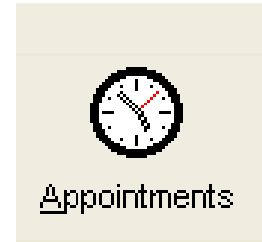
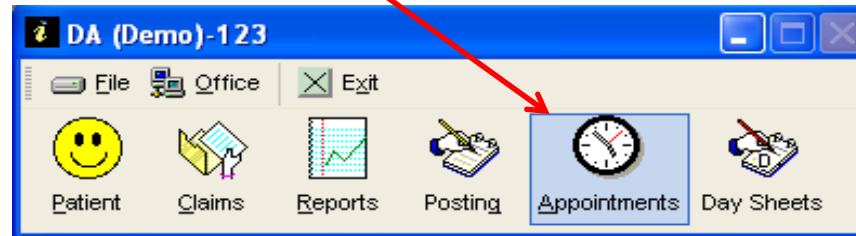


# *Appointment Module*

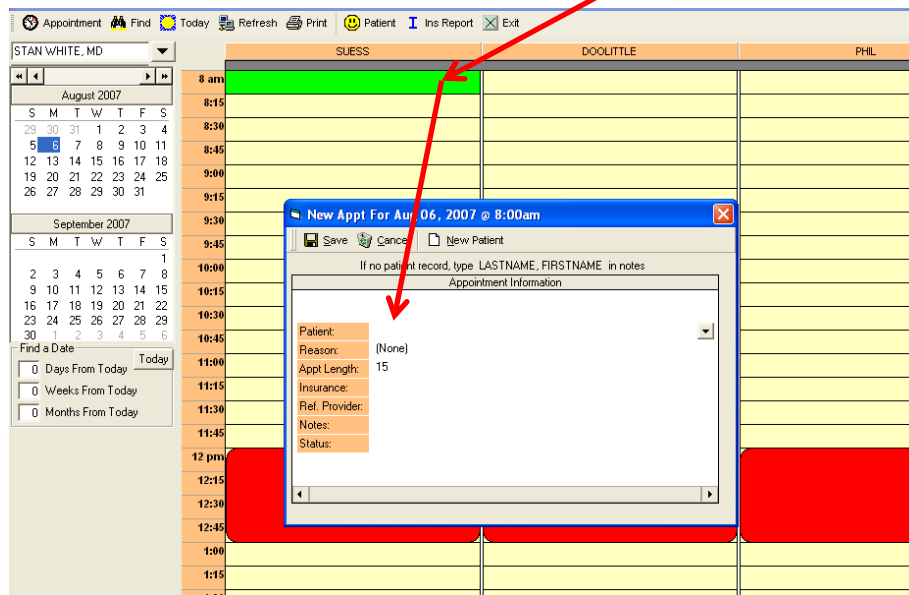


# Creating an Appointment

- **Single Left Click** on the Appointment Module on the tool bar

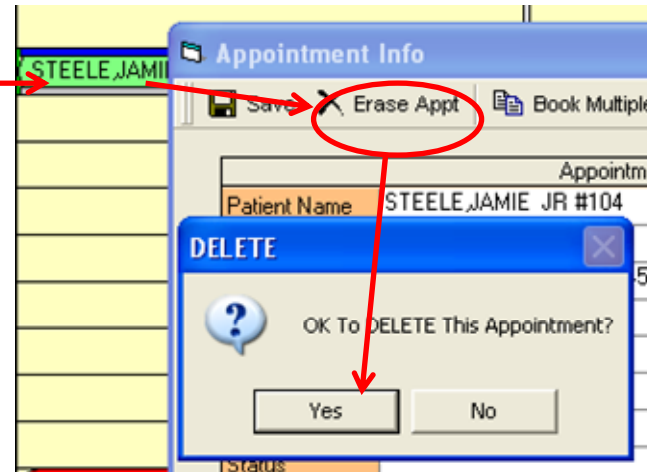


- After verifying you have the correct date, **Single Left Click** on the requested time. **Complete** the pop up box by entering the patient's last name and all info required. After completion, **Single Left Click** on Save.

