

Room steps

For visits that move through more than one room: vitals, then treatment, then recovery. Set the steps once, then move the patient on with one tap.

Feature manual · For Owners, Managers, Providers, Nurses and MAs, Front desk · aminova.health/university/room-steps

1. WHAT ROOM STEPS ARE

Some visits happen in more than one room. An IV visit might be vitals in an exam room, the drip in an infusion bay, then recovery. Room steps are that path, in order, with how long each part takes and who does it.

Most visits stay in one room and don't need steps at all.

2. SET THE STEPS ON A VISIT TYPE

1. Go to **Appointments** → **Visit types** and open the visit.
2. Open **Rooms & timing** and find **Room process**.
3. Press **Add a step** for each part of the visit. Give it a name, a room, the minutes it takes, and who does it.
4. Use the arrows to put them in order. Save the visit type.

The screenshot displays the 'IV Hydration Drip' configuration page within the 'Appointments' section. The 'Rooms & timing' tab is selected, showing the 'Room process' configuration. The process is defined by three sequential steps:

- Step 1: Vitals** - Room: Exam Room 1, Duration: 10 min, Assigned to: Nurse / MA
- Step 2: IV drip** - Room: Infusion Bay A, Duration: 40 min, Assigned to: Nurse / MA
- Step 3: Recovery** - Room: Recovery Lounge, Duration: 10 min, Assigned to: Anyone free

A progress bar at the bottom of the configuration area shows 'Steps take 60 min' and 'Visit is 60 min'. The interface includes a sidebar with navigation options like Dashboard, Patients, Care Plan, and Appointments, and a top bar with buttons for Rooms, Close a day, Booking link, and New appointment.

Room process, inside the visit type builder.

3. SEE EVERY VISIT'S STEPS

The **Rooms** page lists every visit type that has room steps, step by step, with a link straight into each one.

Room	Description	Duration	Status	Action
Laser — Motus AY	Requires certified operator	20 min	In service	Edit
Treatment Room 1	Massage / bodywork	10 min	In service	Edit
Body Contouring	Applicators charge 10 min between	15 min	In service	Edit
Treatment Room 2	Massage / facials	10 min	In service	Edit
Movement Studio	Yoga, pilates, reformer	5 min	In service	Edit
Ultrasound Cart	Shared with Exam 1-3	5 min	In service	Edit
Red Light Bed	No notes	10 min	In service	Edit
Salt Room	Halotherapy	15 min	In service	Edit
Infrared Sauna	No notes	15 min	In service	Edit

Room steps
The rooms a patient moves through, in order, set on each visit type. On the appointment, one tap frees the room they're in and takes the next one.

- IV Hydration Drip** - 3 steps, 60 min
Vitals Exam Room 1 → IV drip Infusion Bay A → Recovery Recovery Lounge
- New patient consult** - 3 steps, 45 min
Intake and vitals Exam Room 1 → Consult Consult Office 1 → Lab draw Exam Room 2

Add steps to

Rooms → Room steps shows each visit type's path at a glance.

4. FOLLOW THE STEPS DURING A VISIT

1. Open the appointment. Its **Room steps** card shows each step, with a check on the ones already done.
2. Press **Start** to take the first room.
3. Press **Next** to move on. The room they leave goes to cleaning, and the front desk sees where they are.
4. On the last step, **Finish** frees the room.
5. A step running long turns amber. Nothing moves on by itself.

5. WHEN THE NEXT ROOM IS TAKEN

If the room for the next step is in use, you're offered another room for that step. Pick one and carry on.

6. CHANGE THE STEPS FOR ONE VISIT

1. On the appointment's Room steps card, press **Change for this visit**.
2. Add, remove or reorder steps. Only this appointment changes; the visit type keeps its own.
3. To go back, press **Use the visit type's steps**.
4. A visit with no steps can get them from the ... menu: **Add room steps**.

7. ON MY SCHEDULE

Providers see the same steps on My Schedule, under the visit they have open. Visits without steps keep the simple room control.