## View patients who have been assigned to me

1. From the File menu choose Providers -



2. Enter your Provider Code



3. Press the "Tab" key or click the button that looks like <u>binoculars</u>.

📙 File	Edit Reports Window Help	
Patients	5	
	Sort by Code Student1	<b>A</b> 🗔
	Details ( <u>Appts</u> ) Wait List	
Patients	Name	Text Colour
	Qualifications	Treatment Plan Cold
	Prof. Title	Location
	Address	Fee Schedule

4. Double click your name in the "View Providers" window

Provider Type	Dentist 🔄	1			
View Providers					
Search by Code   STUDENT1  Search					
Code Provider Num.	Name	Inactive			
STUDENT1	Student Test				

5. Click into the Waitlist tab



6. The waitlist will default to the status "Waiting". To view all "Active" waitlist entries at the bottom of the screen click on the drop down arrow in the Status field and select Active

		C	Waiting Active Transfer Deferred Ready Booked Complete Purged Active/Booked All
Waitlist		Status	Waiting
DENT1	Date: 28/10/2015 Period: Oct/15	Practice: Sch	nool Of Dentistry

7. All patients assigned to you and who are active will now be listed in the Wait List tab.

Sort by Code	STUDENT1	A 🖬							
Details Appts	/Wait List√								
listed Recall	Wait List		Sub Class	Priority	Status	Assigned	RotoScan	Unique	Patient
10/11/14	PIDC - Perio				Active	10/11/15		438076	Miss Ophelia Olive
09/11/15	3rd Year Pros				Active	09/11/15		925934	Peter Purple
09/11/15	PIDC				Active	09/11/15	0	363621	Mrs Betty Blue
09/11/15	PIDC - Perio				Active	09/11/15		403068	Miss Penelope Pink
09/11/15	3rd Year Pros				Active	09/11/15		436671	Ruby Red
09/11/15	PIDC				Active	09/11/15		347732	Mr Oliver Orange
10/11/15	3rd Year Pros				Active	10/11/15		164395	Mr Patrick Peach
10/11/15	PIDC				Active	10/11/15	2848	929180	Mr Victor Violet
10/11/15	3rd Year Pros				Active	10/11/15		924247	Benedict Beige
10/11/15	PIDC - Perio				Active	10/11/15	9778	929597	Miss Bethany Bronze