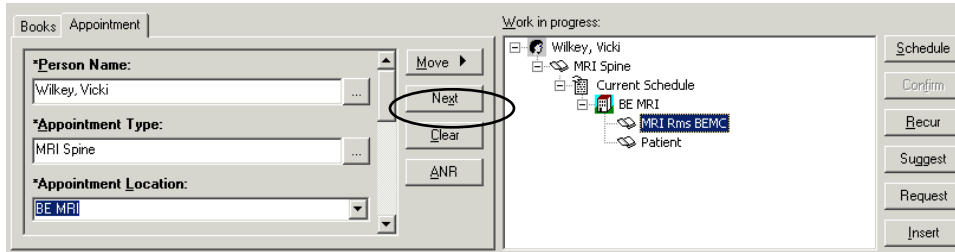


# Appointment Scheduling

## Multiple Appointment Type Scheduling

You can schedule more than one appointment for a patient without entering in all of the same information twice.

Enter in appropriate information into the accept format fields and press the MOVE button to move the information to the Work-In-Progress. (WIP)



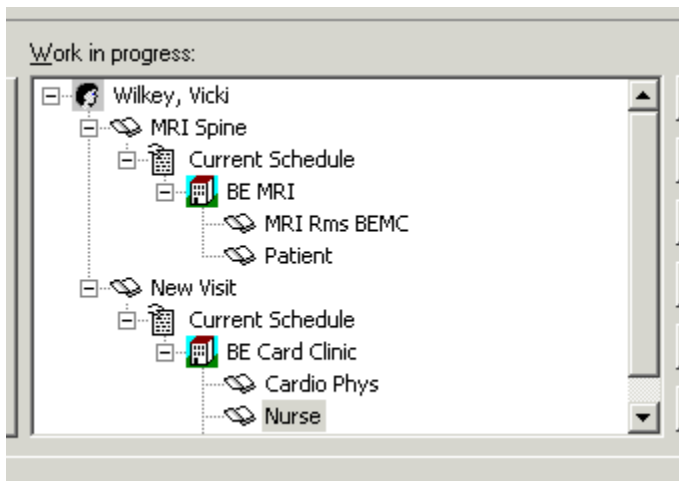
Once you have entered in all of the information for the first appointment, press the NEXT button. Your cursor will move back to the fields within the Appointment tab.

In the Appointment Type field, replace the first Appointment Type name with the next appointment type that you are scheduling and press enter or the ellipses button to search. Select the appropriate Appointment Type from the search window.

Select the appropriate Appointment Location.

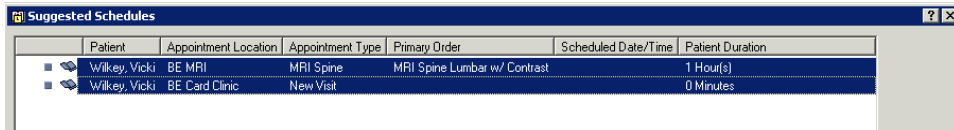
Scroll down through the rest of the accept format questions. You will notice that the information you entered on the first appointment is still in the fields. Change any appropriate information and press the MOVE button. REMEMBER WHEN IN THE APPOINTMENT ATTRIBUTES SCREEN TO UNCHECK THE RESOURCES YOU DO NOT WANT RETURNS ON TIMES FOR. GO TO THE RESOURCE TAB AND UNCHECK WHO EVER YOU ARE NOT BOOKING FOR.

Both appointments will now display within the WIP.



