

PHS Agenda

Course Timing and Capacity

4.5 hours

Up to 12 participants

Target Audience

This program is designed for UHN clinical, secretarial, and admin staff.

This course reaches two target audiences:

- 1. Staff requiring read only access attend the first portion of the class to learn how to run reports, navigate in PHS, and find appointments.**
- 2. Staff requiring full scheduling access additionally stay to learn how to schedule, copy, edit, and cancel appointments.**

Course Topics

Introduction

PHS Reports (*for read only and full scheduling access*)

Desktop Overview and the Find Menu (*read only and full scheduling access*)

Blocks (*read only and full scheduling access*)

Direct and "New Button" Scheduling (*full scheduling access*)

Copying Appointments (*full scheduling access*)

Rescheduling, Editing, and Cancelling Appointments (*full scheduling access*)

TR Staff only: Appointment Arrival in PHS (Visit Activation) (*full scheduling access*)

(Optional) Advanced/Basic Functionality Practice (*full scheduling access*)

(Optional) Keyboard Shortcuts (*full scheduling access*)

Conclusion

Course Evaluation