

## 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.

The screenshot displays the appointment scheduling interface. On the left, there is a 'Saved view' section with a 'Default' dropdown and a 'Clear' button. Below this is a calendar for February 2024, with the 28th highlighted. The main calendar grid shows provider availability for various providers, including A-TREMBLAY-DAVIS\_DNP, ALAN, Alexand, Allyson, Ann\_E, Anna\_E, Beth\_C, Betsy, CaroL, and D\_CHA. The grid shows slots from 8am to 9am. A yellow arrow points to the filter icon (a funnel) in the top left corner.

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

The screenshot shows the 'Filters' panel. It includes a 'Clear Filters' button and several filter options: 'Show booking' (checked), 'Match slots' (unchecked), 'Appointment Type' (All), 'Location' (expanded), 'Department' (FP, AMC, OFFICE), 'Resource' (expanded), 'Provider Sex' (All), 'Provider Type' (All), and 'Resource Type' (All).

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.

Saved view Clear

(edited) Default



February

2024

**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.

The screenshot shows the athenaOne interface with the 'Sandy's Schedule' view selected. The calendar is set for March 2024. A sidebar on the left shows a calendar grid for March with the 26th and 27th highlighted in green. The main calendar view shows a weekly layout for March 24-30, 2024. Under the heading 'Sandra\_GesuelleHart', there are two appointments: one on Tuesday, March 26th at 10:00am (60 mins) and another on Wednesday, March 27th at 11:00am (60 mins). Both appointment slots are highlighted in green, indicating they are available for scheduling.

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.

The 'Book Appointment' modal form is displayed. It has a title bar with a close button (X). Under 'Patient Details', there is a 'Patient name' dropdown menu and a 'Find' button. Under 'Appointment Details', there is a dropdown menu showing 'BEHAVIORAL HEALTH, EST 60'. Below this, there are fields for 'Date' (03-27-2024), 'Department' (BH, AMC), and 'Resource' (Sandra\_GesuelleHart). At the bottom, there are 'Cancel' and 'Review' buttons.