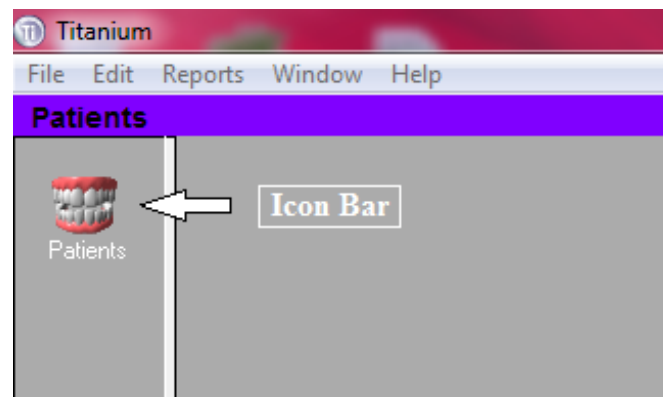
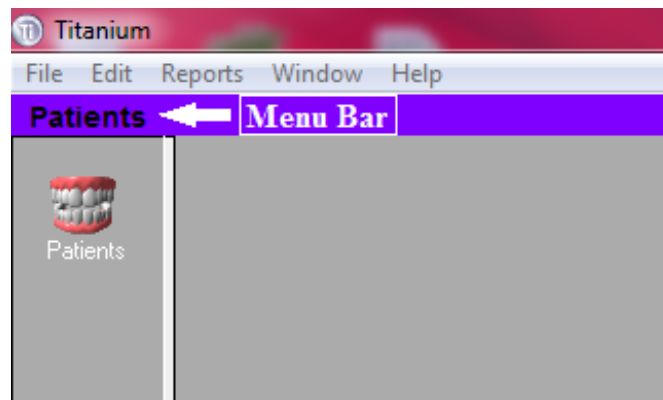
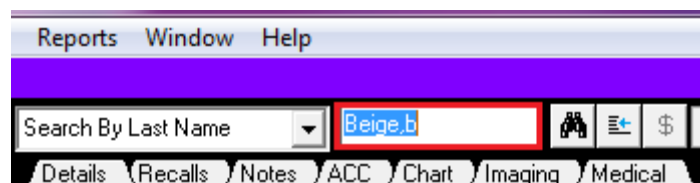


Look at a patients previous appointments

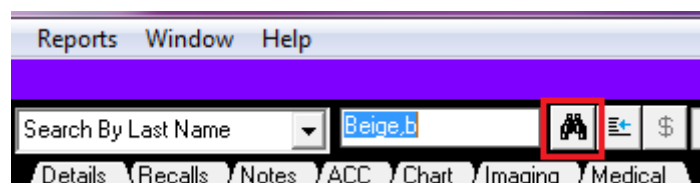
1. Click 'Patients' from the Menu/Icon bar



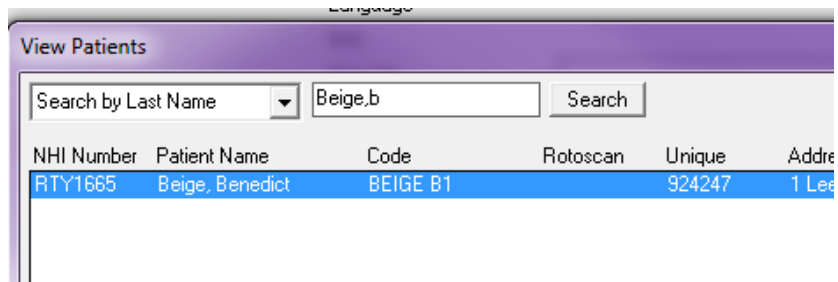
2. Enter the patient Last name, a comma and the first letter of the first name in the search box.



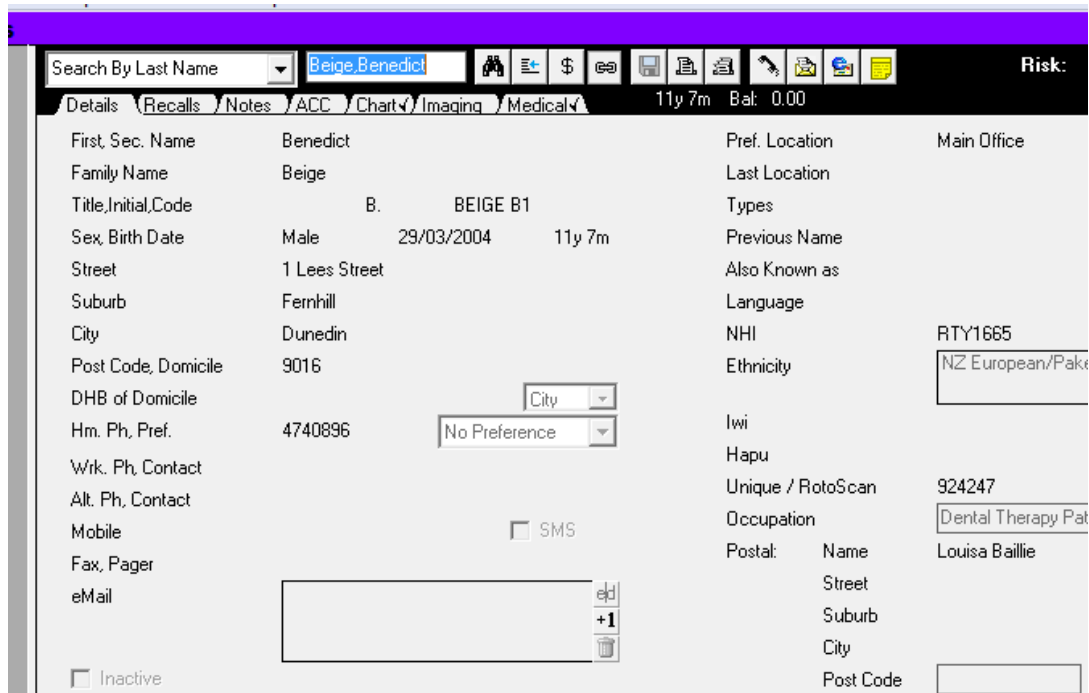
3. Press the "Tab" key or click the button that looks like binoculars.



