

How do I...

Add a time slot on-the-fly (to add a few appointments)

Go into the Appointments Module

Go to the schedule for the provider for which you want to add a time slot

You want to be at the list view, not the single day or week view.

Depending on the version of the software you have, you will do one of two things:

If you have the green + in the left column, click on it and you will be given a dialog to fill in the date and time you would like to add. Repeat this for however many time slots you need to add.

| | | Find | Print Screen | Week View | List View | Single Day | Show All Memos | | |
|---|------------|------|----------------------------|---------------------|----------------------|------------|-------------------------------|--------------------|--|
| For: Tue. Nov 20, 2001 to Tue. Nov 20, 2001 | | | | | | | | Click here to Omit | |
| + Av | Day & Date | Time | Provider (click to change) | Patient Information | | CF | Visit (click on it to change) | Ex | |
| | | | Tue, Nov 20 | 8:00A | Linda Foshagen, D.O. | | <input type="checkbox"/> | | |
| | | | Tue, Nov 20 | 8:15A | Linda Foshagen, D.O. | | <input type="checkbox"/> | | |

If you have a button that says Dup or Dup+1, click on it. It will duplicate the current time slot but remove any already scheduled patients. You may need to change the date and/or the time. Click in the box of what you need to change and modify it accordingly. Repeat this as many times as needed.

| | | List View | Find | Print THIS Screen | Previous Calendar View | Single Day | Show memos | Dup | | |
|--|------------|-------------|----------------------------|---|------------------------|------------|-------------------------------|--------------------------|--|--|
| For: Fri. Sep 3, 1999 to Tue. Dec 12, 2000 | | | | | | | | | | |
| Av | Day & Date | Time | Provider (click to change) | Patient Information (arrow for message) | | CF | Visit (click on it to change) | | | |
| | | Mon, Sep 11 | 1:00P | Scott Zeigen, M.D. | | | | <input type="checkbox"/> | | |
| | | Mon, Sep 11 | 1:15P | Scott Zeigen, M.D. | | | | <input type="checkbox"/> | | |

If you want to add slots to, like, *every* Wednesday for a month or so, it may be easier going through the days module. Set up the day with the times you want to add, go into the calendar module, select build and then choose the provider, the day and the month you need to add the time slots.