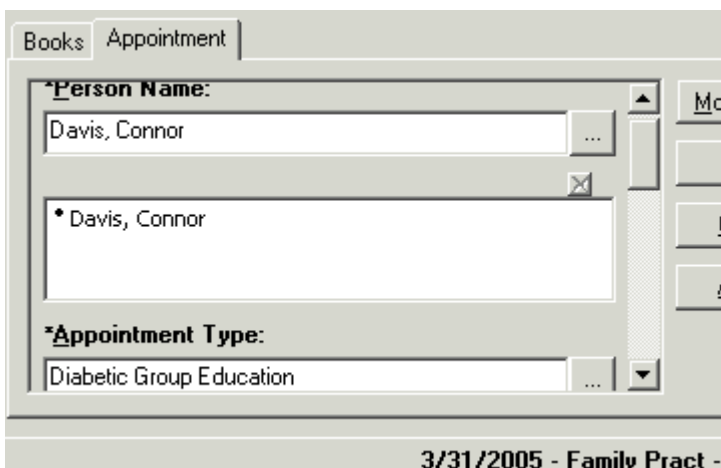


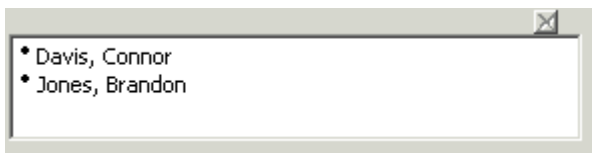
Appointment Scheduling

Group Appointment Scheduling

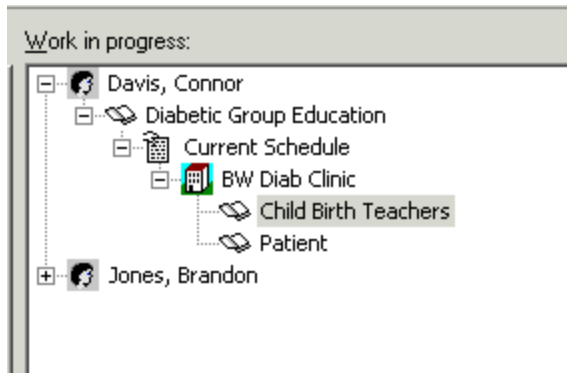
1. To schedule a group appointment, click on the Appointment Tab and enter the patient's name in the Person field. Press Enter.
2. Enter the name of your appointment in the Appointment Type field. Press Enter. The Future Requests/Appointments may display. Click OK to that window.
3. Scroll back up to the Person Name field. Notice that the field changes to allow for multiple patients. This is because group appointment types allow for booking multiple patients to the same resource at the same time.



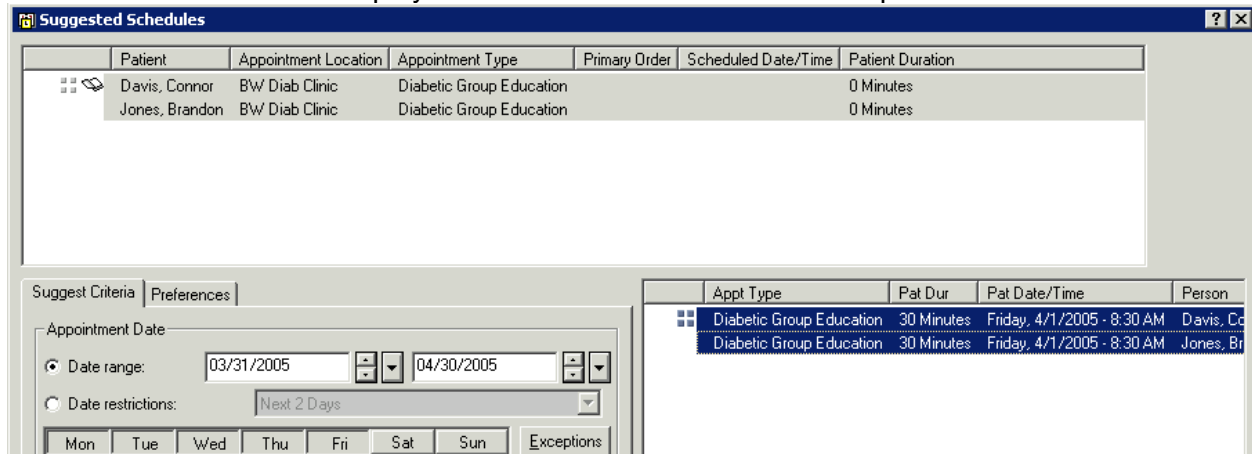
4. In the Person Name field, clear out the first patient's name and type in the name of your second patient. The Person search window will display. Select the appropriate patient from the list and press the OK button.
5. Both patients should now display.



