

FIND APPOINTMENT FUNCTION

The find appointment function is another useful tool in the MaxGold7 program. The primary reasons for using the find appointments function are;

- Display future appointments for a patient (usually initiated when a patient calls to confirm their appointment date)
- Display future appointments for a patient with the intent of cancelling or re-scheduling the appointment (usually executed if the patient is unsure of the exact date and time)
- Review the appointment history of a patient, including all future and past appointments

Since MaxGold7 retains all appointment history, this function is used quite often. You can either pre-select the patient off the scheduler by *right clicking* on their name (thereby activating them) and then clicking on the FIND APPOINTMENTS button (please refer to the section of HOW TO SCHEDULE APPOINTMENTS and SCHEDULER BUTTONS AND FUNCTIONS for a thorough review on using the scheduler), or you can first click on the FIND APPOINTMENTS button and then select a patient by either entering their name or selecting them from the patient table.

Find Appointment Function

You can execute a search by name for case when a patient has had a duplicate chart created

Lookup the patient by using the patient lookup button or simply type in the name (last, first)

List of appointments displayed can be printed

You can view future appointments or even all appointments that patient has had

From here an appointment can be re-schedule (MOVE), changed (EDIT), deleted (DELETE), have the appointment status cleared (CLEAR), cancelled (CANCEL) or marked as no show (NO SHOW)

If the color of the appointment is Green, than there is no chart # entered for this appointment.
If the color of the appointment is orange the chart does not match the chart of the Patient who's appointments you are finding.
If the color of the appointment is white the appointment has the same chart # as the patient you are finding appointment for.

From here you can view the future or all appointments by simply selecting the appropriate choice. In addition you can re-schedule an appointment by simply clicking

on it and then clicking on the MOVE button. You can also EDIT, DELETE, CLEAR status or mark an appointment as CANCELLED or NO SHOW.