Look at a patients previous appointments

1. Click 'Patients' from the Menu/Icon bar



2. Enter the patient Last name, a comma and the first letter of the first name in the search box.

Reports Window	Help	
Search By Last Name	🚽 Beige,b	🕅 🖭 💲 @
Details (Recalls)	Notes JACC JChart JImac	ing /Medical \

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

Reports	Window	Help							
Search By	Last Name	-	Beig	e,b		А	Ē⁺	\$	e
Details	(Recalls)	Notes	ACC	7 Chart) Imagin	a Y	Medi	cal	

4. Once you have found the patient you are looking for, double click with the left mouse button to select your patient.

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	View Patients		-			
	Search by La	ast Name 💌	Beige,b	Search		
I	NHI Number	Patient Name	Code	Rotoscan	Unique	Addre
I	RTY1665	Beige, Benedict	BEIGE B1		924247	1 Lee
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5. You will then be returned to the patient file.

Search By Last Name Verge, Benedict A Sea	Risk:
Density (Received Acc.) (Carry (Carry Acc.) 11v 7m Bal 0.00	
Decails (necails / Notes / ALC / Charts / Imaging / Medicais)	
First, Sec. Name Benedict Pref. Location	Main Office
Family Name Beige Last Location	
Title,Initial,Code B. BEIGE B1 Types	
Sex, Birth Date Male 29/03/2004 11 y 7m Previous Name	
Street 1 Lees Street Also Known as	
Suburb Fernhill Language	
City Dunedin NHI	RTY1665
Post Code, Domicile 9016 Ethnicity	NZ European/Pak
DHB of Domicile	
Hm. Ph, Pref. 4740896 No Preference 🚽 Iwi	
Wrk. Ph, Contact Hapu	
Alt. Ph, Contact Unique / RotoScan	924247
Mobile Decupation	Dental Therapy Pa
Fax, Pager Postal: Name	Louisa Baillie
eMail eld Street	
+1 Suburb	
City	
Post Code	

6. Click on the "Recalls" tab



7. In the bottom right of the Recalls tab there is an area named Appointments

Search By Last Name 👻 Beige,Benedict 🏘	1 5 📾 🔚 🛙	1 2 3 2 2	9 📴 I	Risk: Unspecified Risk	<u> </u>
Details Recalls (Notes ACC Chart () Imaging) M	ledical√\ 110	7m Bal: 0.00			
Status Date Due Location Provider	Type Int	For Risk	Contact Date	Num Contacts	
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Show Audit				1 🚴 🖾	
Risk Assessment Unspecified Risk					
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bolkato otato					
Appointment Preferences	_	-			
	n To 05:00pm				
First Visit 22/07/2014					
First Provider GRASO					
First Location Orthodontics					
Last Visit 25/03/2015					
Last Saved 10/11/2015 Audit					
Referred Patient Invoiced Received					
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Esmily Members	Appoint	monto			
	Appoint	a/15 10 30 00 15 ¥	ETA ITS	A CHECK	Ortho: Chr4
	14/0	5/15 10:15 00:15 📿	Clinic Cancel ITSY	A CHECK	Ortho:Chr4
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	05/0	3/15 12:15 00:15 🖌	7 mins late ITSN	A CHECK	Ortho:Chr4
	12/0	2/15 12:30 00:15 🖬	ITSY	A RUBBING	Ortho: Chr4
	05/0	2/15 12:00 00:30 🚮	1 mins late ITS	A FIT LING ARCH	Urtho:Chr4
	29/0	1715 12:30 00:30 🕅	I mins late 1151	A FILBANDS	Urtho:Unr4

8. The Appointment area shows the following information about all of the future and previous appointments the patient has/had:

Арр	oointmen	ts						
	10/09/15	10:30	00:15	×	F.T.A	ITSYA	CHECK	Ortho:Chr4
	14/05/15	10:15	00:15	0	Clinic Cancel.	. ITSYA	CHECK	Ortho:Chr4
	19/03/15	10:00	00:15	4		ITSYA	CHECK	Ortho:Chr4
	05/03/15	12:15	00:15	4	7 mins late	ITSYA	CHECK	Ortho:Chr4
	12/02/15	12:30	00:15 (4		ITSYA	RUBBING	Ortho:Chr4
	05/02/15	12:00	00:30 [4	1 mins late	ITSYA	FIT LING ARCH	Ortho:Chr4
	29/01/15	12:30	00:30 (4	1 mins late	ITSYA	FIT BANDS	Ortho:Chr4
	22/01/15	11:30	00:30 (d.	7 mins late	ITSYA	REVIEW HABIT	Ortho:Chr4
	16/12/14	03:15	00:30 (4	7 mins late	ITSYA	REVIEW HABIT	Ortho:Chr4
	02/12/14	10:30	00:30	×	F.T.A	GRASO	SCREEN	Ortho:Chr5
	15/09/14	11:45	00:30 [4		GRASO	SCREEN	Ortho:Chr5
	18/08/14	12:00	00:15	đ.		GRASO	SCREEN	Ortho:Chr5
	22/07/14	03:30	00:15 (4	1 mins late	GRASO	SCREEN	Ortho:Chr5
	A	В	CI	D	Ε	F	G	н

- a. The date of the appointment
- b. The time it was at
- c. The length of the appointment
- d. Symbol representation of arrived, missed, rebooked and cancelled appointments
- e. Cancel/re-book reason and how long a patient is late (if applicable)
- f. The Provider for the appointment
- g. The appointment type, and
- h. The clinic chair the appointment took place in