# Appointment Scheduling

Suggested Scheduling Method

The system can suggest available times at which an appointment can be scheduled based on date and time parameters that you enter. This provides you with date and time options from which you can select without requiring you to locate available slots manually. This method is recommended for those areas where available appointment times are limited and also for more complicated appointments.

Follow the steps from above to fill out the appropriate fields and move your information to the WIP.

To have an appointment booked to a certain resource (which is usually a physician, Therapist, or other health care professional. First pick the order from the Appointment Attribute then go to the TAB RESOURCE LIST in the top of the screen next to orders tab and a list of the resources will populate and then UN check all the resources except the one you are booking for, this will only pick appointments that are opened to that resource.

With your appointment in the Work In-Progress box, click the Suggest button to open the Suggested Schedules dialog box.
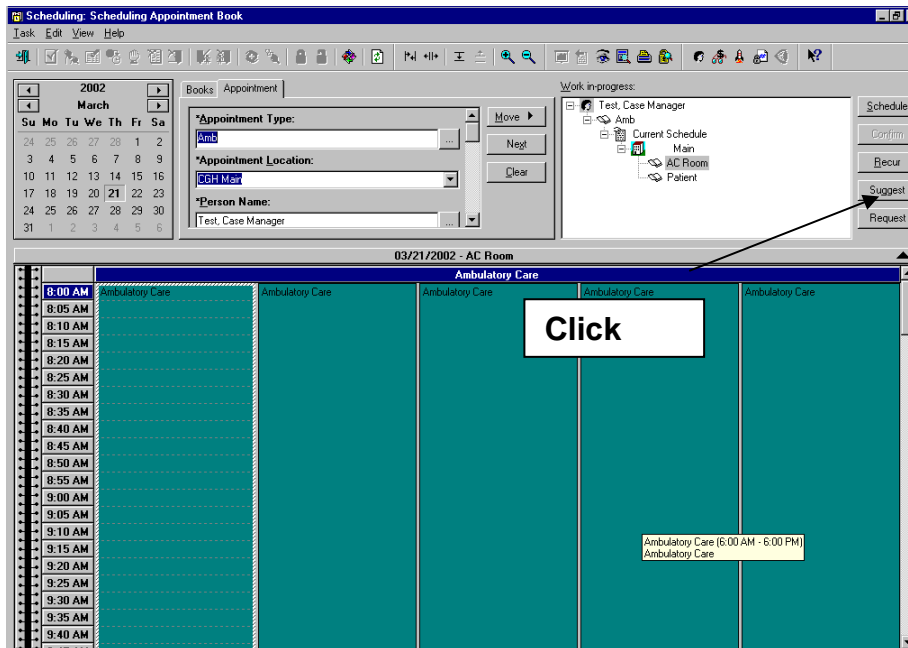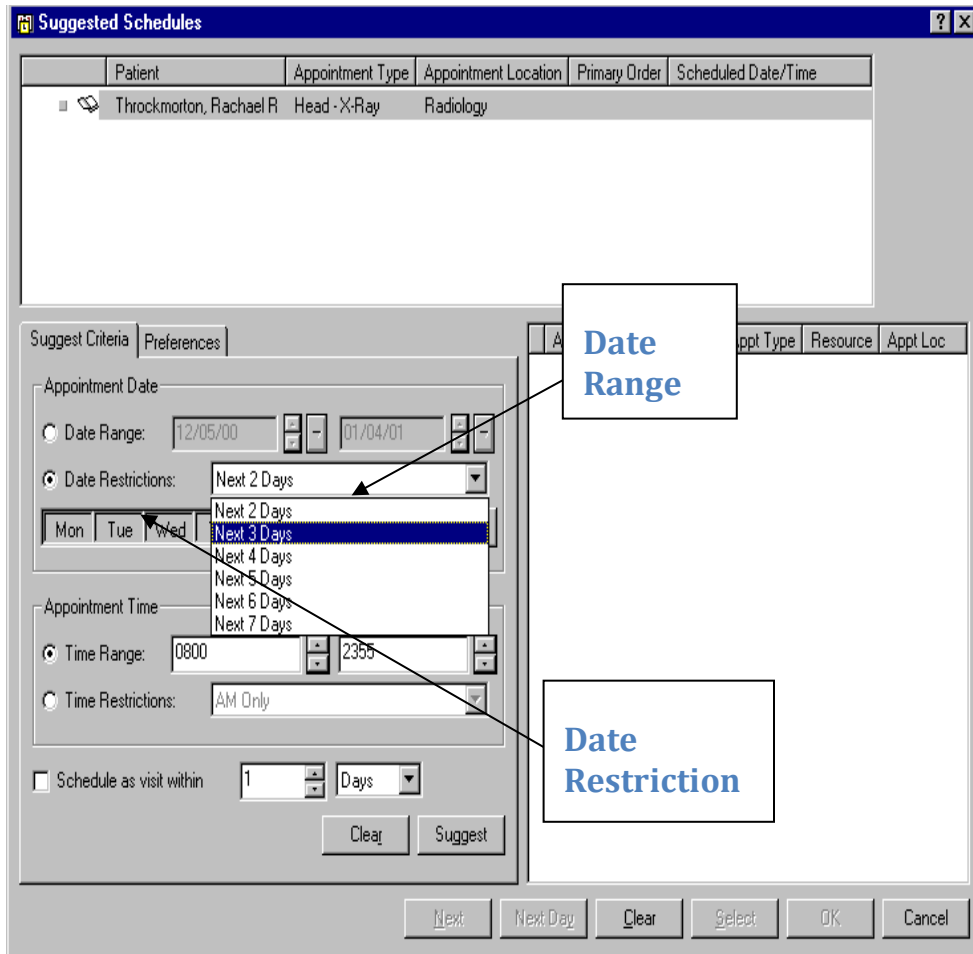
If you want to specify the date range to be considered when the system suggests schedules, select the Date Range option. You then must enter the Begin date and End date to be considered. If you have defined a date range in the Preferences tab, the dates to reflect that preference will default each time you enter this dialog box.
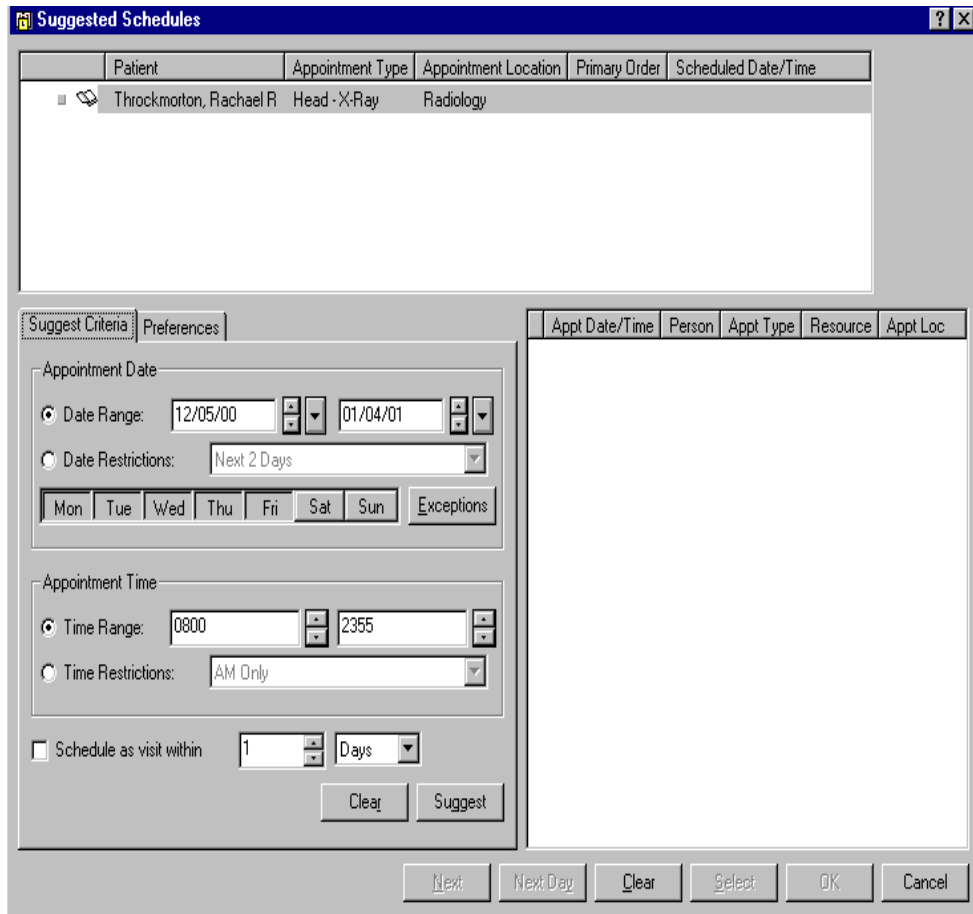
Note: The first time you log on with a new user account, the number of suggestion to return is defaulted to 1. You may want to change this to 10 or 15 to get more than one suggestion.

