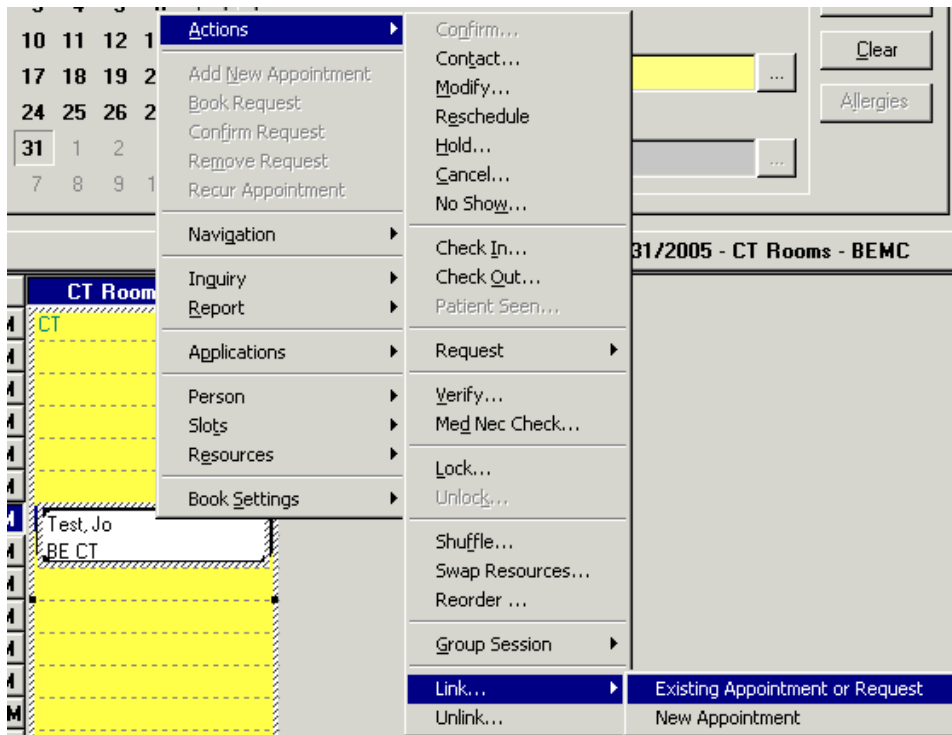


Appointment Scheduling

Appointment Link

Appointment link functionality allows you to manually tie two unrelated appointments together for a particular patient situation. Like with Protocols or Recurring appointments, the system will recognize these appointments are linked and warn the user if any action is performed on one of the linked appointments. You have two options for linking appointments: 1) Link to an existing (previously confirmed) appointment or 2) Link to a new appointment.

1. Schedule two different appointments for any patient using one of the previously described methods from above.
2. Find one appointment which you have just scheduled, highlight, right click, go to Actions, then Link. At this point you will see your two options for linking appointments.
3. Choose to link to an existing appointment.



4. The Link window will display. You will notice the Future Patient Appointments section. This section should list the other appointment that you scheduled for this patient. Highlight this appointment and press the Select button. A red checkmark will display.
5. In the Link Reason dropdown, select one of the reasons and press the OK button.

6. The two appointments are now linked.
7. Highlight the first appointment again, right click, choose Action, Link. This time choose New Appointment.

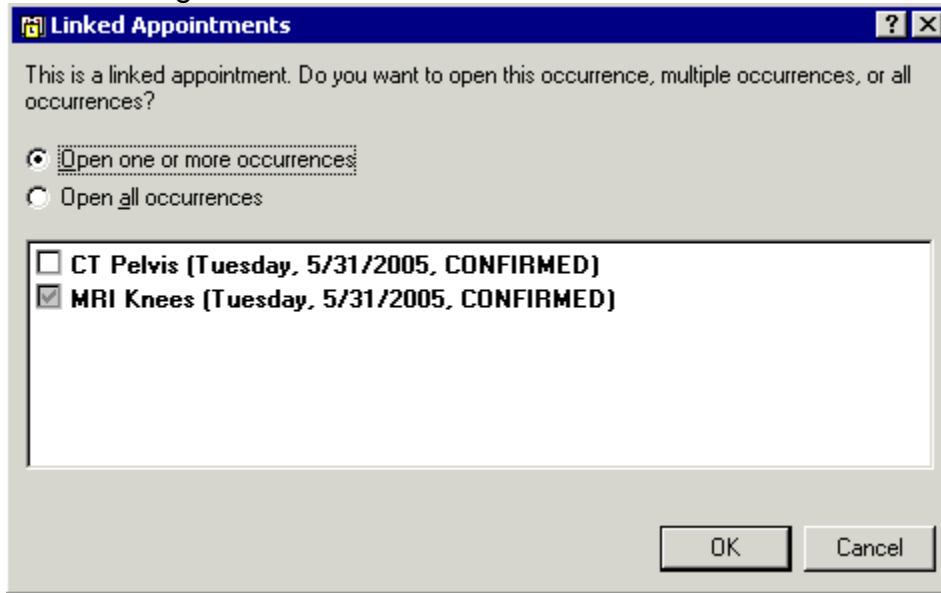


8. The Link window will display. In the Link Reason dropdown, select one of the options and press the OK button.

9. You will be brought back to the Appointment tab to select a new appointment type. The Person name is already defaulted with your patient's name. Select an Appointment Type, Appointment Location and fill out the remaining accept format fields.
10. Press the MOVE button and finish scheduling the appointment just as if you would any other appointment.

11. The appointments are now linked.

12. If you perform an action on any of the linked appointment types, you will receive a warning.



13. This warning serves as a reminder that the appointment you are performing an action on is linked to other appointments. You can choose to perform the action only on the appointment you currently have selected, or to perform the action on all the linked appointments.