**Online Booking – Myohportal**

Effective 13 February 2022, at the point of creating any new referrals on myohportal for the following service lines, the system will allow the referring manager to book schedule the appointment directly:

* Capability
* Capability (OHA)
* OH Advice IHR (OHA)

All appointments will be telephone consults in the first instance unless there are specific reasons why these should be in person, in which case contact OH to discuss.

Where an appointment is scheduled by the manager that is less than 5 days, there will be no formal notification to the employee unless the SMS option has been selected in the referral. It would therefore be the line managers responsibility to ensure the employee is aware of the appointment details. Where an appointment is scheduled for 5 or more days in advance the employee will receive a letter as well as an SMS if this option is selected.

Where SMS option is selected on the referral, the employee will receive notification immediately and then a further text 24-48 hours prior to the appointment.

**How to book an appointment online**

Once a referral is created, the system will advise if the referral is eligible for online booking on the scheduling confirmation page and will ask you to click on to proceed button. This will then take you through to the booking task where you would click on “Click Here to Book an Appointment” link, top left of the page.

On clicking on this link, it will proceed to open the booking system in a new tab and will look at the type of appointment you are scheduling, will look at the duration of the appointment for the diary and the competencies required to deliver the appointment, which for the vast majority of appointments with the OH medical practitioner. It will also present the details of the person who you are booking the appointment for.

The system will then display below, all the available appointment slots on a 7-day availability. If you need to go beyond the 7 days, you would click on the forward arrow on right hand side, which will display the next 7 days availability. If you need to go back, just click of the arrow back on the left-hand side.

If there are no suitable appointments, you can scroll to the bottom of the page and select “No Suitable Slots Available” button, this will then send the referral to appointment back to Optima Health where they can resource further appointments.

If there are time slots that do suit, select the timeslot by clicking on the time frame, which will expand and show you what appointment times are available. You would then select the timeslot and the date that is appropriate and then click on the green “Continue” button on bottom right hand side.

This will then take you to the summary page of the appointment. If you need to amend this you can select the “Back” button on the left-hand side and redo the appointment as detailed above. If the details are fine and you are happy to proceed you click on the green “Confirm” button on right hand side. This will then give you a summary of the appointment information.

To exit the booking system and complete the appointment and referral, close the tab down, this will take you back to the booking task page. To complete the booking, scroll down to the bottom of the page and click on blue “Confirm Booking” button. It will then display “are you sure you want to book an appointment?” message in which you select “Yes” to complete the referral.

**Video Guidance**

A video guide on how to book an appointment online is in the link below:

**How to book appointments online –**[CL\_Video 13 – How to book an appointment on myOHPortal (1) on Vimeo](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F670160784&data=05%7C01%7Cchris.philbin%40optimahealth.co.uk%7C7d08a99e205b456ddf1808dad3bd17a7%7Cfae63211c6aa403f80e6da1bd3b59122%7C0%7C0%7C638055106336012613%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bek82IIAUpu6zbwpT1nt7JeL7E8wi7HA8TTWduD8cNc%3D&reserved=0)

The password currently is FebOPT23