

Rooms

Who is in which room right now, the day room by room, and where you set your rooms up.

Page manual · For Front desk, Nurses and MAs, Providers, Managers, Owners · aminova.health/university/rooms

1. GET TO THE ROOMS PAGE

1. Go to **Appointments** in the sidebar.
2. Click **Rooms** at the top right.
3. To go back, click **Appointments** above the page title.

The screenshot shows the 'Rooms' page interface. At the top, there are four buttons: 'Rooms' (highlighted with a blue circle), 'Close a day', 'Booking link', and 'New appointment'. Below these buttons, there are two summary cards: 'Waiting for confirmation' with a count of 0 and 'Booked this week' with a count of 50. A 'Requests' button is located on the right. Below the summary cards, there is a filter section with 'Color by' set to 'Provider' and a search bar labeled 'Search patients...'. The main content area is a calendar grid showing appointments for Wednesday (30), Thursday (1), Friday (2), Saturday (3), and Sunday (4). Each day's appointments are listed in colored boxes with provider names and visit types.

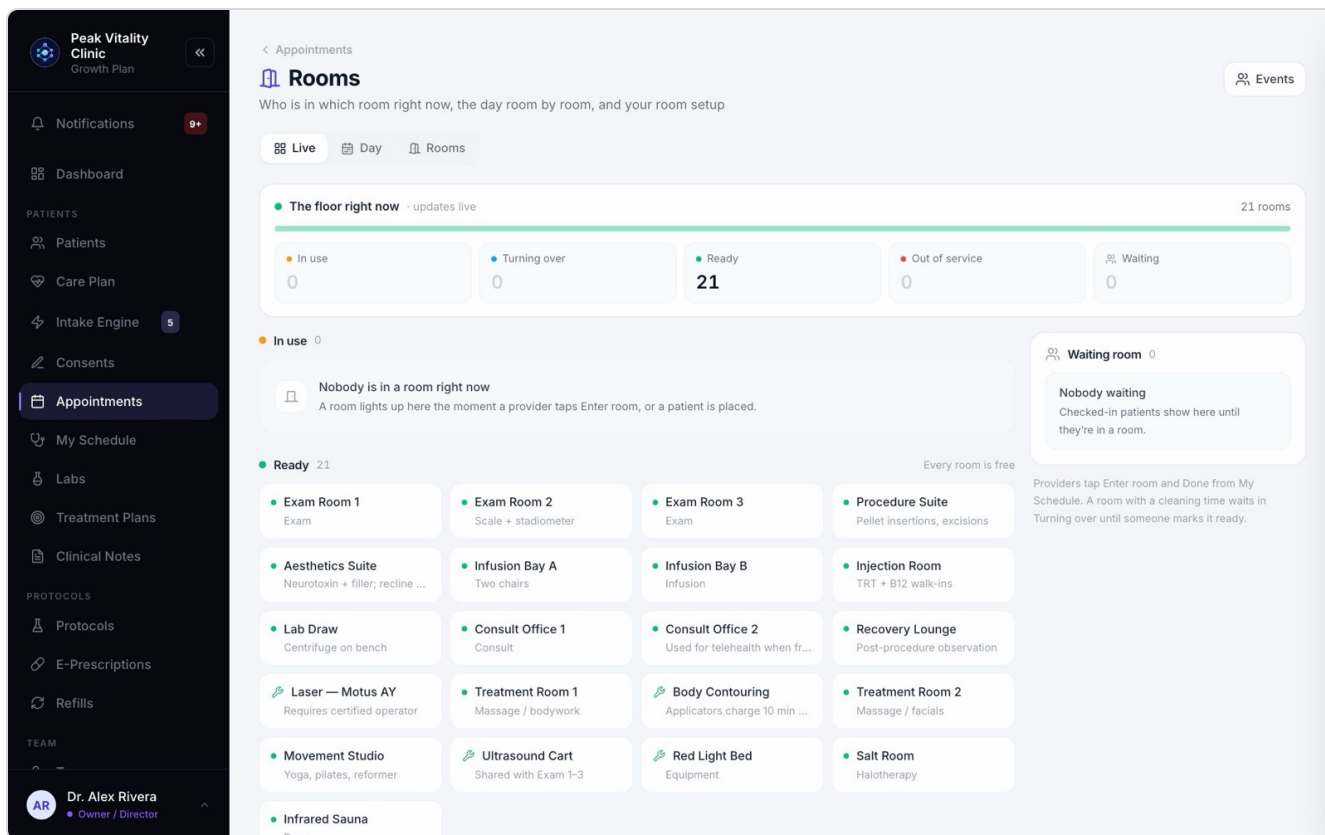
Wed 30	Thu 1	Fri 2	Sat 3	Sun 4
Daniel White Injection visit	Michael Anderson Injection visit	Lisa Brown Follow-up	Camille Clark Follow-up	
Robert Davis Injection visit	Delia Rodriguez Injection visit	Rowan Davis IV therapy		
Robert Walker New patient consult	Dominic Jackson Lab draw		Esme Thompson Aesthetics	

