# Appointment Scheduling

Appointment Check In

Checking-in appointments is a good way to keep track of which patient have shown up for their appointments and which have not. It's also an easy way for a tech, nurse or someone else in the department to know which patients have arrived. There a multiple methods for checking in appointments. The most commonly used are to perform the action from an Inquiry, from right-clicking on the appointment within the grid area or using the Check In icon on your toolbar.

1. To Check In an appointment through an Inquiry, first open the appropriate Inquiry. You may search by the patient's name using the Person Inquiry, search for the appointment by the Resource name using the Resource Inquiry, or search by the appointment's scheduled location using the Location Inquiry.

2. Select the Inquiry type of your choice, fill out the appropriate search criteria and press the FIND button.

3. Once you have located within the Inquiry the appointment you would like to check in, highlight that appointment, right click and choose Check IN
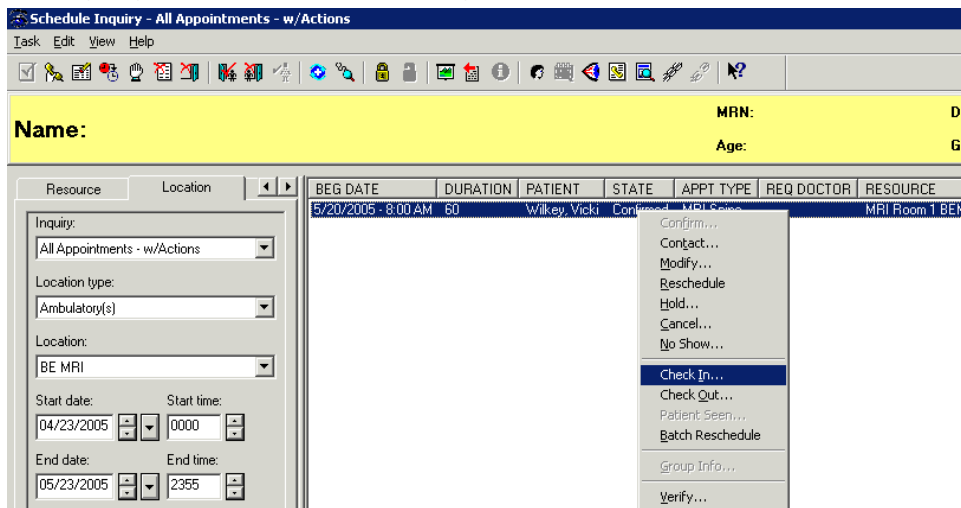

4. The Check In window will display.
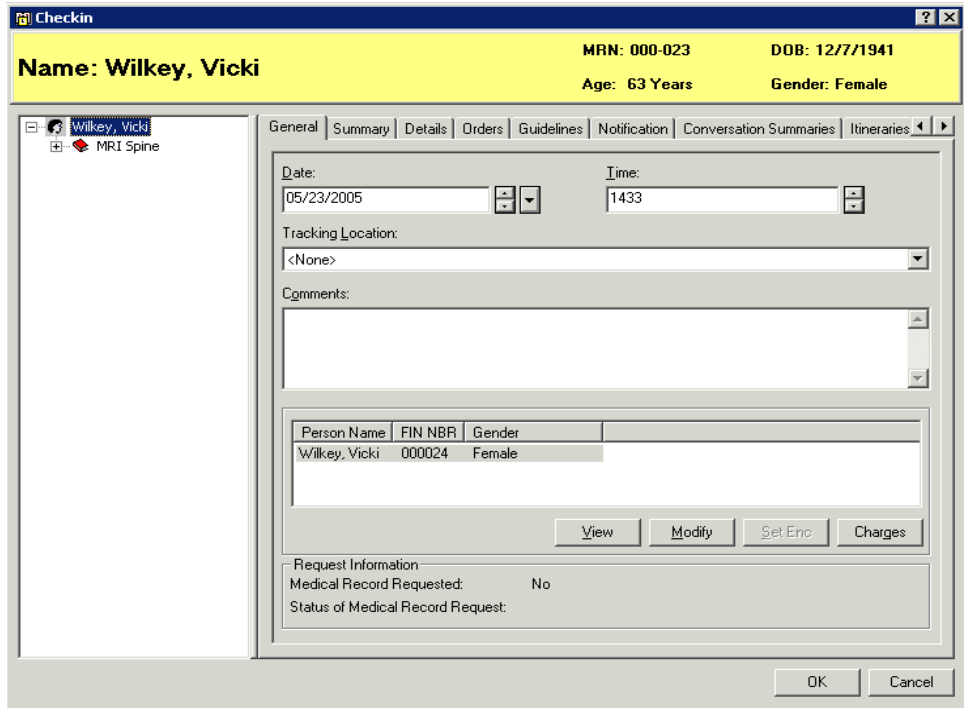
5. Press the OK button to complete the Check In process. The appointment is now in a Checked In status.

6. You may also Check In appointments directly within the grid area. To accomplish this, right click, go to Actions, then Check Inl.

7. The Check In window will display and the same steps as above are followed.
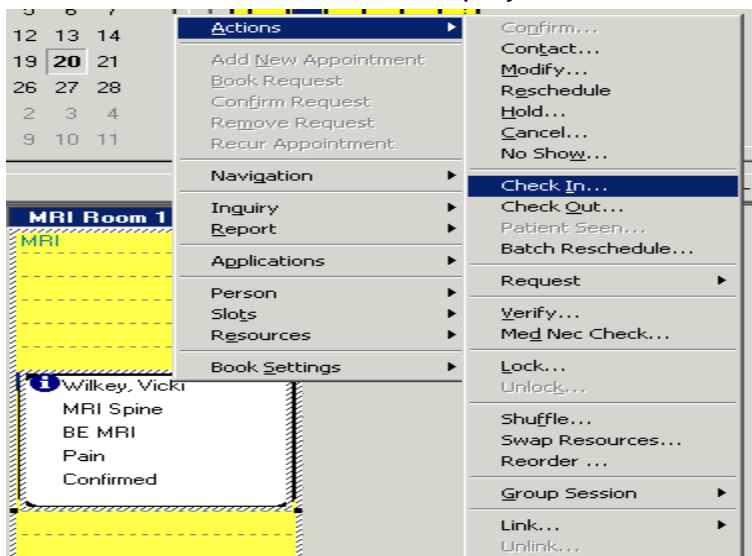
8. You can also highlight the appointment in the grid area, then click the Check-in icon at the top of your screen.

9. The Check In window will display and you will follow the same steps as in the above methods of Check In.