



Schedule Worksheet: Preparing for Online Booking

To enable Ocean Online Booking for a Telus PS Suite (PSS) schedule, you will first need to know how the provider schedule is set up in the EMR, and which appointments should be made available to book online. This worksheet is designed to help you identify the details needed before starting to configure a schedule in Ocean. You will need to complete this for every schedule you plan to make available online.

1. Name of Provider Booking Schedule What is the name of the schedule in PSS?	
2. Schedule Time Slot Intervals What is the default length of time for each appointment (eg. every 5 mins, every 15)?	
3. Appointment Cancellation Policy How far in advance do you want patients to be able to cancel their appointments?	

Appointment Details: Type, Length & Medium

List all appointment types that you want to make available for Online Booking using the columns below.

Appointment Type	Appointment Length	Appointment Medium (In-clinic, phone, video and/or, both)	Restrictions