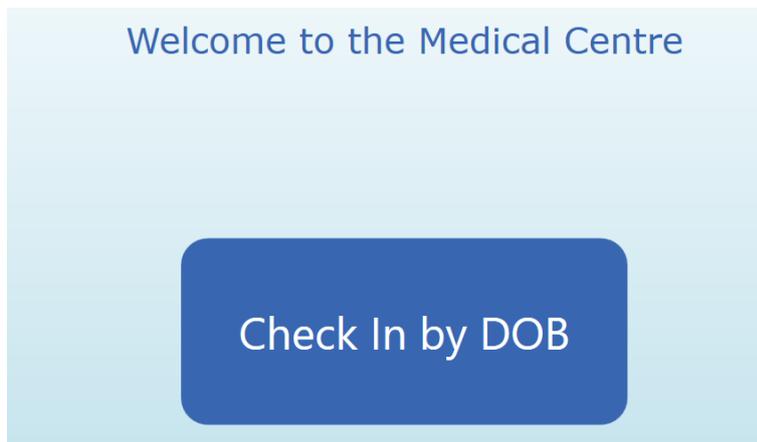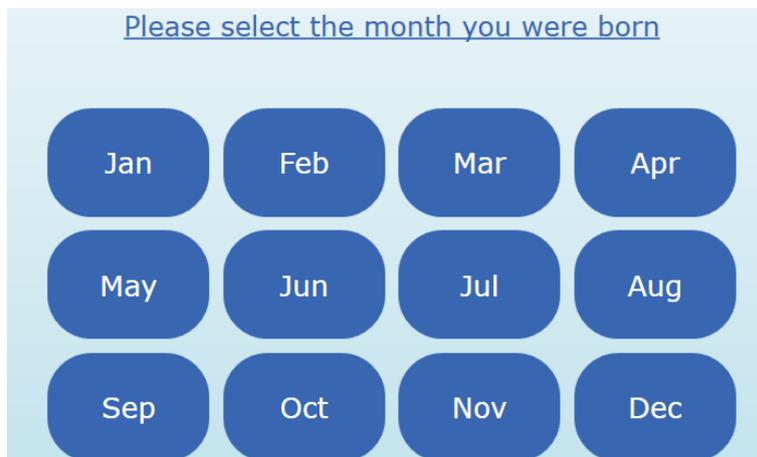## 1. How Kiosk works
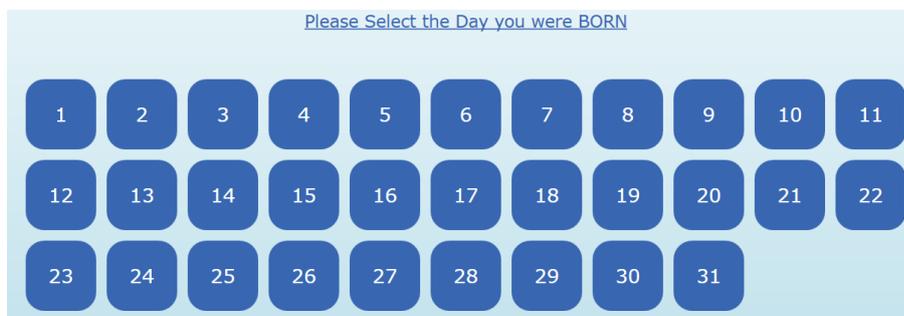
Patient can check in at the Kiosk when they arrive at the practice. Kiosk configurations can be completed based on your preference.

Welcome to the Medical Centre

Check In by DOB

Patient selects their birth month.

Please select the month you were born

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Patient selects the date they were born.

Please Select the Day you were BORN

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31		

Lanas

If there are two or more patients with an appointment for today who have the same birth day/ birth month the patient will be required to enter the year of birth.

Please Type the Year you were born

7	8	9
4	5	6
1	2	3
←	0	OK

If there is more than 1 patient with an appointment today who also have the same date of birth the patient will be required to enter the last four digits of their mobile number.

Please enter the last four digits of you Mobile Phone Number

7	8	9
4	5	6
1	2	3
←	0	OK

The patient will be asked to confirm their name by clicking Yes.

Is your Name...

Joe Bloggs

Yes

No

Lanas

The patient will be checked in and receive the message below.

Good Afternoon

✅

You have now checked in successfully

Please have a seat and the Doctor will be with you shortly

2. Configurations

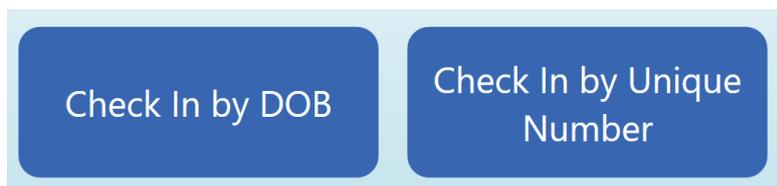The Kiosk can be configured by Socrates Support as follows:

2.1. Change Logo

Add your own logo to the Kiosk screen. This will be completed at installation.

2.2. Enable check in by Unique Number

Check in can be configured to Unique Number

Enable Check In by
Unique Number

Patient can check in by date of birth or their Socrates Unique Number.

Check In by DOB   Check In by Unique Number

Patient can type their unique number and click OK.

Lanas

Type your unique number

Q	W	E	R	T	Y	U	I	O	P		7	8	9
A	S	D	F	G	H	J	K	L	/		4	5	6
Z	X	C	V	B	N	M	,	.	'		1	2	3
Back								#	0				OK

2.3. Monitor for overdue balances

Enable this feature if you want to force patients with a balance over X amount to go to reception.
Use the up and down arrows to alter the balance amount.

Monitor Patient balances   ON   OFF

Alert balances over: €100.00   ▲ ▼

OK   Cancel

The patient will receive the below message when this feature is enabled.

We were unable to check you in

Please make your way to Reception to Check In

2.4. Turn on/Off HCP Filter

Enable this feature if you want the patient to choose the HCP before entering their date of birth.

Check In by Doctor or Nurse

The patient will have to select the HCP first and then enter their date of birth as above.

Last edited: 14012026

Lanas

Select the Doctor you have an appointment with

Gary Black   Brian Smith

2.5.   Set Patient Type Filter

Enable this feature if you want to prevent certain patient types from using the Kiosk to check in.

Patient's who are of a type with a check mark can use the Kiosk to check in while the other patients will be asked to go to reception.