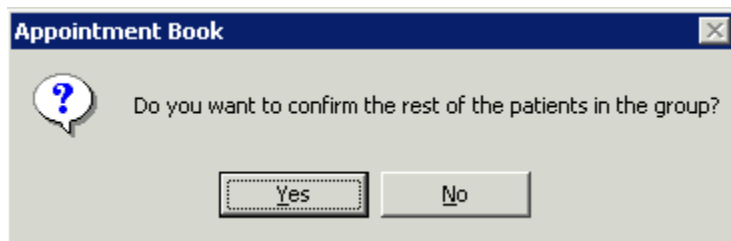
6. Scroll down and fill out the remaining accept format fields.
7. Press the Move button and the information for both patients will display in the WIP.



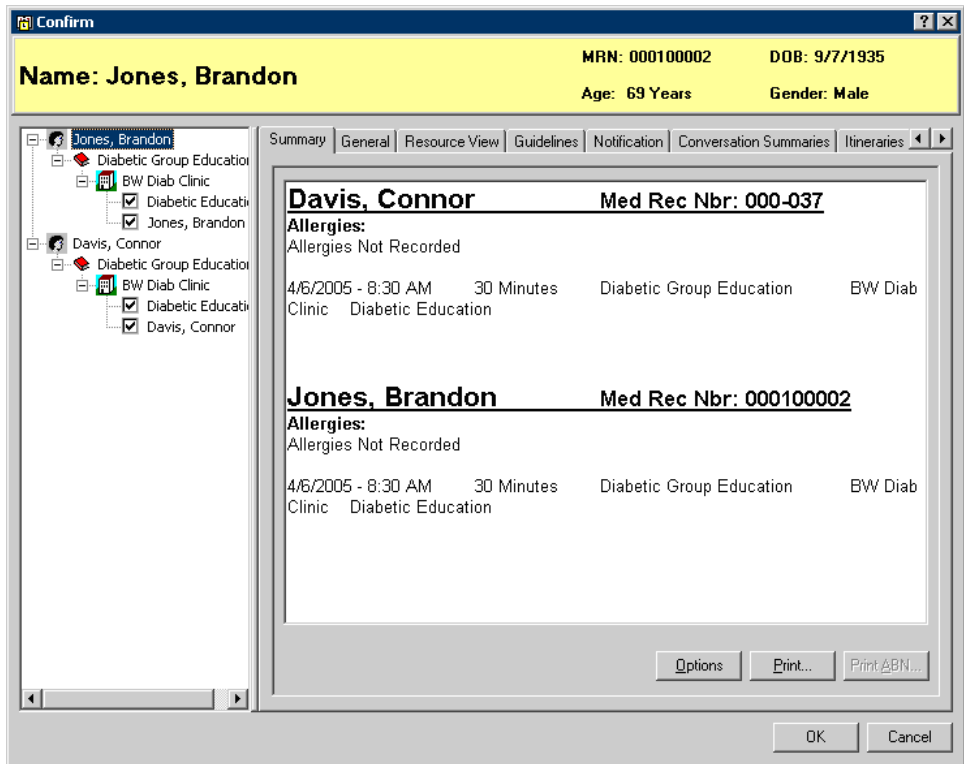
8. Use Suggested Scheduling to help find an available appointment time. Press the Suggest button.
9. From within the Suggested Schedules window, press the Suggest button.
10. An available time will display. Press the select button and then press OK.



