

## Nightingale My Care Therapists Guide

Welcome to the Nightingale My Care therapist guide.

The purpose of this document is to help you gain a better understanding of how the system works and the steps to access

The URL to access the therapist account area is

<https://nightingaletherapists.co.uk>

Your access credentials will be sent to you by the Nightingale administration team.

If you wish to request access please contact  
[outpatientservices@nightingalehospital.co.uk](mailto:outpatientservices@nightingalehospital.co.uk)  
[therapyservices@nightingalehospital.co.uk](mailto:therapyservices@nightingalehospital.co.uk)

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### Therapist Log In

You can access your therapist account by using the following URL

<https://nightingaletherapists.co.uk>

You can then enter your username and password.

### Therapist Login

**Email Address**

**Password**

**Login**

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### Setting Your Own Availability

An important aspect of the therapist management portal is to set your appointment availability.

The availability set will allow patients or the admin team to then book appointments.

It is important to keep your availability up to date

#### Follow the steps below

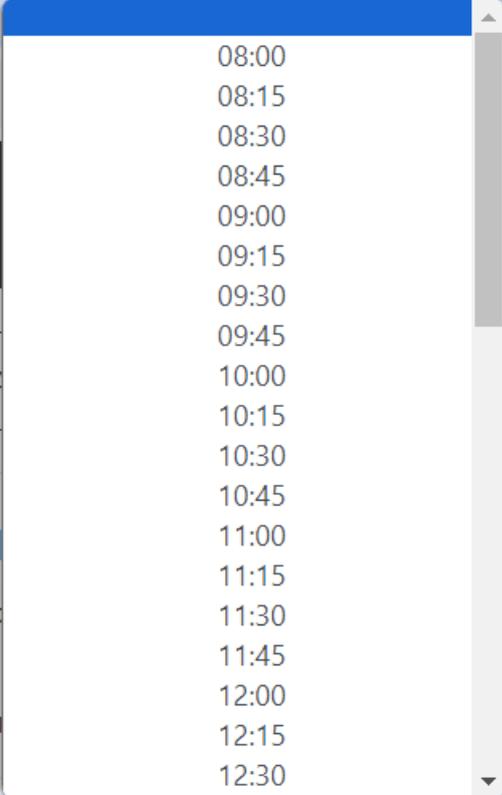
- 1) Access your account by logging in using your username and password via the URL <https://www.nightingaletherapists.co.uk>
- 2) Click on the “Your Availability” Button



- 3) For each day of the week you can select the times you wish to make available for your patients

Each Monday			
08:30	10:45		

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08:00  
08:15  
08:30  
08:45  
09:00  
09:15  
09:30  
09:45  
10:00  
10:15  
10:30  
10:45  
11:00  
11:15  
11:30  
11:45  
12:00  
12:15  
12:30

4) Once you have selected the slots then click the “Update” button”

Update

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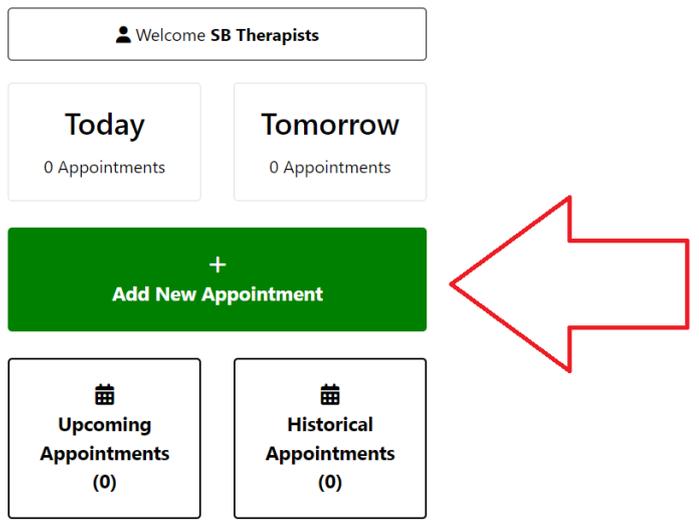
5)

### Booking Appointments

From your account you can book appointments for your patients

#### Follow the steps below

- 1) Access your account by logging in using your username and password via the URL <https://www.nightingaletherapists.co.uk>
- 2) Click the “Add New Appointment” button



- 3) Your patient list will display containing details of the patients (Name, DOB, Email, Phone Number)

Which patient are you booking for?

