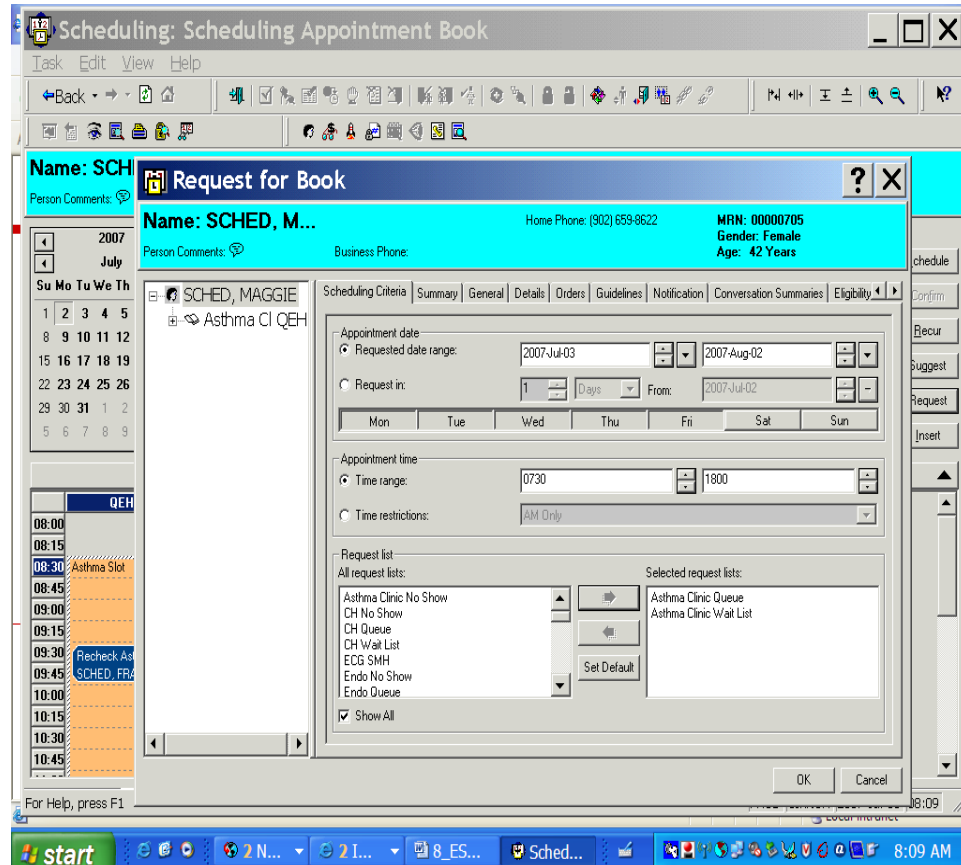


# Request List(Wait List)

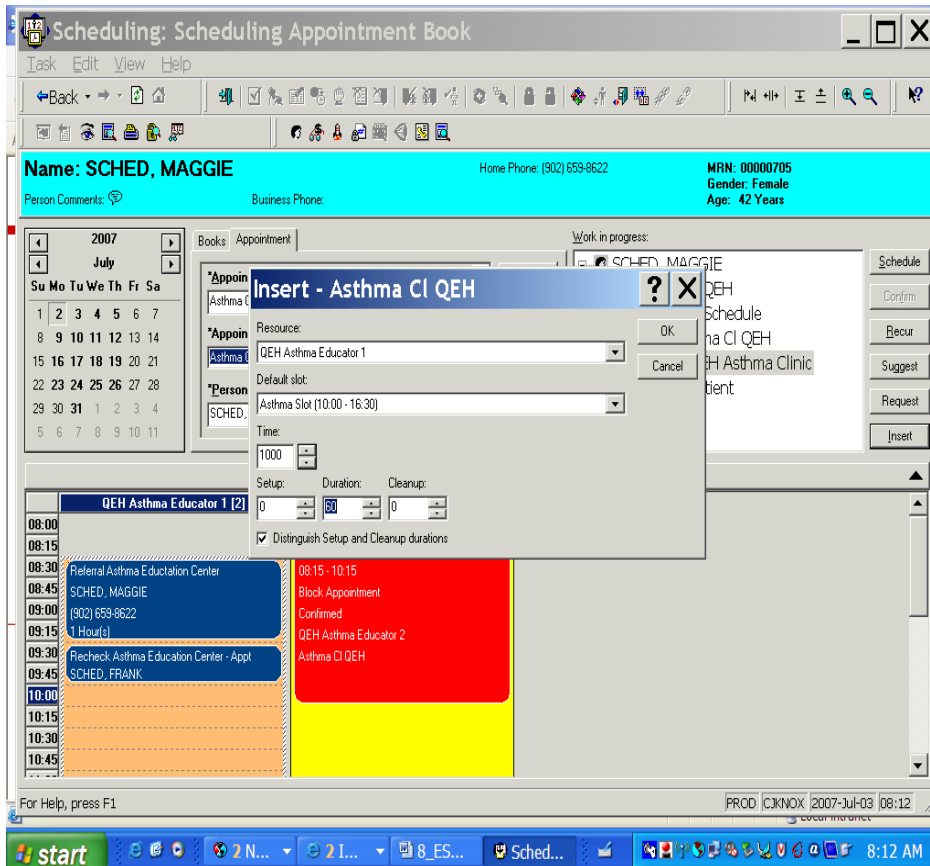
## Requests and Inserts

### REQUEST For Wait List – No Show



Request button to the side of the WIP is for putting a patient on the wait list or the no show list or checking on a queue coming over from power chart. Go to appointment tab and fill out the information in the accept format the appointment type, location, person and all required fields. Move this information over to the Work In Progress. Click on "REQUEST TAB" information box will populate you can choose date, time, day range. Tab to Request list box and choose from the field the department and pick wait list or no show from the field and double click and move or use arrows and this will populate in the "Selected request list. Click OK

When time comes available go to the "Schedule inquiry eye" or "Request list Queue" choose the department and the wait list or no show list click find , highlight the person in the box where the information populates and R click and go to Complete request or Schedule and complete information of date and time.



Fill out required information in the accept format and move to WIP this will be used if an appointment for example is booked at 0730 and you want to put another appointment at that time you can Click the tab INSERT and the Insert box will populate put in the time required and click ok and the appointment will either appear beside or move the previous appointment down. Click confirm and fill out the required information.