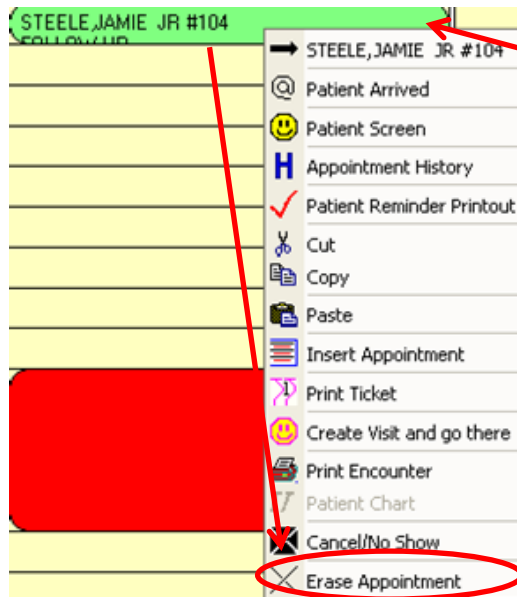


# Deleting an Appointment

• **Single Left Click** on the appointment. A window will appear offering several options, **Single Left Click** on Erase Appt. Another window will appear to confirm, **Single Left Click** on Yes.



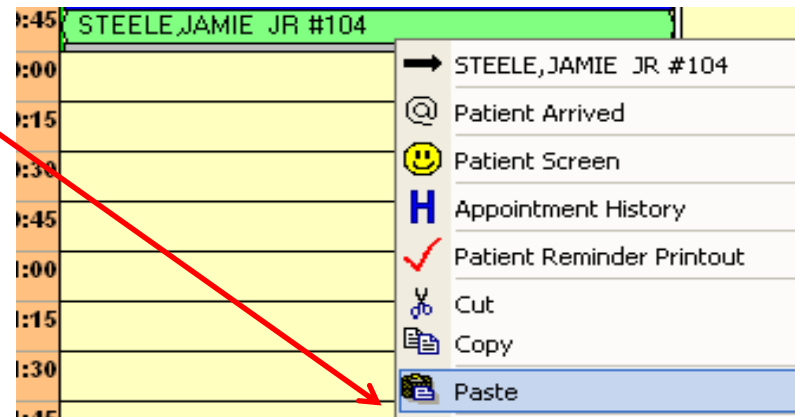
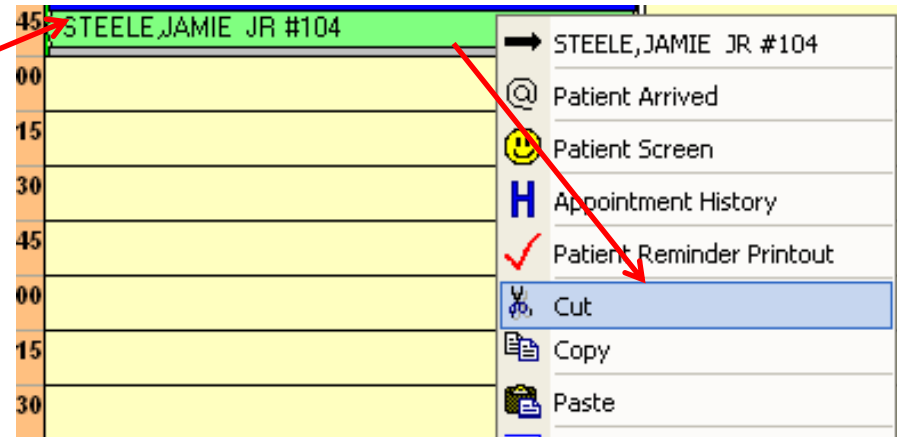
OR



• **Single Right Click** on the appointment, a drop down menu will appear and **Single Left Click** on Erase Appointment. A reminder will pop up advising that you can not retrieve the appointment. **Single Left Click** Ok.

