



Add Availability

Purpose:

This document is a quick reference guide to add availability to a clinic as a Clinic Manager. This is applicable to both COVID and flu functionality.

- 1 [Availability and Hours of Operation](#)
- 2 [Availability Overrides](#)



For the latest My Turn educational materials, please visit [EZIZ- Covid](#), [EZIZ -Flu](#), [YouTube](#) or the Knowledge Center tab on My Turn Clinic



My Turn Help Desk

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Availability and Hours of Operation

1.	Select the Clinics tab from the My Turn Clinic toolbar.
2.	Search for and select the clinic to which you wish to add operating hours. The Clinic Details page displays.
3.	Select the Availability tab.
4.	Indicate the days your clinic is open by selecting the [Day] checkbox. Select all that apply.
5.	Designate clinic operating hours by selecting the desired start and end time from the Opening Hours drop-down menu. Select the All Day checkbox to indicate the clinic is open 24 hours that day.
6.	Enter the amount of time allotted to each appointment in the Time window duration (mins) field.
7.	Enter the number of appointments the clinic can accommodate within the indicated time window in the Appointments per time window field.
8.	Verify the number of appointments available for booking at the clinic in the Total appointments field.
9.	To indicate mid-day clinic closures, select the + icon to add new timeslot, and repeat steps 5 – 8.
10.	To copy hours from one day to multiple days, select the Copy icon to the right of the + icon and choose the days for which you wish to copy hours.
11.	Select the Save button.
12.	Select the Details tab to return to the clinic's details.

Notes:

- Always verify hours of operation before selecting the **Save** button to ensure correct availability.

Availability and Hours of Operation (cont.)

Availability Overrides

1.	Select the Clinics tab from the My Turn Clinic toolbar.
2.	Search for and select the clinic to which you wish to add availability override operating hours to. The Clinic Details page displays.
3.	Select the Availability tab.
4.	To override and set temporary hours for a specific date range without changing your clinic's default hours, select the New availability override button located at the bottom of the page.
5.	Select the date range in the From and Up to and including fields.
6.	Indicate the days your clinic is open by selecting the [Day] checkbox. Select all that apply.
7.	Designate temporary clinic operating hours by selecting the desired start and end time from the Opening Hours drop-down menu. Select the All-Day checkbox to indicate the clinic is open 24 hours that day.
8.	Enter the amount of time allotted to each appointment in the Time window duration (mins) field.
9.	Enter the number of appointments the clinic can accommodate within the indicated time window in the Appointments per time window field.
10.	Verify the number of appointments available for booking at the clinic in the Total appointments field.
11.	Select the Save button.
12.	Select the Details tab to return to the clinic's details.

Notes:

Always verify availability override hours of operation before selecting the **Save** button to ensure correct availability.

Glossary

Time Window Duration

This is the amount of time for each appointment, not including the observation period.

Appointments per Time Window

This is the number of appointments made available per “Time Window Duration.” This is based on the number of staff available to give vaccines to patients (i.e., if you have 5 staff who can give shots, set appointments per time window to 5).