# Cubiko

## Cubiko Settings – User and Appointment Defaults

At Cubiko, we use our practice knowledge to pre-set both your user roles and appointments to a default setting. This way, all you have to do is review it and amend to suit your practice preferences.

What are Cubiko's default role settings? Please see the table below for specifics regarding our user default settings. Please note: The role is generated from your Best Practice settings.

| Role | Include in metrics? | Has patient appointments? | Are appointments confirmed? |
|---|---|---|---|
| Doctor | Yes | Yes | Yes |
| Principal Doctor | Yes | Yes | Yes |
| Locum Doctor | Yes | Yes | Yes |
| Registrar | Yes | Yes | Yes |
| Nurse | Yes | Yes | Yes |
| Registered Nurse | Yes | Yes | Yes |
| Enrolled Nurse | Yes | Yes | Yes |
| Treatment Room Nurse | Yes | Yes | Yes |
| CDM Nurse | Yes | Yes | Yes |
| Nurse Practitioner | Yes | Yes | Yes |
| Specialist | Yes | Yes | Yes |
| Receptionist | No | No | No |
| Practice Manager | No | No | No |
| Allied Health | Yes | Yes | Yes |
| Administration or Management | No | No | No |
| Other | No | No | No |

Appointment default settings are also pre-set by Cubiko and completely customisable. We have set up default answers based on the built-in BP appointment types and have a default setting that applies to any of your custom appointment types. You will need to check the appointment default settings are applicable for your custom appointment types. Please note: The appointment type is generated from your Best Practice settings.

| BP appt name | Include in metrics? | Is this a patient appointment? | Telehealth appointment? | Covax appointment? | Do you send reminders? |
|---|---|---|---|---|---|
| Standard appt | Yes | Yes | No | No | Yes |
| Long appt | Yes | Yes | No | No | Yes |
| New patient | Yes | Yes | No | No | Yes |
| Excision | Yes | Yes | No | No | Yes |
| Procedure | Yes | Yes | No | No | Yes |
| Cervical Screening | Yes | Yes | No | No | Yes |
| Immunisation | Yes | Yes | No | No | Yes |
| Antenatal visit | Yes | Yes | No | No | Yes |
| Acupuncture | Yes | Yes | No | No | Yes |
| Health Assessment | Yes | Yes | No | No | Yes |
| Care Plan | Yes | Yes | No | No | Yes |
| Insurance medical | Yes | Yes | No | No | Yes |
| DVA medical | Yes | Yes | No | No | Yes |
| Diving medical | Yes | Yes | No | No | Yes |
| Operation | Yes | Yes | No | No | Yes |
| Assist | Yes | Yes | No | No | Yes |
| Recall | Yes | Yes | No | No | Yes |
| Internet | Yes | Yes | No | No | Yes |

| BP appt name | Include in metrics? | Is this a patient appointment? | Telehealth appointment? | Covax appointment? | Do you send reminders? |
|---|---|---|---|---|---|
| Workers comp. | Yes | Yes | No | No | Yes |
| Teleconference | Yes | Yes | Yes | No | Yes |
| Telehealth Consult | Yes | Yes | Yes | No | Yes |
| Telephone consult | Yes | Yes | Yes | No | Yes |
| Best Health Connect (Telehealth) | Yes | Yes | Yes | No | Yes |
| Home visit | Yes | Yes | No | No | No |
| Hospital visit | Yes | Yes | No | No | No |
| Nursing home (RACF) visit | Yes | Yes | No | No | No |
| Meeting | No | No | No | No | No |
| Drug rep. | No | No | No | No | No |
| Other | No | No | No | No | No |
| Pfizer dose 1 | Yes | Yes | No | Yes | Yes |
| Pfizer dose 2 | Yes | Yes | No | Yes | Yes |
| *Custom appt types* | Yes | Yes | No | No | Yes |

For more information about how to customise these defaults, please see our knowledge base article **How to complete Cubiko Settings** - you can also find this in our help centre at kb.cubiko.com.au.