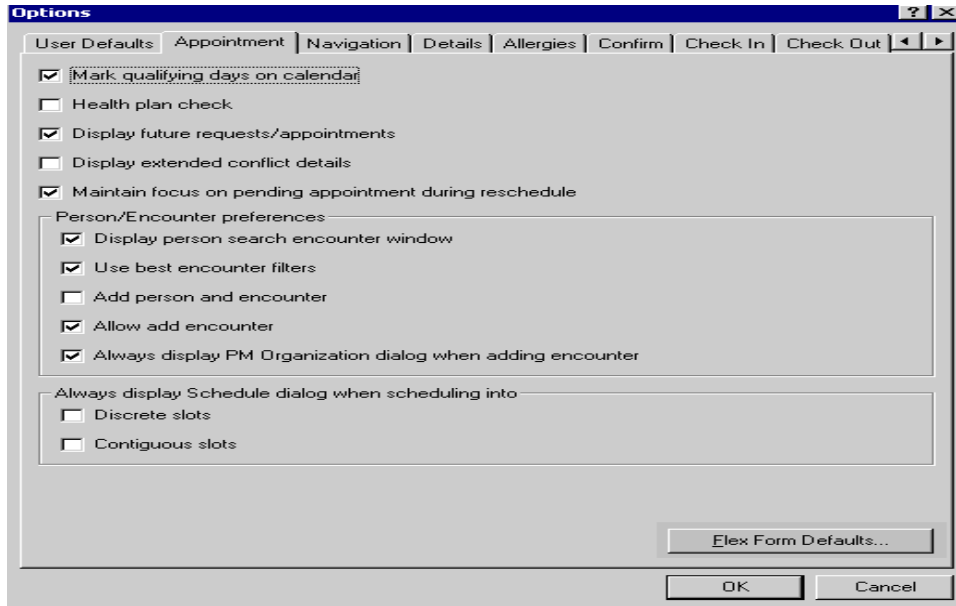


# User Preference Setup

## Appointment Tab



1. **Mark qualifying days on calendar:** When selected this will result in days on the calendar that are open for an appointment to be scheduled to be bolded.
2. **Health plan check:** Checks to determine whether a patient has a health plan, does not specify what health plan it is.
3. **Display future requests/appointments:** If checked this will populate a box that displays the future appointments for a patient.
4. **Display Extended Conflict Details box** If checked the Conflicts dialog box should be opened when booking conflicts occur to expand the ability to resolve conflicts. If not selected, the Booking Conflicts dialog box is displayed.
5. **Maintain Focus on Pending Appointment** If checked this option will return focus to the pending appointment, once you select a resource or role in the Work in Progress box, after you have moved away from the pending appointment. In the absence of a pending appointment the focus returns to the previously confirmed appointment.
6. **Display person search encounter window:** If checked, this will bring up the encounters that a person has when a person search is done.
7. **Always display PM Organization dialog when adding an encounter:** If checked this will bring up a box in which you can select the organization from which to launch a conversation.
8. **Always display Schedule dialog when scheduling into discrete/contiguous:** If checked, this will cause the schedule box to come up and populate if you are scheduling an appointment into a discrete or contiguous slot (depending on which you select).

9. **Flex Form Defaults:** Once this button is selected, a box comes up in which you can select the Flex Forms (PM conversations that you wish to occur when you complete actions of View Person, Modify Person, Add Person, View Encounter, Modify Encounter, Add Encounter, and Cancel Encounter. **THIS IS DONE BY THE SYSTEM**