

Add a new resource

Last Modified on 20/06/2023 11:07 am AEST

Add a resource so that patients can book appointments with healthcare professionals that do not have provider numbers, like nurses and technicians. The resource will appear in the appointment book and patient appointments can be added to it.

The appointment is billed using a doctor's provider number, so either a doctor must be added to the invoice or, if the appointment type supports linked billing, a doctor can be linked to the appointment and billed. Vaccinations often use resources for appointments and linked billing for invoices. To learn more, see [Linked bookings](#).

To add a resource:

1. Go to Zedmed's **Management** tab.
2. Select **Practice setup > Resources**.

The **Resource Setup** screen will open.

3. Select **Add New** to clear the fields.
4. In the **Name** field, add a name for the resource/room.
5. Select a **Department**.

The department is defined by the practice and is required.

Departments are added using the **Departments** tab in **Practice Details (Practice Setup > Department)**.

6. Select the **Branch** that the resource is in.
7. Select a **Category**.

The category is defined by the practice and is required. To add a category, type its name into the field, and when you select another field, a dialog will prompt you to add the new category.

8. Select **Close** to save and exit.

Resource Setup

Resources

Name	Branch	Dept	Category	Active
Nurse	MED	TRE	Nurse	Y
Nurse BR.2	&	TRF	Nurse	Y
Nurse BR.3	BR.3	TRG	Nurse	Y
Nurse BR.4	BR.4	TRH	Nurse	Y
Treatment Room	MED	TRE	Treatment Room	Y
Treatment room 2	BR.3	TRG	Treatment Room	Y
	BR.3			Y

Name:

Department:

Category:

Branch:

Notes:

Resource is active

In the example below, the appointment book has a resource called **Nurse**, which is used for linked vaccine appointments.

Appointments Display Grid

Appointment Search View Refresh Waiting Room Patient Bill Encounters Ref Drs Close Extra Surgical Procedures

Search Next Avail. Waiting Room Branch 1 <All Doctors> Branch Doctor Resource Tuesday 7/09/2021

	Hatcher,Danni	HEDRICK,WARREN	Davis,Phillip	Nurse
12 PM	0	0	0	0
15		15		
30		30		
45		45		
1 PM	0	0	0	0
15	45 Alexander, Brian Long ✗	15 28 Allison, C'Layton Std ✓		15
30	45 Alexander, Brian Long ✗	30		30
45		45		45
2 PM	0	0	0	0
15			15	15
30			30	30
45			45	45
3 PM	0	0	0	0
15		15	15	15
30		30	30	30
45		45	45	45
4 PM	0	0	0	0
15		15 45 Alexander, Brian New ✗		15
30		30 45 Alexander, Brian New ✗		30
45		45	45	45
30			30	30

Month Week Day Today Day Week Month 3 Months 6 Months 9 Months Year

Branch 1 PDAVIS Davis, Phillip Tue, 7 Sep 2021 5:00 pm - 6:00 pm

