



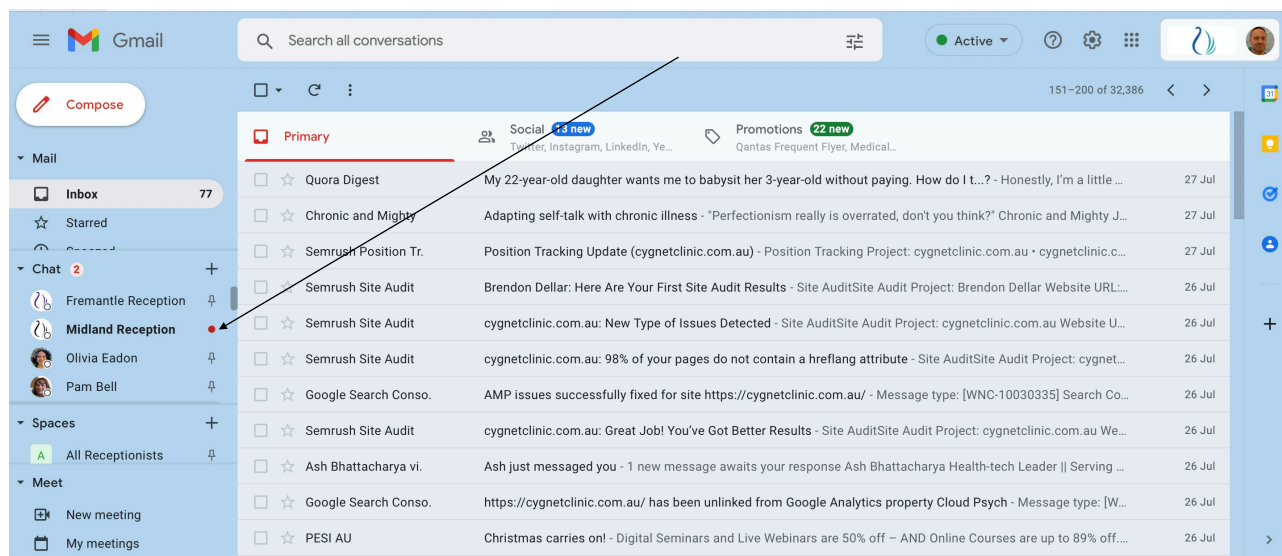
## **Working without local reception** **Communication**

If you are working without reception support, the system allows for us to run our clinic with remote reception. If you want to be more efficient, you can take payments and process rebates with two clicks without leaving your room (just ask your client to go to reception desk and the EFTPOS will be controlled simply through Halaxy).

For most of our private client referrals, we have stored credit card which means you can take payments without a EFTPOS machine and provide medicare rebates in a method as simple as if you were onsite.

Reception has been set up to remotely work including taking payments, communicating with them via a microphone/speaker at the front desk, and rebooking appointments.

If you don't have reception support, it is worthwhile having two tabs open, one for Halaxy and the other logged into [mail.google.com](mailto:mail.google.com) using Cygnnet email address.



The advantage is that **Google Chat** with remote reception, **Google Meet** for hosting online meetings **Spaces** for group chat and **email** are all within the same window. On the left hand pane is Chat with Fremantle and Midland Reception along with anyone specifically you want to add by tapping the + button.

Spaces is a group chat with groups you may belong to (such as the assessment group, or all receptionists).