Flu Clinic: InteliChart Practice Portal Setup

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The content in this article is relevant to the OP Patient Portal, powered by InteliChart.

Overview

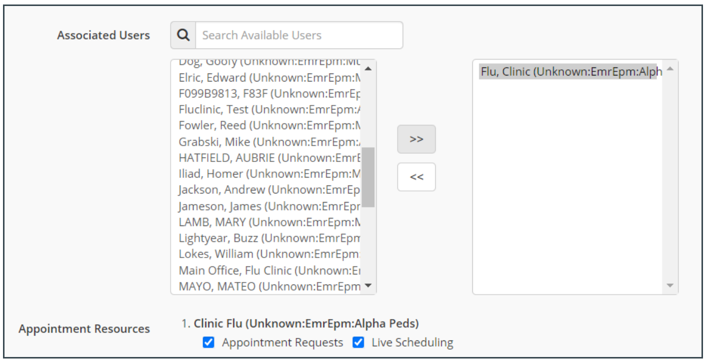
The information below will guide you through the setup, in InteliChart, to allow flu clinic appointments to be scheduled or requested on the InteliChart Patient Portal.

InteliChart Flu Clinic Setup

Add the OP Flu Clinic User

1. Log in to the InteliChart Practice Portal.
2. Navigate to the Provider Administration window: **Navigation Panel > User Administration > Providers**
3. Add the Flu Clinic User following the below steps.

    a. Click the **Add Provider** button and complete the information for the flu clinic provider, for example, Flu Clinic. If you require additional information on adding a provider, refer to OP Practice Portal Start Here Quick Reference Guide
    b. Locate the *Associated Users* section. Select the user added for the flu clinic in OP, click the **right arrow** to move the user to the right panel.
    c. Select the **Live Scheduling** checkbox in the *Appointment Resources* section.



Note: The Appointment Request checkbox will be selected and cannot be unchecked to use Live Scheduling.

4. Click the **Save** button.

Complete the Reason for Appointment Mapping

1. Navigate to Scheduling window: **Main Navigation Panel > Portal Management > Patient Interface > Scheduling**
2. Select the **Live Scheduling** checkbox, for all flu templates, where the checkbox was selected to *Allow Patient Scheduling* in OP.
3. (*Optional*) Select the Appointment Requests checkbox, for all flu templates, where the checkbox was selected to *Allow Patient Scheduling* in OP.
4. Click the **Save** button.

Confirm Scheduled Appointments Display

1. Access Appointment Types: **Navigation Panel > Portal Management > Code Management > Appointment Types tab**
2. The window displays the following information:

- **Description**: The appointment description which populates from OP.
- **Publish**: Checkbox indicating whether the appointment type is published to the Patient Portal.

3. Click the checkbox in the *Publish* column for the flu appointments.
4. Click **Save Settings** once you have finished making selections. The Save Selection window displays.
5. Click the **Apply** button.