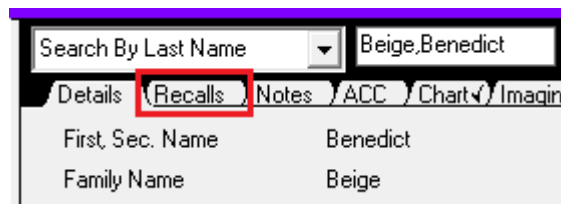
- Once you have found the patient you are looking for, double click with the left mouse button to select your patient.



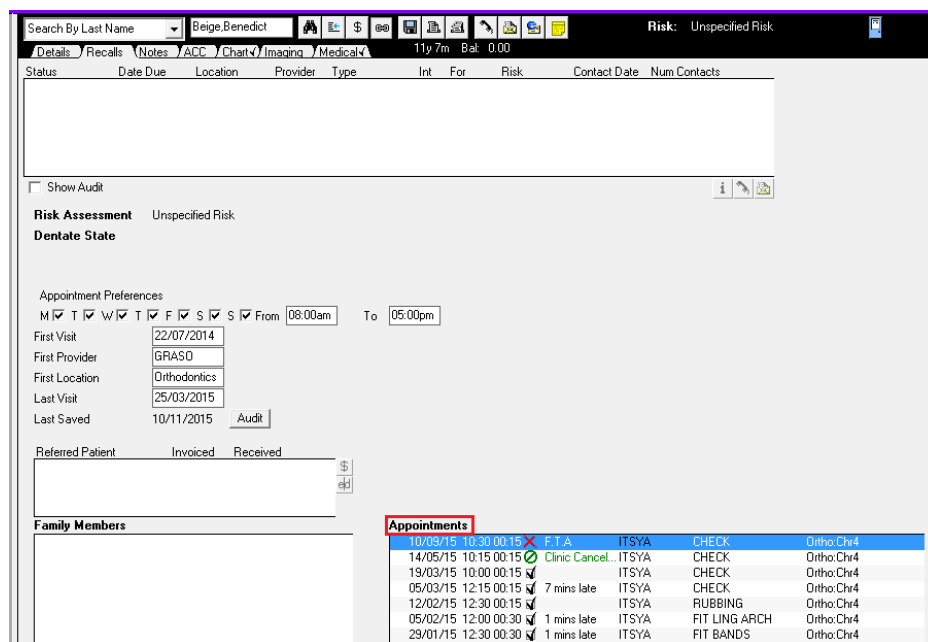
- You will then be returned to the patient file.



- Click on the "Recalls" tab



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



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

Appointments						
Date	Time	Status	Reason	Provider	Type	Location
10/09/15	10:30 00:15	✗	F.T.A	ITSYA	CHECK	Ortho:Chr4
14/05/15	10:15 00:15	⊗	Clinic Cancel...	ITSYA	CHECK	Ortho:Chr4
19/03/15	10:00 00:15	✓		ITSYA	CHECK	Ortho:Chr4
05/03/15	12:15 00:15	✓	7 mins late	ITSYA	CHECK	Ortho:Chr4
12/02/15	12:30 00:15	✓		ITSYA	RUBBING	Ortho:Chr4
05/02/15	12:00 00:30	✓	1 mins late	ITSYA	FIT LING ARCH	Ortho:Chr4
29/01/15	12:30 00:30	✓	1 mins late	ITSYA	FIT BANDS	Ortho:Chr4
22/01/15	11:30 00:30	✓	7 mins late	ITSYA	REVIEW HABIT	Ortho:Chr4
16/12/14	03:15 00:30	✓	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	✓		GRASO	SCREEN	Ortho:Chr5
18/08/14	12:00 00:15	✓		GRASO	SCREEN	Ortho:Chr5
22/07/14	03:30 00:15	✓	1 mins late	GRASO	SCREEN	Ortho:Chr5

A B C D E F G H

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