# Rescheduling Appointments

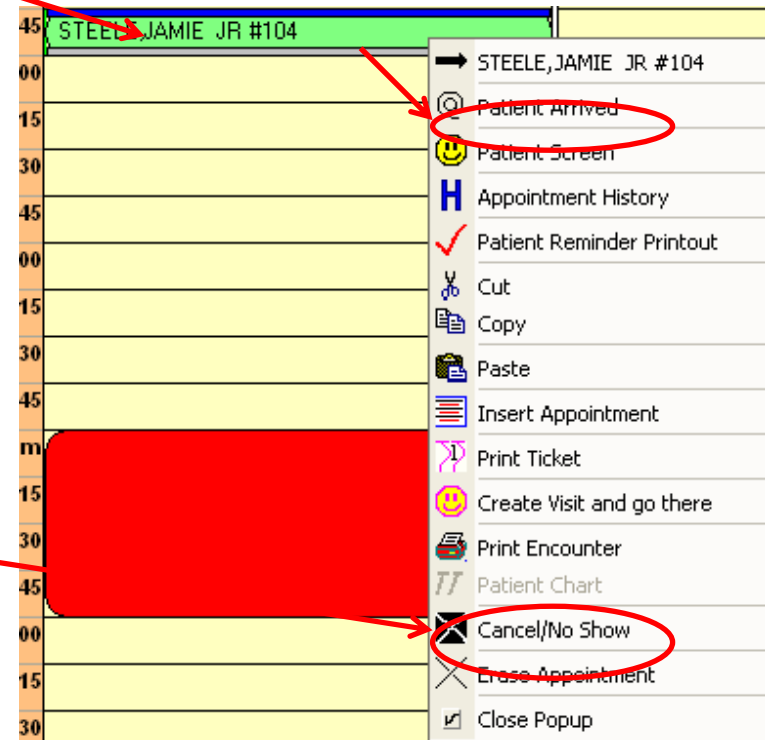
•**Single Left Click** on the appointment and **Single Left Click** on Cut. Go to the rescheduled appointment time and **Single Left Click**. Choose Paste by **Single Left Clicking**.



# Marking Appointments as Cancel/No Show and Marking Arrival Time

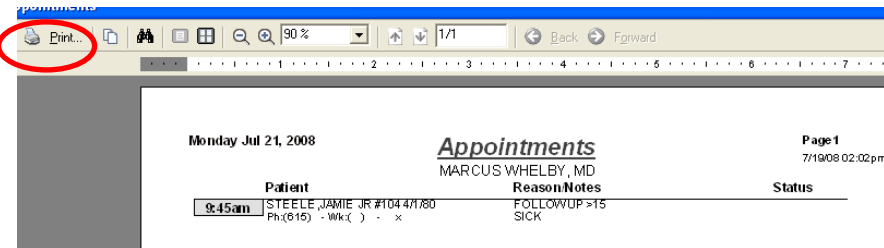
•To mark the arrival time of a patient, **Single Right Click** on the appointment and then **Single Left Click** on Patient Arrived. You can also unmark Arrival Time by **Single Right Clicking** on the Appointment and **Single Left Clicking** on Undo Arrived.

•To mark an appointment as Cancel/No Show, **Single Right Click** on the appointment and then **Single Left Click** on Cancel/No Show.



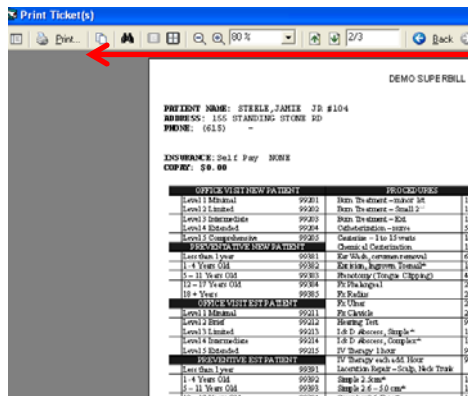
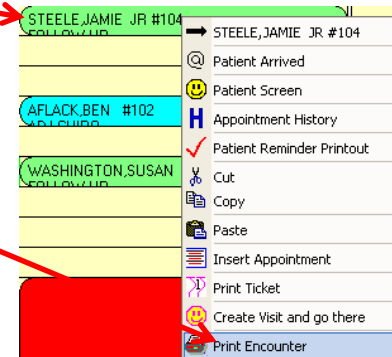
# Printing Appointment List

•In the Appointment screen, **Single Left Click** on Print and choose the report by **Single Left Clicking** on the report you choose to select. The report will appear on your screen and **Single Left Click** on Print.



