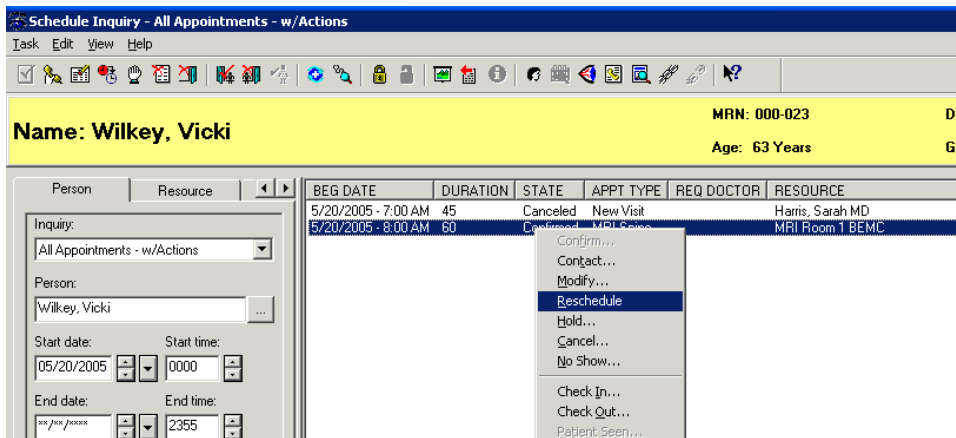


Appointment Scheduling

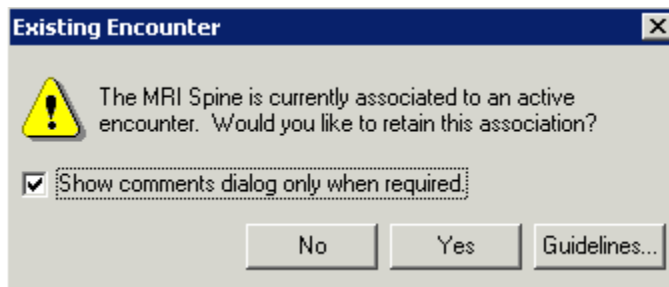
Appointment Reschedule

There are multiple methods for rescheduling 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 Reschedule icon on your toolbar.

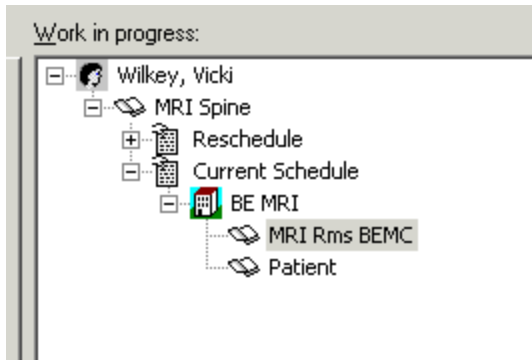
1. To reschedule an appointment through an Inquiry, first open the appropriate Inquiry. You may search by the patient's name using the Person Inquiry, search for the appointment by the Resource name using the Resource Inquiry, or search by the appointment's scheduled location using the Location Inquiry.
2. Select the Inquiry type of your choice, fill out the appropriate search criteria and press the FIND button.
3. Highlight the appointment you wish to reschedule right click and choose Reschedule.