The Rooms button sits at the top of Appointments.

2. THE PAGE AT A GLANCE

The page has three tabs. **Live** is the floor right now. **Day** is today, one column per room. **Rooms** is where your rooms are set up.

The **Events** button at the top opens your group sessions, like classes.



The Rooms page opens on Live: the floor right now.

3. THE FLOOR RIGHT NOW

The box at the top counts your rooms: **In use**, **Turning over**, **Ready** and **Out of service**, plus how many patients are **Waiting** and the longest wait.

It updates live. You don't need to refresh.

4. ROOMS IN USE

1. Each busy room shows the patient, their visit, their provider, and a clock of how long they've been in.
2. A bar shows the time left. It turns red, with how many minutes over, when the visit runs long.
3. If the visit has room steps, it says which step they're on and, near the end, which room is next.
4. Click the patient to open their visit.
5. When they leave, press **Done — free room**. In a room that holds more than one patient, press **Free a seat**.

5. ROOMS BEING TURNED OVER

1. A room with a cleaning time goes to **Turning over** when the patient leaves. It shows how long is left.
2. Use **Assign...** to pick who cleans it. They get a note saying the room needs turning over.
3. Press **Mark ready** when it's clean. If nobody does, it becomes ready when the time runs out.

6. THE WAITING ROOM

1. On the right is everyone who has checked in but isn't in a room yet, with how many minutes they've waited.
2. The wait turns amber at 10 minutes and red at 20.
3. When a room is free, press **Place** beside a patient. The best open room for their visit is chosen for you.
4. If every room is busy, it says so, and the next room to free up shows here.