# Printing Single Encounters / Super Bills / Fee Slip

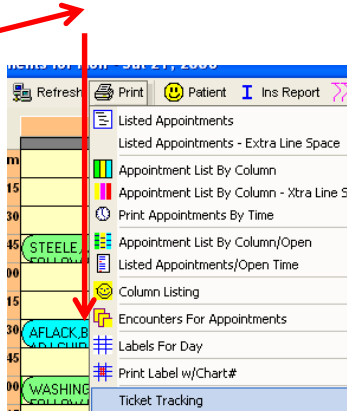
•To print a single ticket, **Single Right Click** on the appointment and **Single Left Click** on Print Encounter.



•Single Left Click on Print.

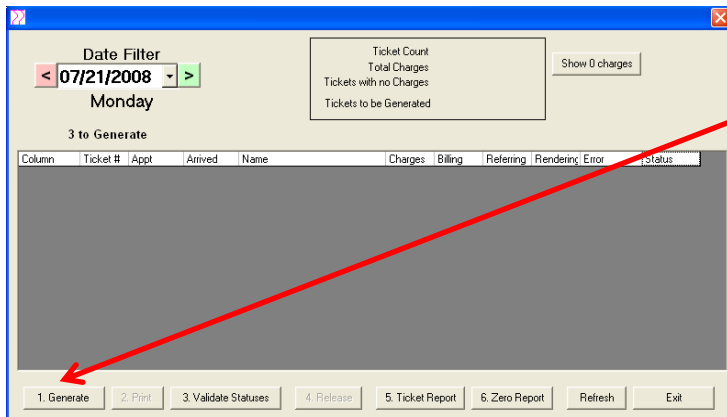
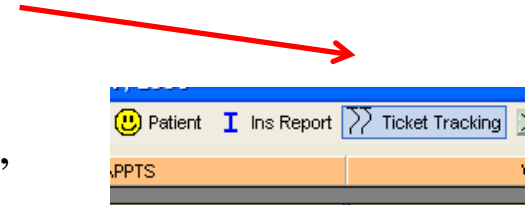
# Printing Multiple Encounters / Super Bills /Fee Slips

•To print all of the tickets for the day, **Single Left Click** on Print and **Single Left Click** on Ticket Tracking.



OR

•**Single Left Click** on Ticket Tracking, top right of the tool bar.

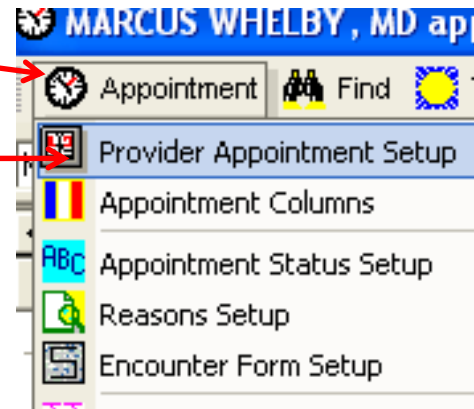


•**Single Left Click** on Generate and **Single Left Click** on OK twice. **Single Left Click** on Print.



# Provider Appointment Setup

• **Single Left Click** on Appointment in the upper left. **Single Left Click** on Provider Appointment Setup.



