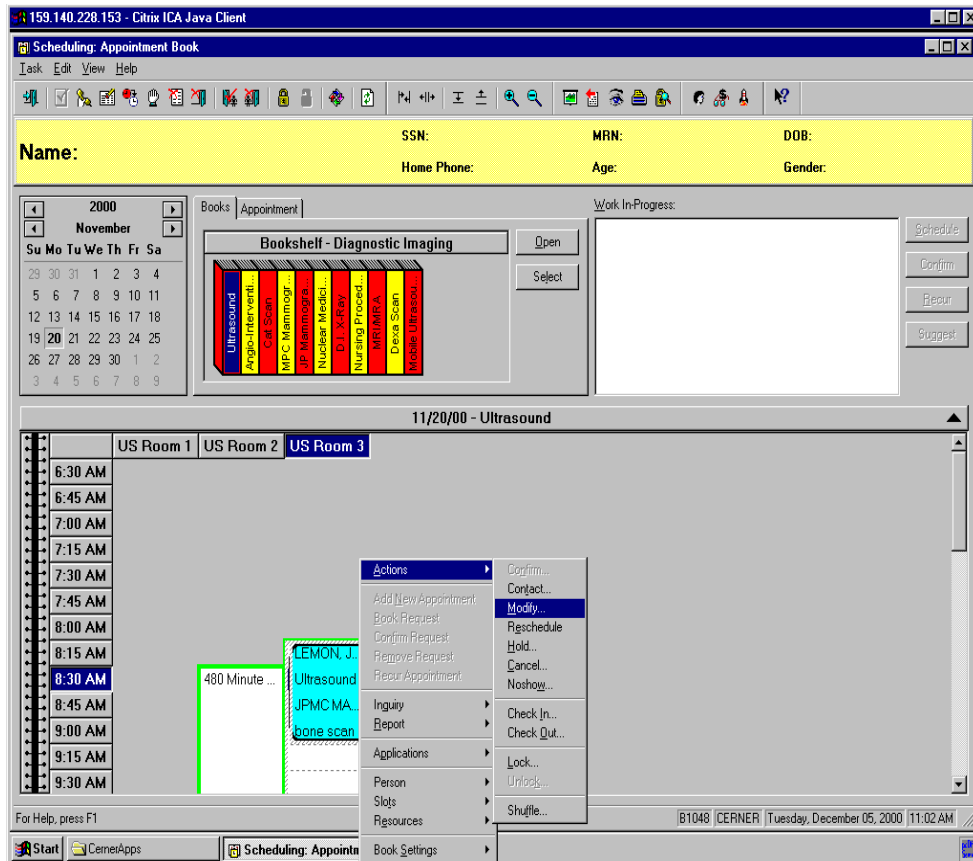



Modifying Appointment Information

There are two different types of modifications that can be made. You can modify Appointment information, which includes, ordering physician, procedure, comments, etc. You can also modify Patient information, their birth date, last name, home phone, etc.

You can modify appointment information two ways.

First, you can right click, go to Actions, and then slide your cursor down to Modify.



You can also highlight the appointment, and then click the Modify button  at the top of your screen.

The modify box will pop up allowing you to make any changes.

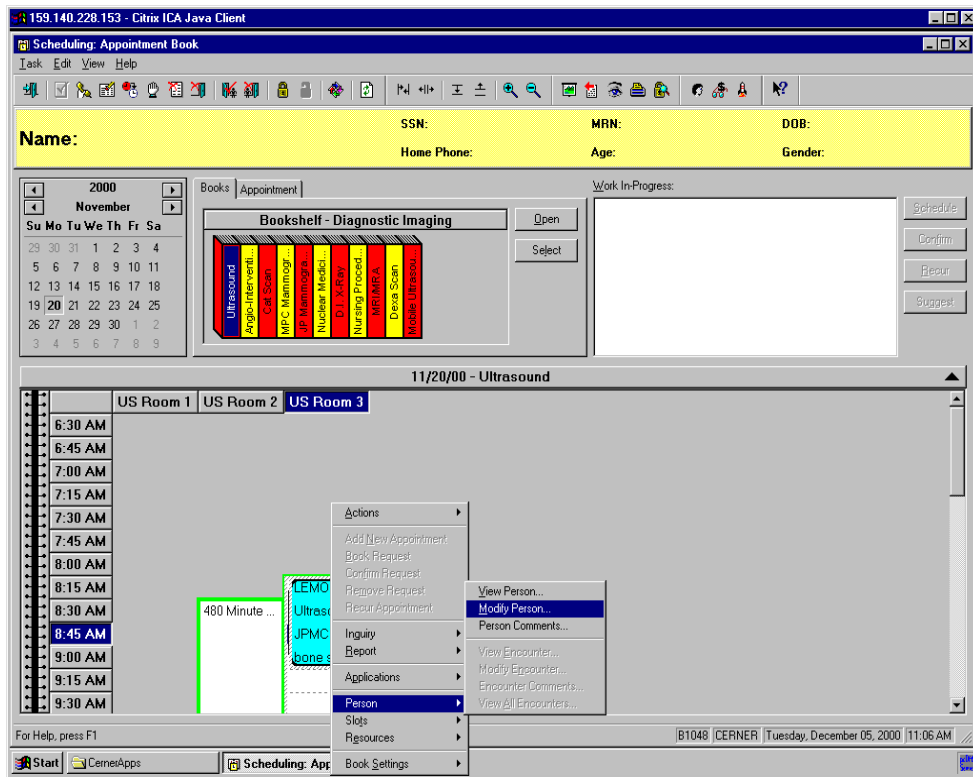
The screenshot shows a 'Modify' dialog box with a yellow header bar containing patient information: Name: LEMON, J K; SSN: 345-68-6554; MRN: 00000022; DOB: 12/12/50; Home Phone: (09...; Age: 49 Years; Gender: Male. Below the header is a navigation bar with tabs: General, Summary, Details, Orders, Guidelines, Notification, and Conversation. The 'Details' tab is selected. The main area contains a 'Modify Reason' dropdown menu, a 'Comments' text area, and a table with columns 'Person Name' and 'Encounter Type'. The table contains one row with 'LEMON, J K' in the 'Person Name' column. Below the table are 'View', 'Modify', and 'Set Enc' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Click the Details tab to make changes to the appointment information.

The screenshot shows the same 'Modify' dialog box, but with the 'Details' tab selected. The main area contains a 'Procedure' dropdown menu with 'bone scan' selected, a 'Telephone Number' text field with '(090)990-9990', a 'Social Security Number' text field, a 'Date of Birth/Age' text field with '12/12/50', an 'ABN' dropdown menu with 'On File' selected, an 'Ordering Physician' dropdown menu with 'Dykstra, Gary' selected, and a 'Referring Physician' text field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

You can type in any additions you need or delete information, then click OK to save.

To modify patient information, you will need to highlight that person's appointment, right click, go to Person, and then slide your cursor over to Modify Person.



On your screen you will see the system loading patient information, and opening the modify conversation. When the Add Person window opens, you can make any changes you need.

Last Name	First Name	Middle Name	Social Security Number	Medical Record Number
LEMON	J	K.	345-68-6954	

Patient Demographics

Birth Date	Age	Sex	Street Address	Street Address2	City
12/12/1950	43Y	Male	3245 N. Riverview		bartlesville

State	Zipcode	County	Country	Home Phone	Business Phone
IN	47011	Westwinton	USA	(090) 990-9990	

Primary Care Physician	User ID
	LEMON

After you have made your changes, click OK to save.