iCalendar appointment notifications

For receiving providers

Ocean receiving sites can include an iCalendar (iCal) file attachment with appointment notifications, making it easy for patients to add their appointment directly to their device calendar.

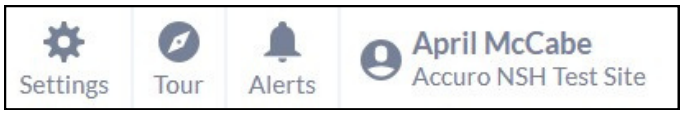
Sites can choose to include either the appointment start time only or set a duration for the appointment in the iCal file.

Key Considerations

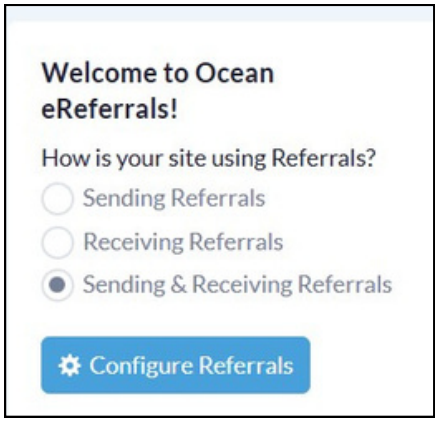
- Users must have Ocean admin access to change iCal options.
- Only one duration time can be set for all appointments.
- Device settings may affect how appointment details are displayed and can result in different results.

Steps

1. Sign in to the Ocean platform or launch from your EMR.
2. Click the Settings icon in the header.



3. Select Configure Referrals.

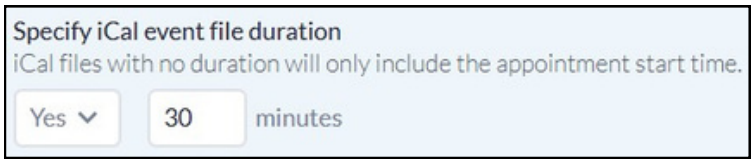


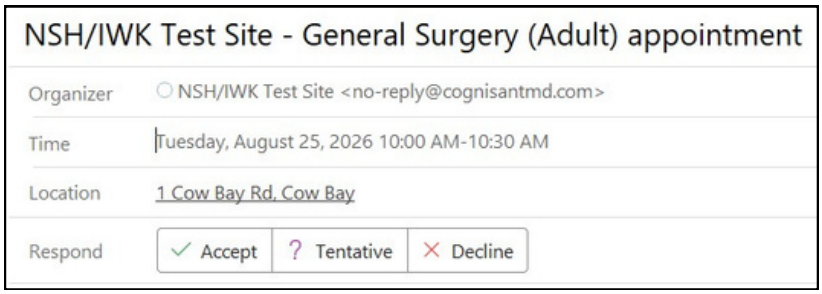
4. Under ‘Include iCal event file in appointment email notifications’, select Yes.



5. Under ‘Specify iCal event file duration’:

a. Select Yes, if you would like to set a duration. Enter duration time in minutes (default is set to 120 minutes). The iCal notification will include both the appointment start time and the calculated end time.





b. Select No, if you do not want to set a duration. The iCal notification will show start and end times as the same time.