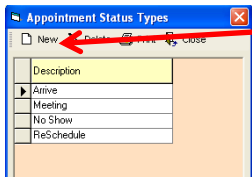
A screenshot of a 'Doctor Appointment Setup' window. The window title is 'Doctor Appointment Setup' and it shows 'Provider: MARCUS WHELBY, MD'. There are buttons for 'New', 'Delete', 'Print', and 'Close'. Below the buttons is a table with the following data:

Day	Day Start	Day Length	Time Increment	Lunch Start	Lunch Length	Day End
Mon	09:00 AM	8	15	12:00 PM	60	04:00 PM
Tue	09:00 AM	8	15	12:00 PM	60	04:00 PM
Wed	09:00 AM	8	15	12:00 PM	60	04:00 PM
Thu	09:00 AM	8	15	12:00 PM	60	04:00 PM
Fri	09:00 AM	8	15	12:00 PM	60	04:00 PM

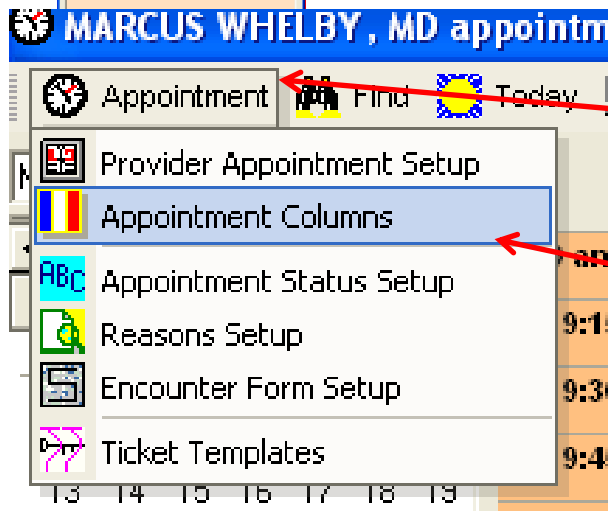
Red arrows point from the text in the second block to the 'New' button and the 'Day End' column header in the table.

• **Single Left Click** on the drop down to select the Provider. **Single Left Click** on New. Complete each heading.

# Appointment Columns

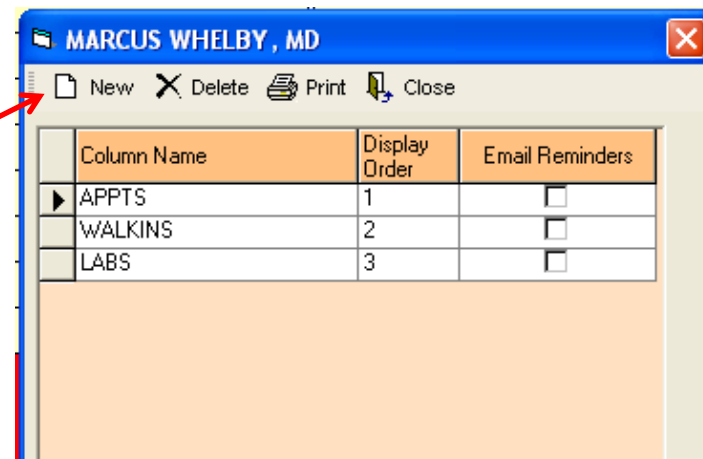


•**Single Left Click** on New.  
**Type** in Description. **Single Left Click** on Close.



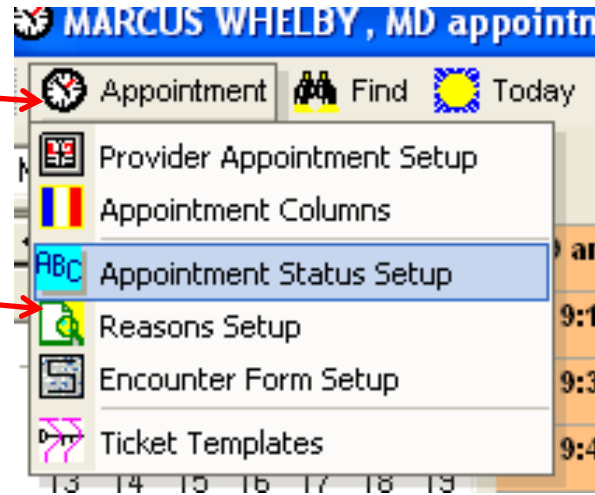
•**Single Left Click** on Appointment in the top left side of the tool bar.  
**Single Left Click** on Appointment Columns.

