom of the form, there is a row of buttons: 'Decline' (grey), 'Save' (blue), 'Save & Close' (blue, circled in red), and 'Close' (grey). The bottom of the screen shows a standard mobile operating system dock with various app icons.