



## Dealing with Walk-In Appointments for Vaccination on the Simplybook Booking Platform

To support the Covid-19 vaccination delivery

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## 1 Definition and Purpose

This booklet sets out the operational processes for allowing users to make an appointment for a 1<sup>st</sup> Vaccination whilst in clinic.

Should you not be able to find the support you require within this document, please contact the [jbs.enquiries@miaa.nhs.uk](mailto:jbs.enquiries@miaa.nhs.uk) mailbox, where one of the team will be able to assist.

## 2 Managing Walk-In Appointments

It is important to ensure that each booking made, is linked to the NIMS database to ensure that patient immunisation details are accurately recorded on the booking system. In order to facilitate a walk-in appointment, users will need to know their NHS Number.

### 2.1 Making a 1<sup>st</sup> Time Appointment

For users with POS access and above

Open your Simplybook account from the admin interface (using a website link).

Click on the green 'My Booking Website' icon.

On the website landing page, click '**Book Now**'

Select the first available appointment slot

Complete the intake questions with the service user

Check the 'Terms and Conditions' box

Then click '**Confirm Booking**'

### 2.2 Assign the Vaccine Type

**For users with POS access and above**

Follow step 2.1 first.

Open your Simplybook account from the admin interface (using a website link).

Select '**Calendar**' from the sidebar menu, and find the appointment just made

Click on '**Edit**'

In the field '**Chosen Covid Vaccine Type**' enter the name or the vaccine the clinic will be delivering for the 1st vaccination.

Chosen Covid  
Vaccine Type

Click '**Save**'.

### 2.3 Validate the Booking

**For users with POS access and above**

Follow step 2.2 first.

Select **Calendar** from the sidebar menu, and find the appointment just made

Make a note of the booking code

Select '**Validate Ticket**'

Enter the booking code into the search bar

Click '**Find Ticket**'

Scroll to the bottom of the screen

Click '**Validate Ticket**'