Test Patient | 01/01/1950  
support@systembookings.com | 07500895283 | 1000 Credits

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4) Select the date you would like to book for

When do you wish to book this appointment

This Week	Next Week	26th - 3rd March
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5) Select the timeslot you wish to book

When do you wish to book this appointment

This Week	Next Week	Mon 26th February - Sun 03rd March
Monday 19th February	Tuesday 20th February	Wednesday 21st February
08:30 Video Call	10:45 Video Call	
Thursday 22nd February	Friday 23rd February	Saturday 24th February 10:00 Video Call
Sunday 25th February		

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6) Confirm the appointment details and “Click to book appointment”

Confirm your appointment details

**Date**  
Monday 19th February

**Time**  
08:30

**Patient**  
Test Patient

**Therapist**  
SB Therapists

**Click to book appointment**

7) The appointment is now confirmed

**Appointment Confirmed** ✓

**Therapist Name** SB Therapists

**Patient Name** Test Patient

**Date** Monday 19th of February 2024

**Time** 08:30

[Return Home](#)

## Nightingale My Care Therapists Guide

### Your Treatments

You can manage the types of treatment that you offer to your patients from your account area

#### **Follow the steps below**

- 1) Access your account by logging in using your username and password via the URL <https://www.nightingaletherapists.co.uk>
- 2) Click the “My Treatments” button



- 3) You can then select the boxes for the relevant treatments that you can provide.

#### Set your areas of expertise

You can select up to 10 areas of expertise

<input checked="" type="checkbox"/> Addiction	<input checked="" type="checkbox"/> Adult ADHD	<input type="checkbox"/> Anger problems	<input type="checkbox"/> Anorexia nervosa
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Autism spectrum disorder (ASD)	<input checked="" type="checkbox"/> Bereavement	<input checked="" type="checkbox"/> Bipolar disorder
<input type="checkbox"/> Binge eating disorder (BED)	<input type="checkbox"/> Body dysmorphic disorder (BDD)	<input type="checkbox"/> Bulimia nervosa	<input type="checkbox"/> Depression
<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Medically unexplained symptoms (MUS)	<input type="checkbox"/> Memory problems	<input type="checkbox"/> Mood disorders

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### Your Settings

From your account you can manage your personal details

Your Name
Email Address
Phone Number

<p>Your Name</p> <input type="text" value="Test Therapist"/>	<p>Contact Number</p> <input type="text" value="075000 126000"/>
<p>Email Address</p> <input type="text" value="test@test.com"/>	<p><b>Appointment Confirmation &amp; Reminders</b></p> <p><input checked="" type="radio"/> SMS &amp; Email <input type="radio"/> Email only <input type="radio"/> SMS Only</p>
<p>Update</p>	

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### Past and Future Appointments

To view your historical and future appointments you can use the buttons below on the main page



Details of the appointments will then display like the example below

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### Your Next Appointment

**Date**

Monday 19th February 2024

**Time**

08:30

**Patient**

Test Patient

**Location**

Video Call

**Start Call**

**Cancel**

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## Holidays And Leave

From your account area you can set your periods of leave and holiday.

### Follow the steps below

1) Access your account by logging in using your username and password via the URL <https://www.nightingaletherapists.co.uk>

2) Click the “Holidays & Leave” button



3) Select the days which you are unavailable and click the green “Update” button

February 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**Update**