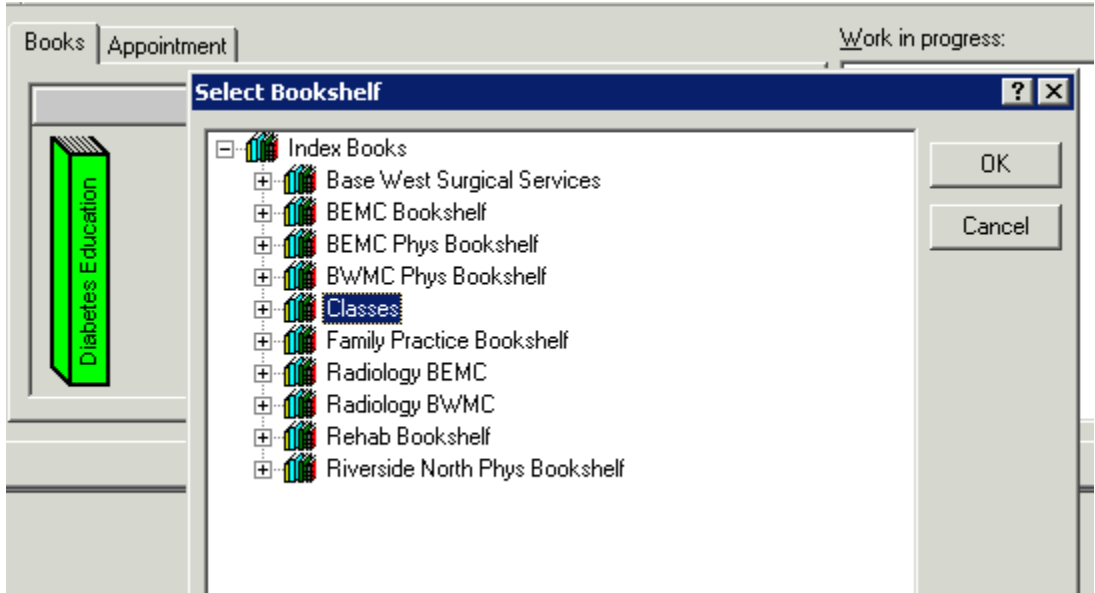
11. Press the Confirm button.
12. You may see a message asking if you would like to confirm all patients in the group. Press the Yes button.



13. The Confirmation window will display. You should see information for both patients contained within the window. Press the OK button.



14. If your appointment is built to require an encounter be added at the time of booking, the Encounter selection window will display for both patients. Either select an existing encounter, or press the Add Enc button to generate a new encounter.
15. Click on the Bookshelf bar. Select the bookshelf for the department which schedules the group appointments from the list of Bookshelves and press the OK button.



16. Double click on the appropriate book. You should see the resource which performs the group appointments and the available sessions for the day.

17. Press the Group Session icon within the session that you just booked. The Group Session information window will display.

The screenshot shows a scheduling interface with a list of sessions. The session at 8:30 AM is highlighted with a red circle. Below the list, a 'Group Session Information' window is open, displaying details for the selected session.

Group Session Information

Group Session Type: Diabetic Group Education
 Description: Diabetes Ed
 Location: BW Diab Clinic
 Capacity: 10
 Number Scheduled: 2
 Shared: No
 Open: Yes

Patients:

Name	Status
Davis, Connor	Confirmed
Jones, Brandon	Confirmed

Resources:

Resource	Role
Diabetic Ed Nurse	Diabetic Ed Nurse