

BLOCK TIME FUNCTION

The block time function is critical tool in the scheduling function of the MaxGold program. The primary reasons for using the block time function are;

- To indicate times when a provider is unavailable for appointment scheduling. This could be lunchtime, meetings, out of office times and even holidays
- Visually block off times for an intended purpose (ie; a specific appointment reason such as complete physicals, etc)

Block times allow you to schedule your own personal events and not just patient appointments. Block time visually appear in the scheduler on all views. With the use of colours, the reason for the block time is apparent. You can access the block time function from the scheduler (please refer to the section of HOW TO SCHEDULE APPOINTMENTS and SCHEDULER BUTTONS AND FUNCTIONS for a thorough review on using the scheduler).

The screenshot shows the 'Block Time Function' dialog box with the following callouts:

- Warning Flag:** You can indicate if the time is intended to be a block of time NOT intended for booking appointments by checking the warning flag. (Callout points to the checked 'Warn when booking appointment within this block time' checkbox.)
- Reason:** Indicate the reason for the block time. (Callout points to the 'Reason' field containing 'Weekly Meeting'.)
- Notes:** Add detailed notes for any block time. (Callout points to the 'Notes' field containing 'No'.)
- Color:** Block times can have colours assigned to them as a visual aid. (Callout points to the 'Color' dropdown menu.)
- Date Range:** Date range can be assigned. (Callout points to the 'Starting Date' and 'Ending Date' fields.)
- Occurrences:** Block times can be slated to be one time events, daily occurrences (lunch), weekly, bi-weekly and monthly events. (Callout points to the 'Occurs' section with radio buttons for 'Once', 'Daily', 'Weekly', 'Bi-Weekly', and 'Monthly'.)
- Time Range:** Block times can incorporate any time range, including the entire day (holidays). (Callout points to the 'From' and 'To' time selection fields.)
- Select Days:** Block times can be assigned to one or more than one provider. To select or de-select use the CTRL - Click. (Callout points to the 'Select Days' section with checkboxes for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'.)
- Split Blocktime:** A long time range block can be split (ie, lunch 12 pm to 1 pm each day for the year except in the month of July). (Callout points to the 'Split blocktime' checkbox.)
- Provider/Room:** For weekly, bi-weekly or monthly block times, the specific days can be assigned (ie, 2 pm to 3 pm each Friday). (Callout points to the provider/room dropdown menu showing 'DR. JEN MCKOY', 'DR. MARK GOLDMAN', 'OPERATING ROOM 1', and 'X-RAY ROOM'.)

The multiple options provided gives unlimited flexibility in using block times and greatly enhances the scheduler.