•**Single Left Click** on New. **Enter** Column Name and display order. If you send email reminders **Mark** the column that would have email reminders. **Single Left Click** on Close.



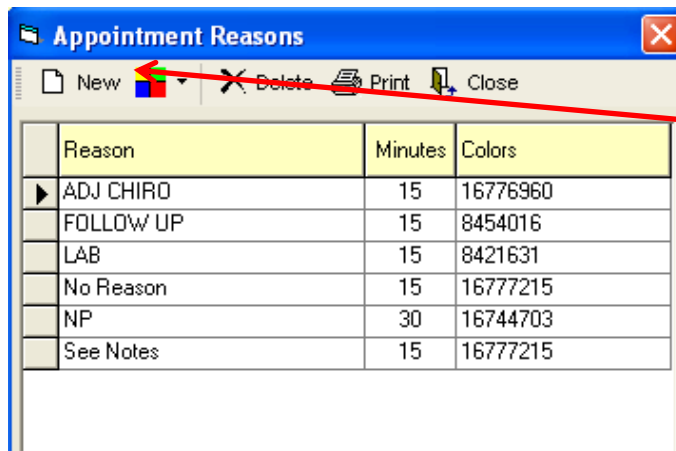
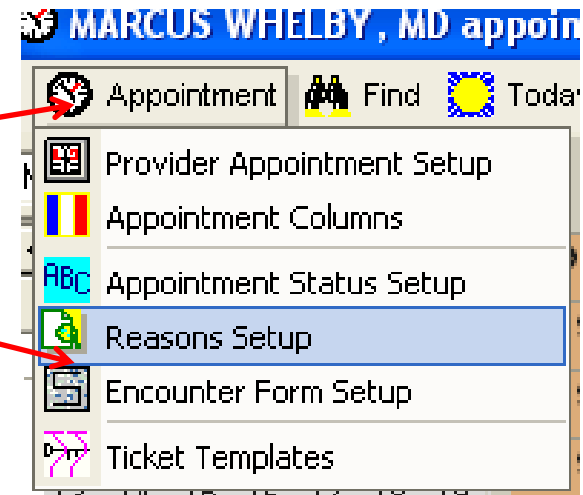
# Appointment Status Setup

- **Single Left Click** on Appointment in the top left side of the tool bar.
- **Single Left Click** on Appointment Status Setup.



# Reason Setup

•**Single Left Click** on Appointment in the upper left hand side of the tool bar. **Single Left Click** on Reasons Setup.



•**Single Left Click** on New. **Enter Reason & Minutes.** **Single Left Click** on the box of colors by New for a list of colors. **Single Left Click** on Close.

# Configuring Ticket Module

- Single Left Click on column header.
- Select values and
- Single Left Click on Save.

The screenshot displays a software interface for configuring a ticket module. The main window shows a calendar for 'MARCUS WHELBY, MD appointments for Mon - Aug 18, 2008'. A column header 'APPTS' is highlighted in green. A dialog box titled 'Configure column named APPTS #1' is open, showing configuration options for this column. The dialog includes checkboxes for 'Create Tickets for this Column' and 'Enter V70.0 as default diag on generated tickets'. It also features dropdown menus for 'Appointment Detail Column Source', 'Billing Provider Source', 'Referring Provider Source', 'Rendering Provider Source', 'Ticket Template', and 'Default Facility'. A 'Save' button is located at the bottom right of the dialog. Red arrows point from the text instructions to the 'APPTS' column header and the 'Save' button.

Time	APPTS	WALKINS
9 am		
9:15		
9:30		
9:45		
10:00		
10:15		
10:30		
10:45		
11:00		
11:15		
11:30		
11:45		
12 pm		
12:15		
12:30		
12:45		
1:00		

**Note:** Columns are configured separately.