

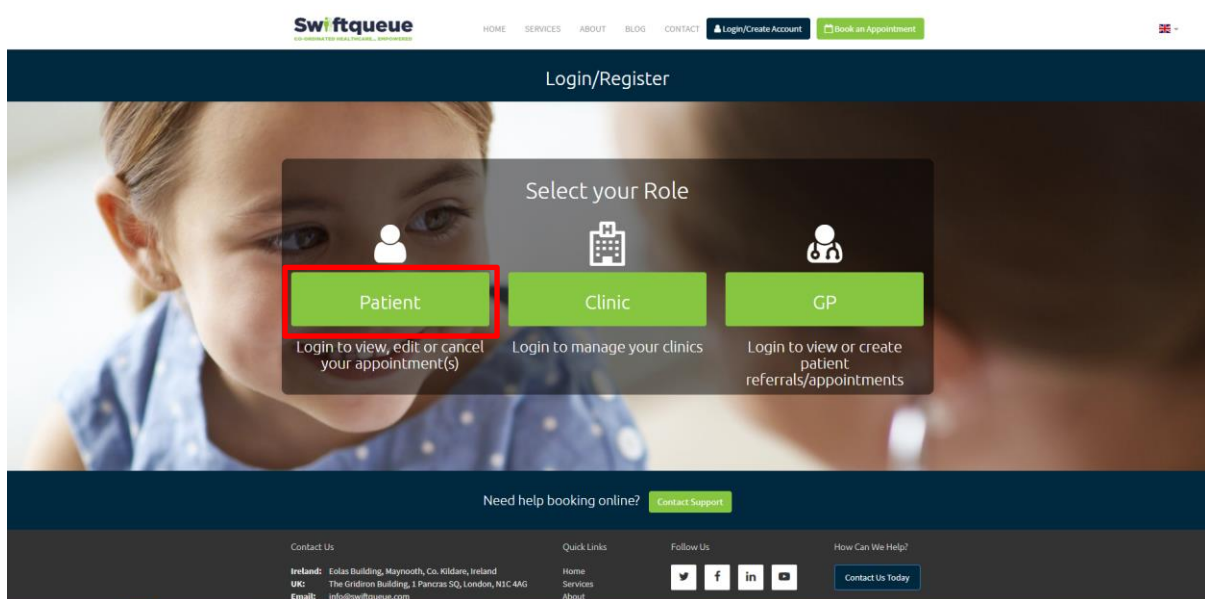
BOOKING APPOINTMENT ONLINE – SCHOOL IMMUNISATION CLINICS

The individual who needs the vaccination needs to be registered with Swiftqueue, if they are not please refer to the Quick Reference Guide - Patient **Registration Online**.

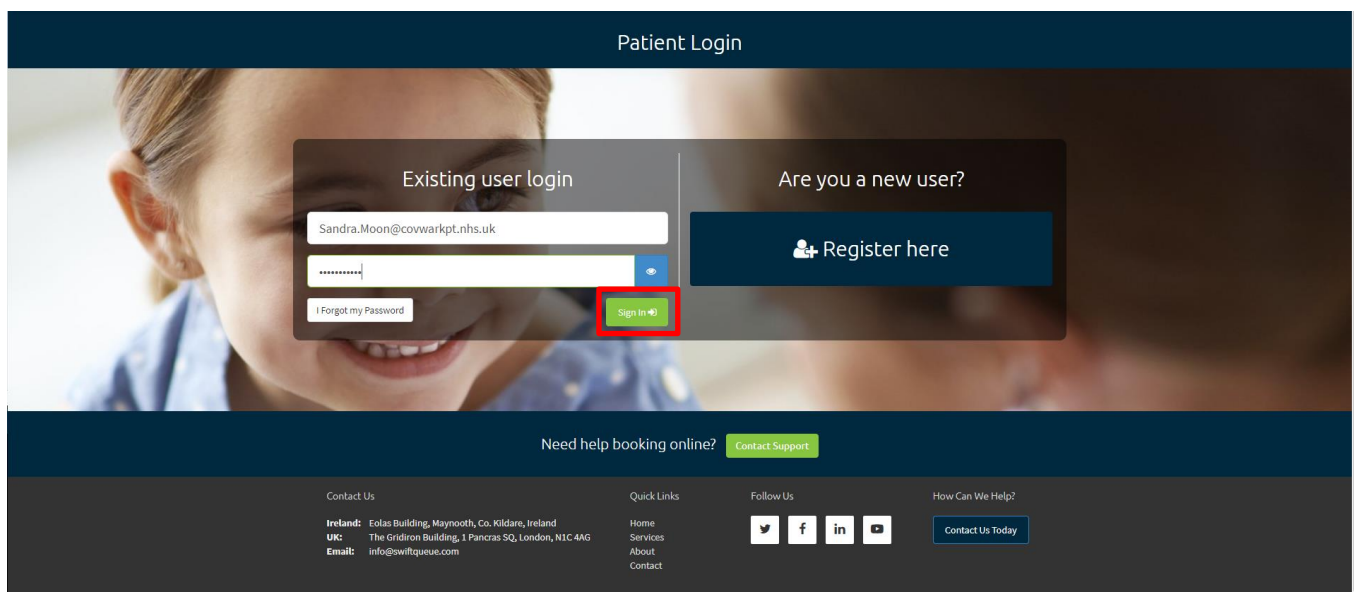
Open the following link in an Internet Browser window:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$0t3QEdXDOL9k/ZSBRfH/V.iY0PjgQcZ2jifPJ.IrjUzrsA/bPTbc6](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$0t3QEdXDOL9k/ZSBRfH/V.iY0PjgQcZ2jifPJ.IrjUzrsA/bPTbc6)

