
































Scheduling Icons

Scheduling Icons will assist in performing some of the scheduling actions.

Button	Action
	Appointment View - Opens the Appointment View dialog box so you can view details associated with the appointment.
	Appointment History View - Opens the Appointment History View dialog box so you can view details associated with the appointment.
	Appointment Inquiry - Opens the Schedule Inquiry window so you can launch a person, resource, or location inquiry.
	Request List Inquiry - Opens the Request List tab of the Schedule Inquiry window so you can launch a request list inquiry.
	Appointment Report - Opens the Schedule Report window so you can print person, resource, or location schedule reports.
	View Lock Status - Opens the Locks Held By dialog box to display pending appointment information, which is locked in the system by you.
	Decrease column width
	Increase column width
	Decrease slot size
	Increase slot size
	Zoom in
	Zoom out
	Person Management - Opens the Person Management application to search for a person in the database or to add a person to the database.
	Charge Review - Opens the CS Charge Viewer window, from which you can view or add charges that have been submitted for the person.
	PM Launch - Opens the PMLaunch application. Select the conversation you want to launch from the list in the Available Conversations dialog box.
	Show Allergies - Opens the Allergies dialog box, in which you can view, add, or modify allergies for a person.

Button	Action
	Check In - Checks in the person scheduled for the appointment. When this option is selected, the Check In dialog box opens.
	Check Out - Checks out the person scheduled for the appointment. When this option is selected, the Check Out dialog box opens.
	Verify - Launches an inquiry on insurance coverage for the person scheduled for the appointment to verify eligibility of the medical service to be provided. When this option is selected, the Verify dialog box opens.
	Lock - Locks the appointment so others cannot perform actions on it.
	Unlock - Unlocks the appointment so others can perform actions on it.
	Shuffle - Opens the Appointment Shuffle Criteria dialog box so you can shuffle scheduled appointments.
	Refresh - Updates the displayed information to reflect changes in the database.
	Exit - Closes the Appointment Book.
	Confirm - Opens the Confirm dialog box so you can confirm the appointment.
	Contact - Records the date and time of any contact made with the person scheduled for the appointment, as well as allowing you a place to enter any applicable comments concerning the contact. For example, if you call the person to remind them of the upcoming appointment, you could document the contact in the Contact dialog box.
	Modify - Opens the Modify dialog box so you can modify the details associated with the appointment type.
	Reschedule - Reschedules the appointment. When this option is chosen, the selected appointment is moved to the Work In-Progress box so it can be rescheduled to the appropriate time and resource.
	Hold - Changes the status of the appointment to hold.
	Cancel - Cancels the appointment. When this option is selected, the Cancel dialog box opens so you can enter the reason the appointment was canceled.

Button	Action
	<p>No-show - Indicates that the person scheduled for the appointment did not arrive. When this option is selected, the No-show dialog box opens so you can change the status of the appointment to "no show".</p>