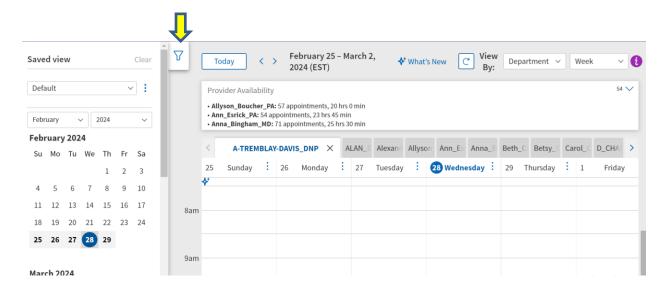
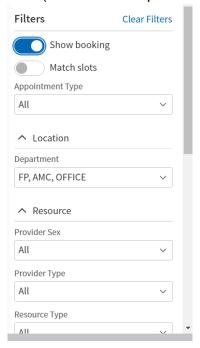
Appointment Scheduling ~ March 2024

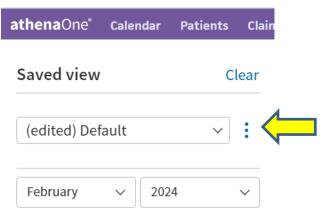
When you get to the new calendar, you first have to create your "view." For providers, it's pretty easy as you're generally scheduling into your own calendar. To create the view, chose the filter icon.



Use the filters to choose your calendar (choose the department and only you as the provider.

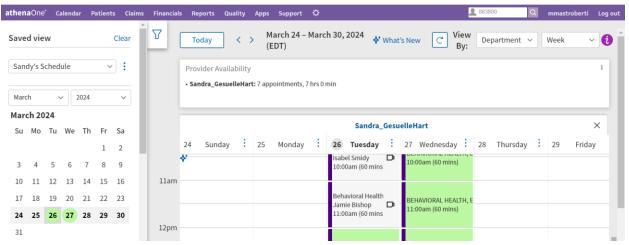


Once you've chosen the filters, tap the three dots to give this view a name and save the view. Then you can call it up anytime you need to schedule a patient.



February 2024

Now when I want to schedule, I choose the view I want ("Sandy's Schedule") and available appointments will show up in green on the calendar and when I click on those days, the open appointments are also in green.



To create new slots in your day, choose the three dots next to the day ("Monday"). When you're ready to schedule, tap on the open appointment and choose Book Appointment. Be sure and FIND THE PATIENT at the top of the screen. Check the appointment type, date/time of the appointment and Review, then Book.