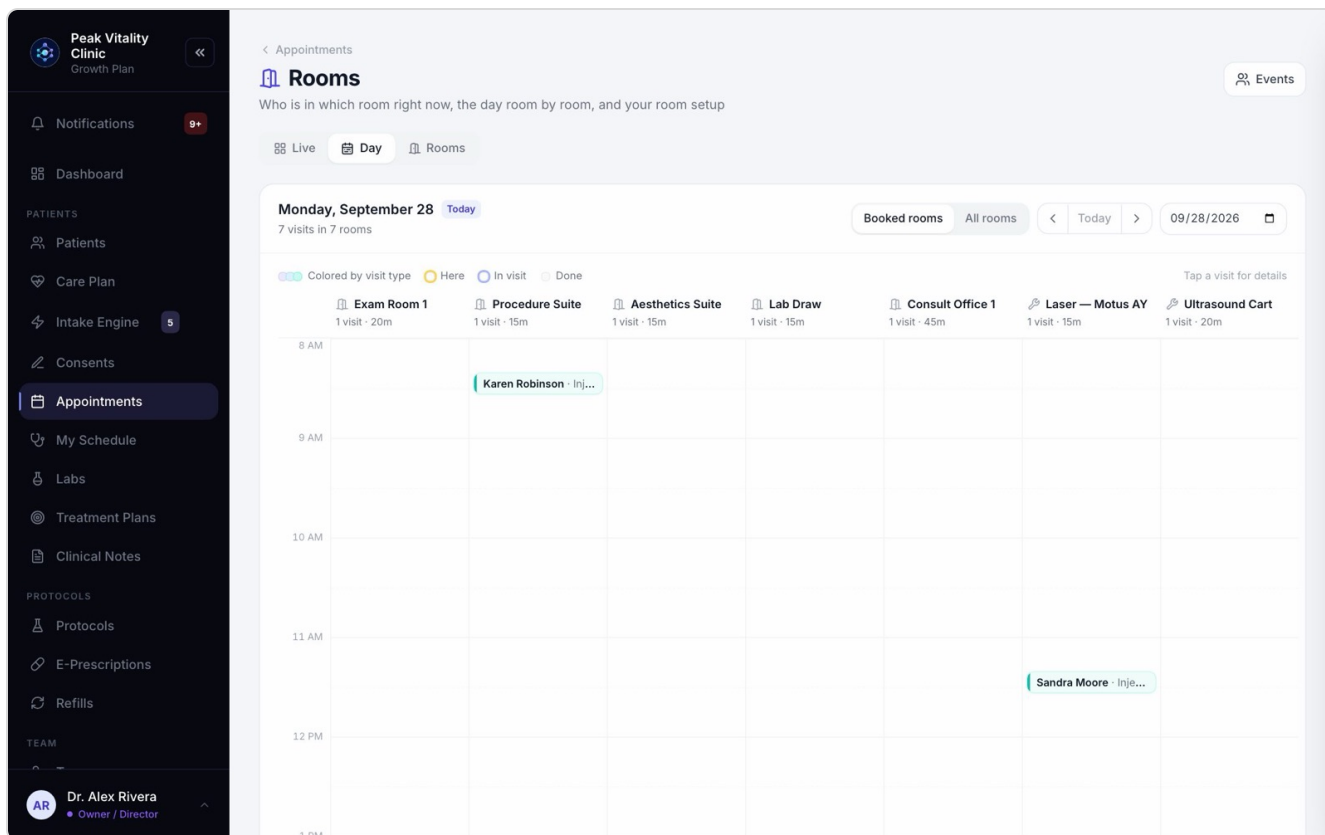
Tip. Providers use Enter room and Done on My Schedule. The Live tab changes the moment they do.

7. TAKE A ROOM OUT OF SERVICE

1. Owners and managers: hover a **Ready** room and click the small circle with a line through it, in its corner.
2. Say what's wrong, like "Sink leaking", and press **Take out of service**.
3. It moves to **Out of service** and is never booked or given to a patient.
4. When it's fixed, press **Back in service**.

8. THE DAY TAB

1. Each booked room gets a column, with the day down the side. Each visit shows who, what, when and with whom, in its visit type's color.
2. The top line counts the visits, and warns you of visits with **no room yet** and of any room clashes.
3. Visits with no room yet are listed in an amber box. Click one to open it.
4. Switch between **Booked rooms** and **All rooms**. Rooms with nothing booked are listed under **Free all day**.
5. Use the arrows, **Today**, or the date box to see another day.