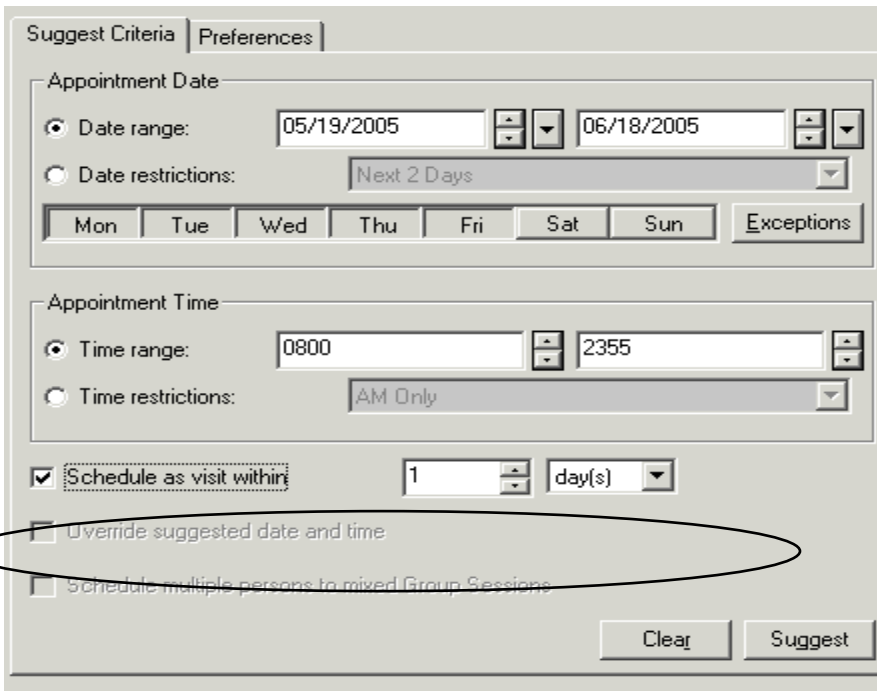
Press the Suggest button to allow Suggested Scheduling functionality to help you find an available appointment time. The Suggested Schedules window will display.

Press your Shift key and highlight both appointments.



Patient	Appointment Location	Appointment Type	Primary Order	Scheduled Date/Time	Patient Duration
Wilkey, Vicki	BE MRI	MRI Spine	MRI Spine Lumbar w/ Contrast		1 Hour(s)
Wilkey, Vicki	BE Card Clinic	New Visit			0 Minutes

In the lower left portion of your screen, click the checkbox next to Schedule as a Visit Within. Leave the timeframe defaulted to 1 day. This will allow you to find an available appointment time for both appointments within a one day timeframe.



Suggest Criteria | Preferences

Appointment Date

Date range: 05/19/2005 06/18/2005

Date restrictions: Next 2 Days

Mon Tue Wed Thu Fri Sat Sun Exceptions

Appointment Time

Time range: 0800 2355

Time restrictions: AM Only

Schedule as visit within 1 day(s)

