

## Make an appointment

1. Double left mouse click on an available time within your Roster

The 'Edit Appointment' dialog box is shown. It includes a 'Search By Code' dropdown menu at the top left, which is highlighted with a red box. Below it are fields for Patient Information (DOB, Service, Category, Room, Provider, Time, Length, Location), Payor Information (Payor, Occupation, Phone, Next Recall, Balance, Second Provider), and Appointment Details (Instalment, Invoice Days After Appt, Clinic). There are also sections for Appointment Preferences (days of the week, time range), Planned Treatment, and Cost Estimate. On the right side, there are two text areas for 'Notes about this appointment' and 'Notes about this patient', and a table for 'This patient's appointments' with columns for Date, Time, Length, Provider, and Service. At the bottom, there are buttons for 'Save', 'Cut to Clipboard', 'Copy to Clipboard', and 'Cancel'.

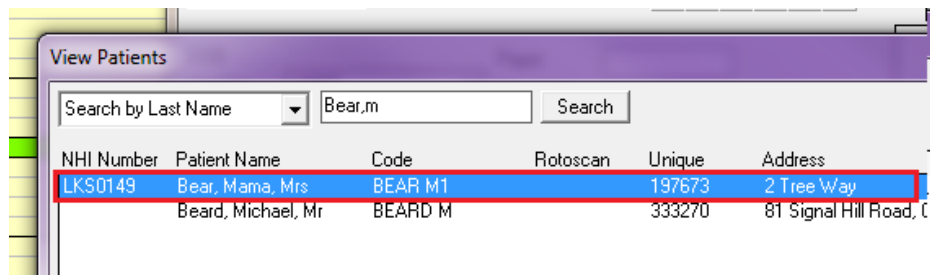
2. Click on the drop down arrow and select 'Search By Last Name'

The 'Edit Appointment' dialog box is shown with the 'Search By Code' dropdown menu open. The 'Search By Last Name' option is highlighted in blue. The dropdown menu lists several search options: Search By Code, Search By Hm Phone, Search By Mobile Phone, Search By NHI No., Search By Unique No., Search By RotoScan, Search By DOB, Search By First Name, and Search By Location. The rest of the dialog box is visible in the background, showing the same fields as in the previous screenshot.

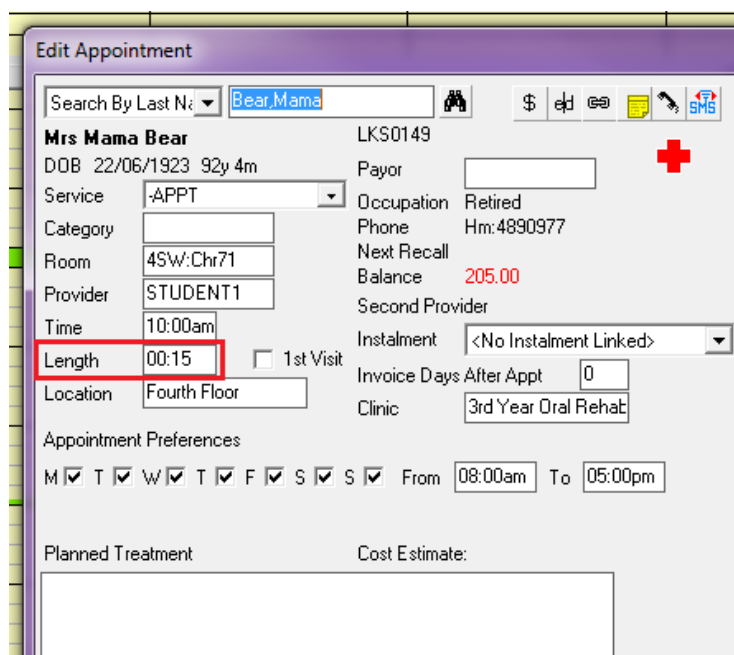
3. Enter the Patients Last Name with first letter of first name –Bear, M

The 'Edit Appointment' dialog box is shown with the 'Search By Last Name' dropdown menu open. The text 'Bear,m' is entered in the search field. The dropdown menu is still open, and the text is highlighted in blue. The rest of the dialog box is visible in the background, showing the same fields as in the previous screenshots.

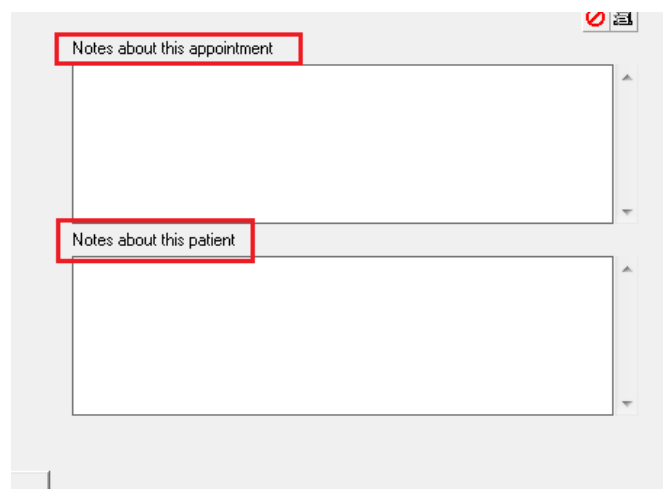
- Click the Binocular button or press tab and select the patient from the list.



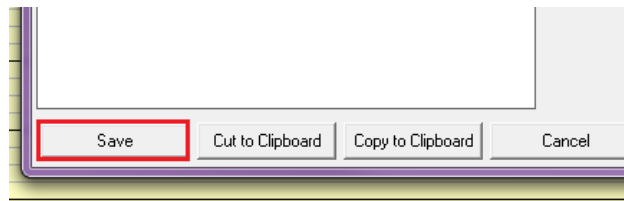
- Enter the Length required for the appointment – Remember entering 100 is equal to one hour



- Add any Notes about the appointment i.e. what the appointment is for



7. Click the Save button.



8. The appointment will now show in your appointment book (and the main appointment book for that chair) in the colour of your group/year level.

STUDENT1	
45	
08:00	
15	
30	
45	
09:00	
15	
30	
45	
10:00	4SW:Chr71
00:30	Mama Bear R. U:197673 Hm 4890977, Wk
15	
30	
45	
11:00	
15	
30	
45	