If you do not want to specify a date range, but you do want to restrict the search for available dates, select the Date Restrictions option. After that option is chosen, you can select restrictions such as "Next 2 Days".

Select the days of the week to be considered when searching for a date to schedule the appointment by clicking the appropriate day of the week buttons. To exclude specific dates, click the Exceptions button to open the Date Exceptions dialog box. If you have defined preferred days of the week in the Preferences tab, the days to reflect that preference will default each time you enter this dialog box.

If you want to specify the time range to be considered when the system suggests schedules, select the Time Range option. You then must enter the Begin time and End time to be considered. If you have defined a time range in the Preferences tab, the times to reflect that preference will default each time you enter this dialog box.

If you do not want to specify a time range, but you do want to restrict the search for available times, select the Time Restrictions option. After that option is chosen, you can select restrictions such as "AM Only".
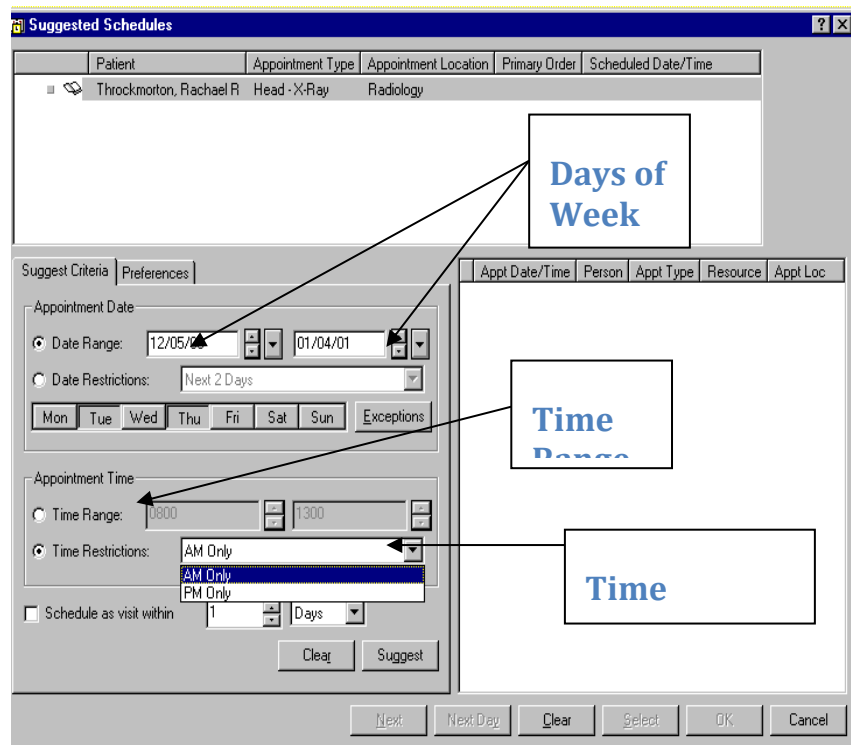
Click *Clear* to clear the information displayed and default back to the preferred settings (except for the visit range) or click Suggest for the system to display suggested times that the appointment could be scheduled. If you previously selected the Schedule as visit within option, the Suggested Sequence dialog box is displayed so you can specify the order in which you want the appointment types to be scheduled.

If the date and time suggested is not wanted, click Next to display the next available time.

If the day suggested is not wanted, click Next Day to display the first available time at which the appointment could be scheduled on the next valid day.

Once you have found a suggested date and time to use, click Select. Click OK to close the Suggested Schedules dialog box and schedule the appointment or click Cancel to close the dialog box without scheduling the appointment.