1. Click on **Patient**



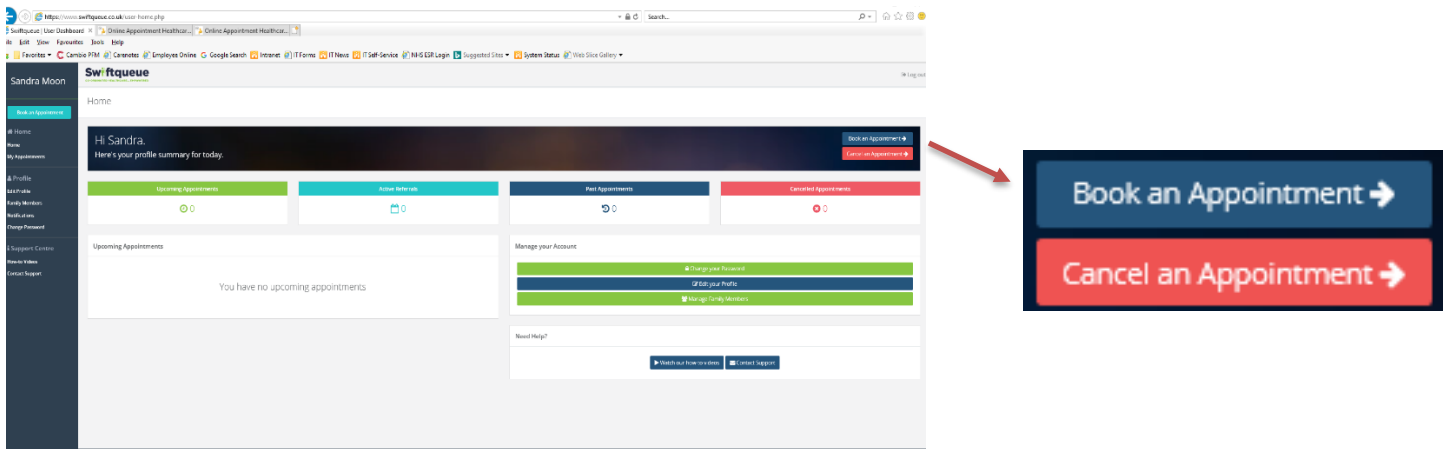
2. Enter your **Email Address** and **Password**. Click on **Sign IN**



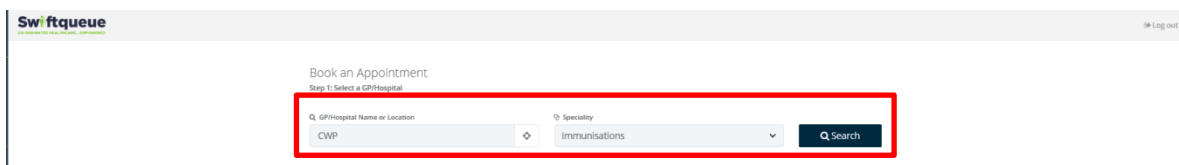
Swiftqueue Quick Reference Guide (QRG) Booking Appointment Online

Once signed in this will load the patient into the Online Swiftqueue profile

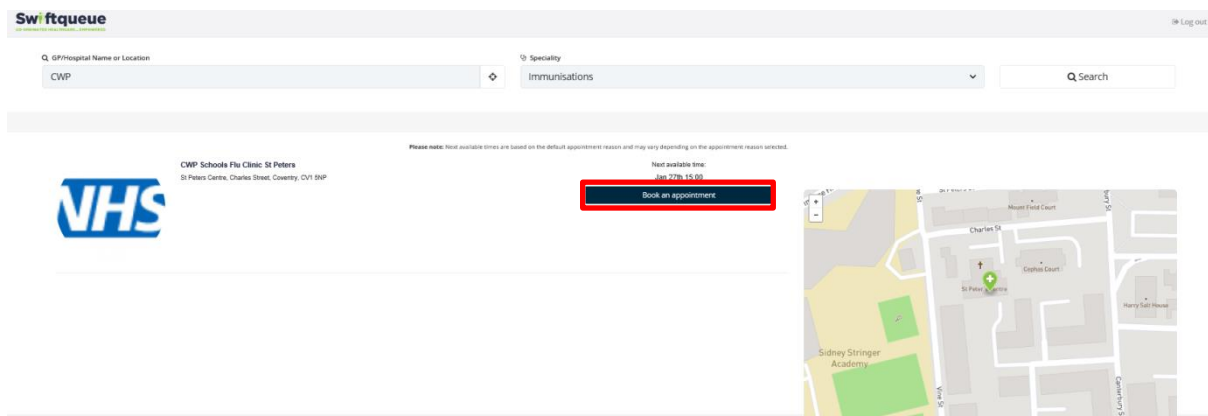
3. Click on **Book an Appointment** – located in the top right hand side of the screen