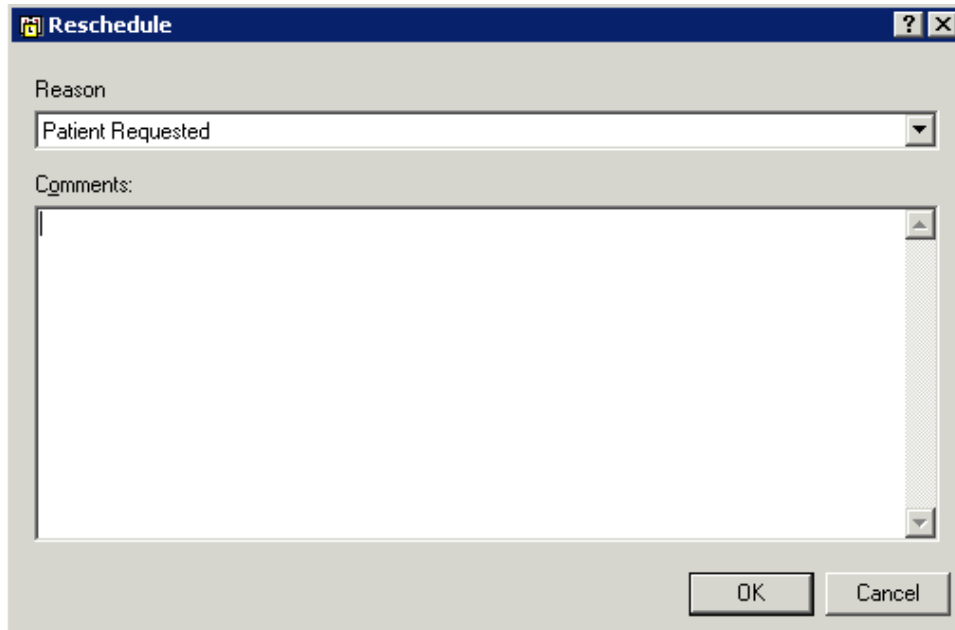
4. The Existing Encounter warning may display if your appointment currently has an active encounter associated. Press the YES button to retain the encounter association.



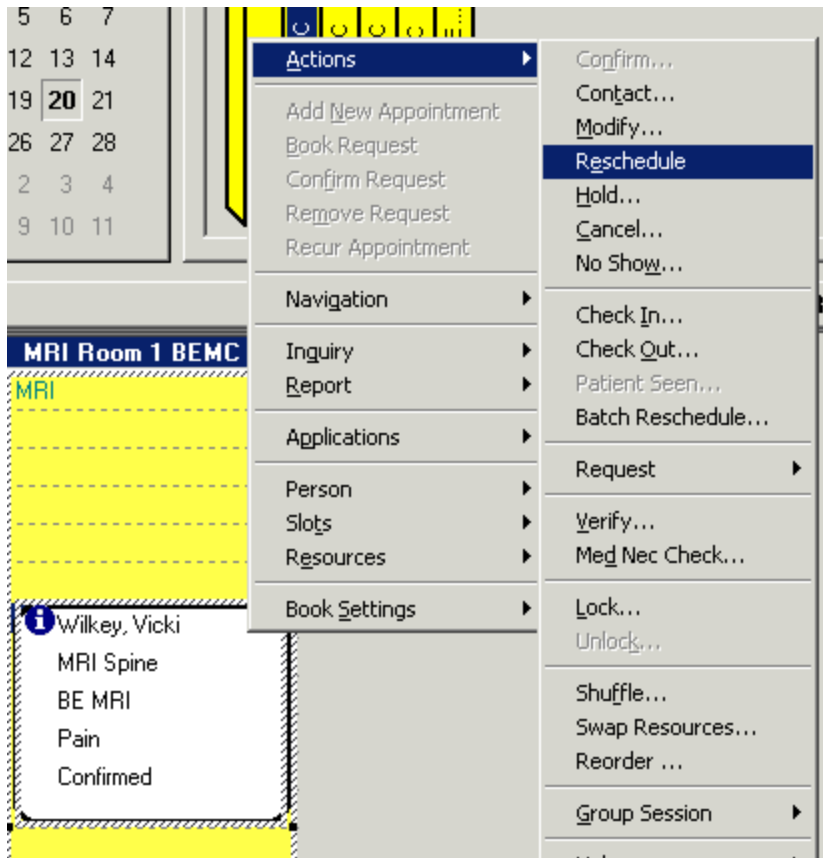
5. If there is an order associated to your appointment, the Appointment Attributes window will display. Press the OK button within this window.
6. The appointment information will now display within the WIP.




7. From the point, you will find a new available appointment time using one of the methods previously described. Find a new appointment time and press the Confirm button. The Confirmation window will display. Press the OK button.
8. The Reason for Reschedule window will display. Select a reason from the dropdown and press the OK button.



9. Your appointment will now appear in a Confirmed status in the new appointment time.
10. You may also reschedule appointments directly within the grid area. To accomplish this, right click, go to Actions, then Reschedule.



11. The same steps as the inquiry method will be followed from this point.
12. Another method for Rescheduling appointments is to use the Reschedule icon. 
13. Again, highlight the appointment you want to reschedule, and then click the Reschedule icon at the top of your screen.
14. The appointment will follow the same process as in the previous methods of appointment reschedule.