

BALTO

Today

Request Queue

Admin

Appointment Profile

New Group Appointment

Back

Name

Prosthetic Rehabilitation

Description

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Number of Patients

10

7 of 10 remain open

Time Slots

Hide

Start Date

03142014

End Date

03212014

Number of Weeks

2

Recurring Appointment

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9:00							
:15							
:30							
:45							
10:00							
:15							
:30							

Resources are added to all time slots by default. To edit the resource for a specific timeslot, select it and update its resources.

Providers

Lookup by Name or ID

+

Dr. Rodriguez, R

Internal Medicine

(214) 555-1212

Equipment

Lookup by Name or Number

+

Location

Room 102

Harold Smitherman Building
1414 Main Street
Springfield, PA

Patient Slots

+

Himmleman, Peter

Sanchez, Agnes

Johnson, Darnell

APPOINTMENT PROFILE

New Appointment - Create Group Appointment

- Susan must give the appointment a name and description

- Then Susan must define the nuber of patient slots that can be filled, which enables the “Patients” tile and allows patients to be added to this appointment.

- Providers and location are added the same way as in other appointment types

- When susan enters a start date that same date gets populate in the “End Date” fields as well, because the system assumes a non-recurring appointment by default.

- Susan can enter either “End Date” of “Number of Weeks” and the other value will be calculated

- If Susan wants to create a recurring goup appointment all she needs to do either enter a different “End Date” or “Number of Weeks”

- To define the appointment’s time Susan taps/click on a time slot on the calendar. The system will then place an appointment tile starting at the time slot tapped/clicked and it will extend for 1 hour by default

- Susan can drag the appointment tile to another day or another time slot

- Susan can change the appointment duration by tapping/clicking either the end of the appointment tile and dragging it up or down. Appointment duration are defined in 15 minute increments.

- Susan can added multiple appoints