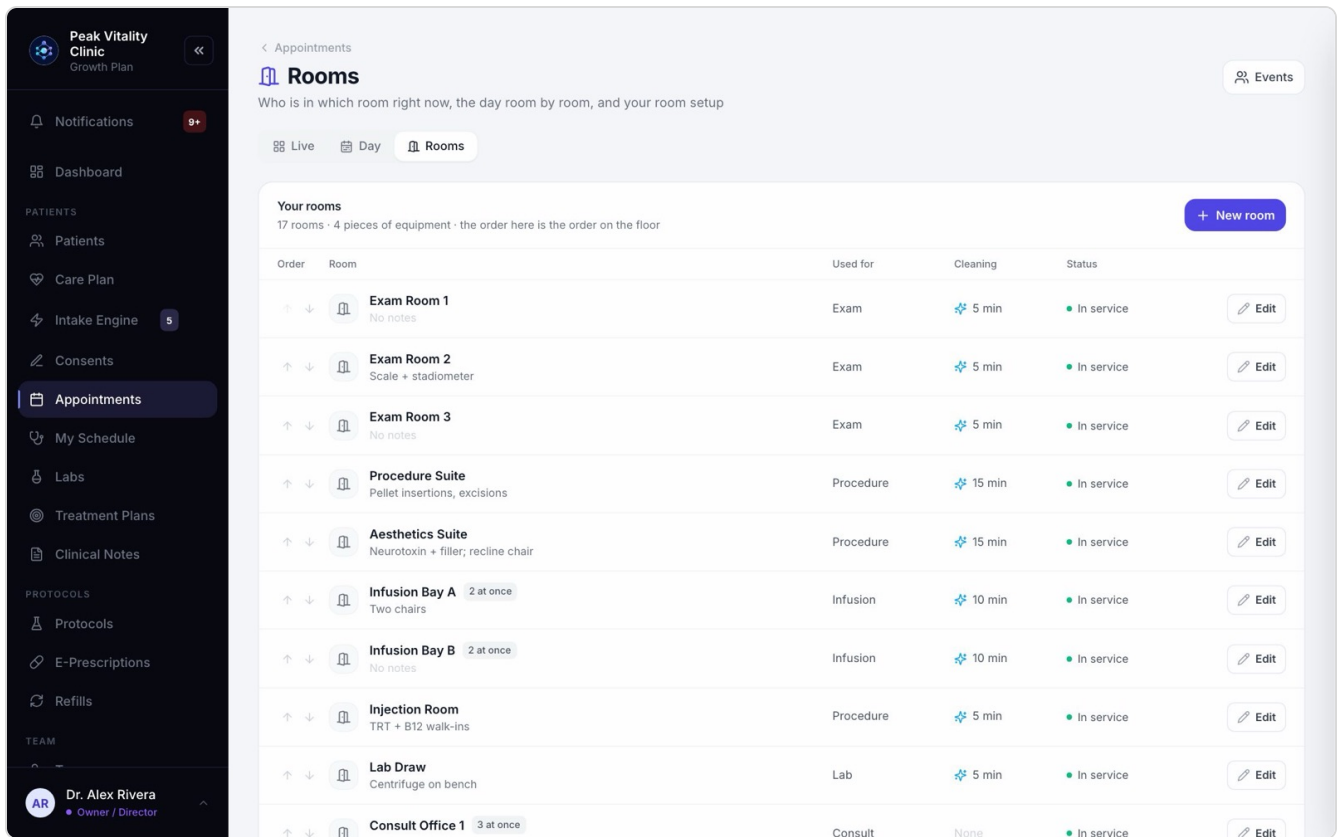
Day: one column per room, with each visit booked into it.

Tip. A thin gray bar beside a column shows when someone was actually in the room.

9. THE ROOMS TAB

Your rooms and equipment, in the order they sit on your floor. Each row shows what it's **Used for**, its **Cleaning** time and its **Status**.

Owners and managers can add, edit and reorder rooms here. Everyone else sees the list. See the rooms setup guide for how.



Rooms: your rooms and equipment, in floor order.

10. ROOM STEPS

Under your rooms is **Room steps**: every visit type that moves the patient through more than one room, step by step.

Click **Edit** on one to change its steps, or pick a visit type under **Add steps to**.



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Growth Plan



Notifications

9+



Dashboard

PATIENTS



Patients



Care Plan



Intake Engine

5



Consents



Appointments



My Schedule



Labs



Treatment Plans



Clinical Notes

PROTOCOLS



Protocols



E-Prescriptions



Refills

TEAM



Dr. Alex Rivera

Owner / Director

↑ ↓



Laser — Motus AY Equipment

Requires certified operator

Procedure



20 min



In service



Edit

↑ ↓



Treatment Room 1

Massage / bodywork

General



10 min



In service



Edit

↑ ↓



Body Contouring Equipment

Applicators charge 10 min between

Procedure



15 min



In service



Edit

↑ ↓



Treatment Room 2

Massage / facials

General



10 min



In service



Edit

↑ ↓



Movement Studio 12 at once

Yoga, pilates, reformer

General



5 min



In service



Edit

↑ ↓



Ultrasound Cart Equipment

Shared with Exam 1-3

Exam



5 min



In service



Edit

↑ ↓



Red Light Bed Equipment

No notes

General



10 min



In service



Edit

↑ ↓



Salt Room 4 at once

Halotherapy

General



15 min



In service



Edit

↑ ↓



Infrared Sauna 2 at once

No notes

General



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 takes 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



Edit



New patient consult · 3 steps, 45 min

Intake and vitals Exam Room 1

→

Consult Consult Office 1

→

Lab draw Exam Room 2



Edit

Add steps to

Pick a visit type

▼

Room steps lists each visit type's path through your rooms.