
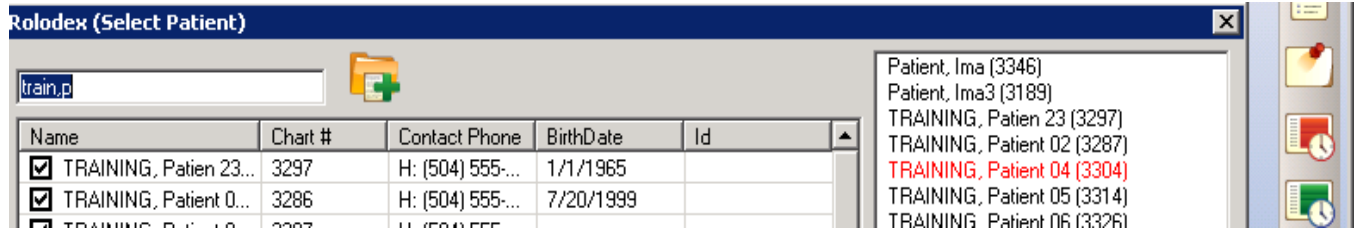


Scheduling Patients

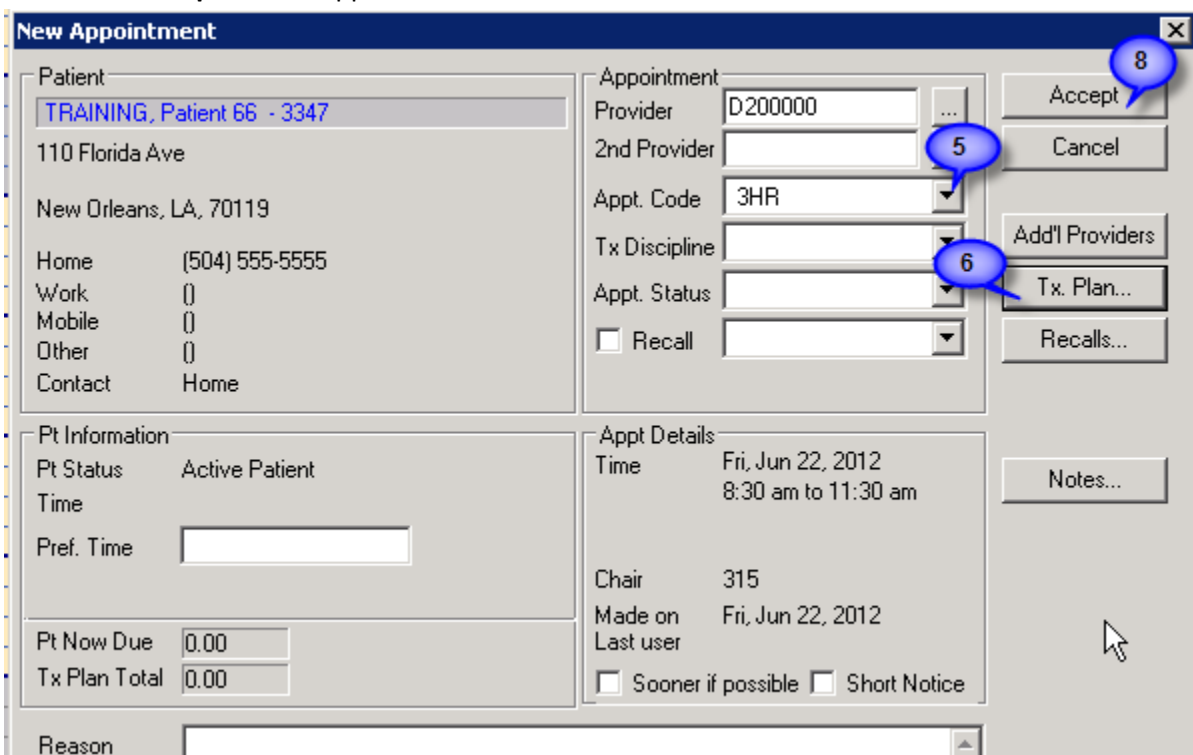
Go to Scheduler module



1. If the book you wish to schedule in does not display, click on **book icon**  in upper right hand corner of scheduler screen to select scheduling book. (Will open to the book you use most often)
2. **Double click** on beginning of desired appointment time slot in your column.
3. type in **last name or chart #** of patient in rolodex window- or **select patient** from list at right of window- Enter



4. **double click** on patient name -
5. **choose appointment** length by choosing Appt Code
6. In the New appointment window, click on **Tx Plan** button
7. **move procedure** you plan to do at this appointment from Planned Treatments (left side) to Appointed Treatments (right side)- Close
8. hit **Accept** in New Appointment window



To open a chart -Right click on an appointment – **select patient** to open patient record.

Reschedule- right click on appointment slot- select reschedule- appointment slot turns yellow- go ahead to new appointment- drag yellow appointment to new appointment slot- double click to insert appointment.

Cancel, fail, delete appointment- **right click on appointment slot.** Always indicate if patient failed, canceled less or greater than 24 hour notice. Only use delete if you made appointment by mistake. This will display in patient card. Click on patient name in status bar at bottom of screen TRAINING, Patient1 (M51) to open patient card.