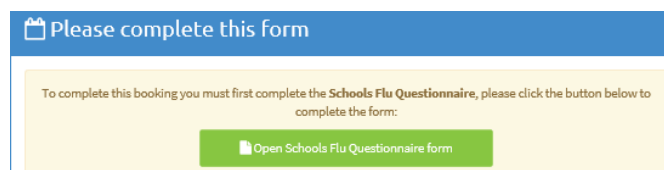
4. Enter the **GP/Hospital Name (CWP)** or **Location & Speciality (Immunisations)** into the Search field, Click on **Search**



5. Any Clinics that fall into the search criteria will appear showing the first available date that an appointment can be booked. Click **Book an appointment** for the clinic of your choice.



6. As we require information on the school the individual attends as screen is presented with a form to complete. Click on **Open Schools Questionnaire** form.



Schools Flu Questionnaire

- As this is mandatory the school name must be completed then click Submit Details.

- The form now shows as complete, Click the Next button

- Select the appointment reason (select vaccination required)

- Select the **Date** and the time slots will appear, select your **time** slot. You can use the scroll facility if you cannot view all of the time slots. Your selected date and time will show at bottom. Select **Next**.

Swiftqueue Quick Reference Guide (QRG) Booking Appointment Online

11. Confirm your appointment screen will appear detailing the clinic, appointment reason, Date/Time & the agreement of Terms and Conditions; you must tick both of the boxes. Click on **Confirm** to confirm the appointment

Confirm Your Appointment

Who is this appointment for?
Sandra Moon

Clinic
Coventry & Warwickshire Partnership Trust
St Peters Centre, Charles Street, Coventry, CV1 5NP

Appointment Reason
Flu Vaccine - 5 minutes

Appointment Date/Time
Wed, 27 Jan 2021 3:00 PM | [Change](#)

Do you require any special assistance?

Sight Immobility
 Hearing Learning Difficulties
 Wheelchair Requires Translator/Interpreter

Additional Comments (optional):

Terms & Conditions of this Appointment

I agree to the [terms of this appointment](#)
 I agree to bring my GP referral card/letter with me to this appointment

[Cancel](#) [Confirm](#)

The appointment will appear on the patients Swiftqueue portal in **Upcoming Appointments**.

Swiftqueue

Home

Hi Sandra.
Here's your profile summary for today.

[Book an Appointment](#)
[Cancel an Appointment](#)

Upcoming Appointments 4
Active Referrals 0
Past Appointments 4
Cancelled Appointments 0

Manage your Account
[Change your Password](#)
[Get your Profile](#)
[Manage Family Members](#)

Need Help?
[Watch our how-to videos](#) [Contact Support](#)

Upcoming Appointments

Date	Time	Clinic	Reason
Wed Jan 13 2021	09:00	Test Clinic	Flu Vaccine for Sandra
Wed Jan 27 2021	09:00	Test Clinic	Flu Vaccine for Sandra
Wed Jan 27 2021	15:00	CWP Schools Flu Clinic St Peters	Flu Vaccine for Sandra
Wed Feb 03 2021	09:10	Test Clinic	Flu Vaccine for Sandra

A confirmation email and or SMS message (if these details have been recorded when registering) will also be sent to the individuals to notify them of their appointment booking.

Swiftqueue Appointment Confirmation for 15:00 on Wednesday the 27th of January 2021 - Message (HTML)

From: reservations@swiftqueue.com
To: Moon Sandra (RYG) C&W PARTNERSHIP TRUST
Subject: Swiftqueue Appointment Confirmation for 15:00 on Wednesday the 27th of January 2021

Sent: Thu 07/01/2021 12:08

Dear Sandra

Thank you for booking your appointment with **CWP Schools Flu Clinic St Peters**
Your appointment is confirmed for **27th of January 2021 at 15:00**
If you cannot make your appointment for unavoidable reasons, please let us know at least 2 working days in advance.
You can cancel your appointment by logging into your online self service account at swiftqueue.com

We look forward to meeting you,
The Swiftqueue team

Swiftqueue Technologies, Eolas Building, Maynooth University, Maynooth, Kildare, 001, Ireland

UNSUBSCRIBE