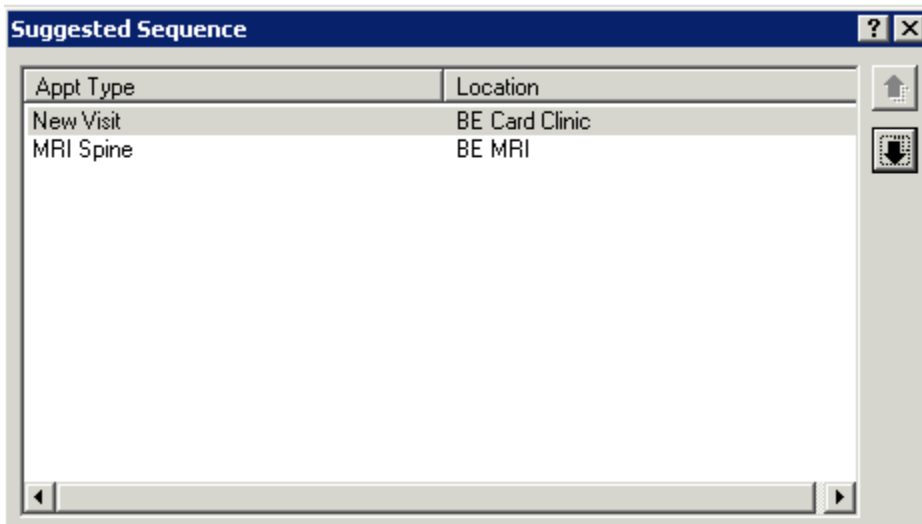
Override suggested date and time

Schedule multiple persons to mixed Group Sessions

Clear Suggest

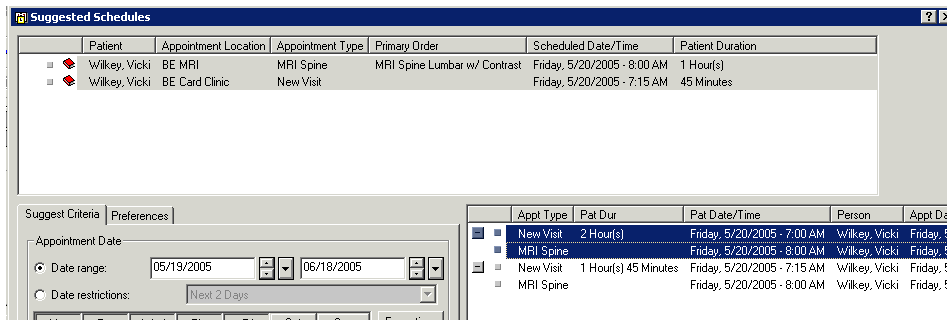
Press the Suggest button.

The Suggested Sequence window will display. This allows you to indicate to the system which appointment you would like to schedule first. Leave the appointments in the order they default and press the OK button.



Appt Type	Location
New Visit	BE Card Clinic
MRI Spine	BE MRI

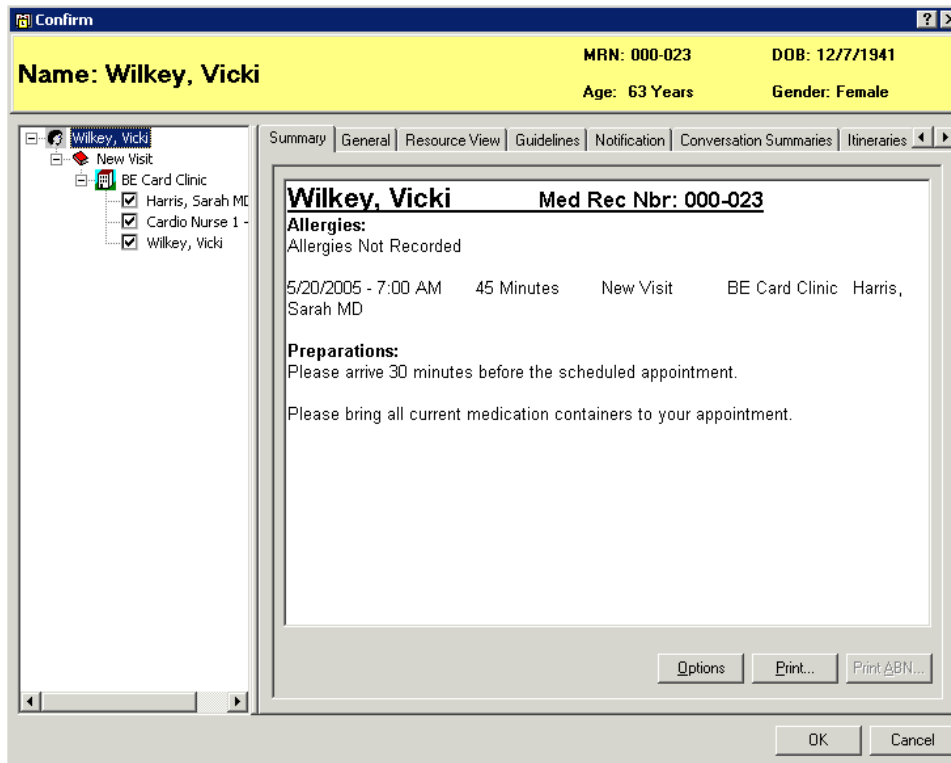
In the lower right portion of the screen, you will see times which are available for booking both appointments.



Highlight one of the available times and press the SELECT button.

Press the OK button and both appointments will display in the WIP in a pending status.

Highlight the patient's name, press the CONFIRM button, and the Confirmation window will display showing a summary of both appointments.



Press the OK button. The appointment is now in a Confirmed status and no longer displays within the WIP