Passport Booking™ Office User's Quick Guide

Go to www.onemedicalpassport.com/office to log in with your Username and Password. View of Home screen:

1. Click the Booking tab to get started.
2. Shortcut to view New Activity from the Facility.
3. This appears when new messages come from the Facility.
4. Special alerts from One Medical Passport will appear here.

Hover over the Procedure sub-category. New Activity List View:

1. Hover over the Procedure menu to:
   1. Review all booking statuses
   2. Request a new booking
   3. See only New Activity from the Facility
   4. Clone, delete or view Booking Templates
2. Navigate back to home screen.
3. Print multiple bookings with or without the change log.
4. Sort the list by clicking the gray arrow on any column.
5. Click the check mark to remove from the New Activity list, or click the box to print multiple bookings.
Action List View:

Status Definitions

- **Booking Received**: Shows that the facility has received the booking but not confirmed it
- **Cancelled**: Shows when the Office has requested to cancel the case
- **Confirm Cancelled**: Shows when the Facility confirms that the case is cancelled
- **Confirmed**: The case is confirmed by the Facility and is on the schedule
- **Date/Time is Unavailable**: Displays when the originally requested date and time is not available and a new date/time needs to be determined
- **Edited**: this status displays when the case has been edited. To determine the most recent edit please reference the Change Log
- **Incomplete**: Incomplete bookings that allows for a scheduler to go back in and complete the booking
- **New date proposed**: When the original date/time is unavailable, and a counter-offer has been suggested by the Facility
- **On Hold**: This status is an option that the facility can choose when the booking needs to be placed on hold for missing information or documents
- **Reopen**: When a cancelled case has been reopened and needs to be scheduled
- **Rescheduled**: When a case has been moved from the original date to another date
- **Unviewed**: The facility has not viewed the case yet
- **Viewed**: this status is for cases that have been viewed but are not yet confirmed
The Booking Tab

1. The calendar on the left-hand navigation allows for ease of navigation from one day to another. If you want to review Bookings for a different day, simply click on the date that you would like to review.

2. The option ‘Search by Procedure Date’ or ‘Search by Booked Date’ allows for you to choose if you would like to view the patients by date booked or by the procedure date. The screenshot above displays patients by booked date.

3. Use the green arrows to toggle back and forth to different dates.

4. Click the grey arrow to sort each column by patient name, preference date and time, physician, procedure, or booking status.

5. Narrow your search by using filters for patient name, physician name, date range, or status. Clicking the Search button will save your search preference.

For detailed instructions on all these features, please see the full Office Users Guide.