

While in the monthly view you can change to provider to see their view. You can easily scroll from one month to the next. If you wanted to see the details of any booked appointments, you can simply double click on the appointment. This is commonly called a drill down function.

One of the big features for the monthly view is that you can book multiple appointments for the same patient. To do this though, you need to first select the patient, indicate a reason and then open the monthly view. Once there, click on the **create multiple appointments** box and then start clicking on the dates and times you want to book for that patient. When you've finished selecting the dates and times click on **the show appointment template** button. This will display the appointment dates you've selected. Now you can click on the **save template** button, to save the appointments to the scheduler.

Monthly View

DR. JEN MCKOY | **March** | **2011** | Loc: **DF** | **c** | **Today** | **Regret** | **Refresh** | **Return** | **Close**

Book multiple appointments

Date	Time	Reason
Mar-7-2011	9:30 AM	CHECK UP (FULL)
Mar-11-2011	9:45 AM	CHECK UP (FULL)
Mar-14-2011	9:45 AM	CHECK UP (FULL)
Mar-17-2011	9:45 AM	CHECK UP (FULL)
Mar-23-2011	9:45 AM	CHECK UP (FULL)
Mar-25-2011	10:30 AM	CHECK UP (FULL)

Save appointment

Time	Name	Reason
9:30 AM	Admission, Serna	CHECK UP (F)

Annotations:

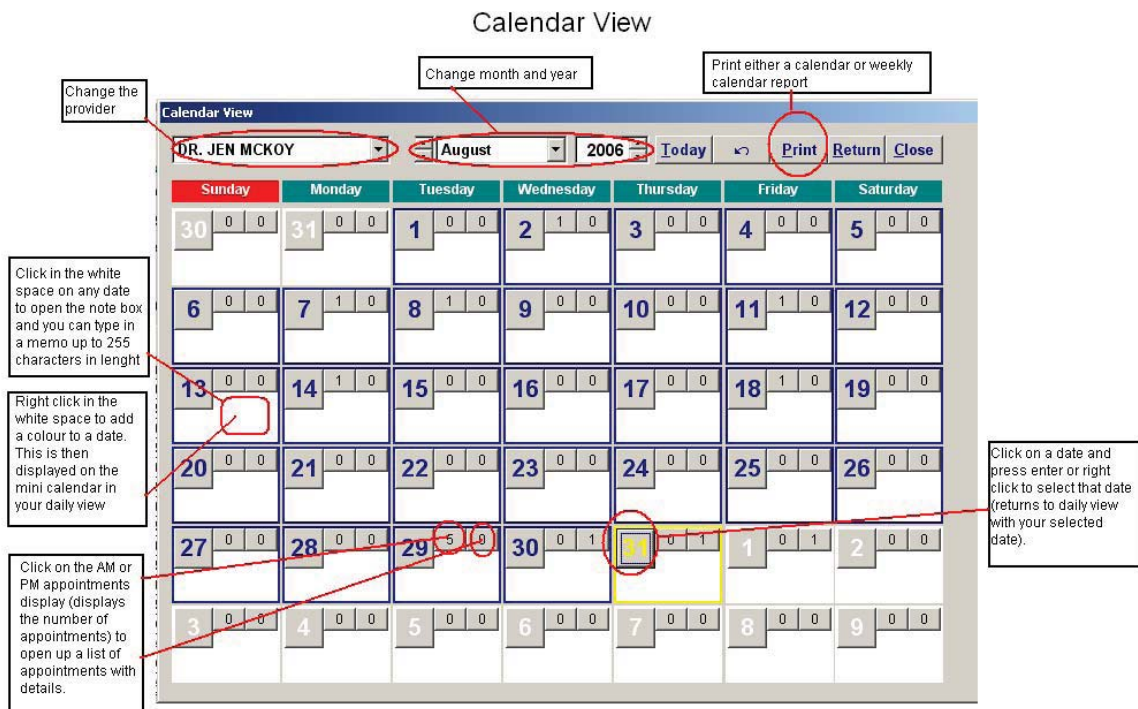
- To select multiple dates and times, simply indicate multiple appointment flag (below) and click to select
- Change the provider
- Scroll one month forward or back
- Change month and year
- Change locations
- You can book multiple appointments, but the patient and the appointment reason must be first done
- Easily spot open time slots as white spaces
- Days off when clinic or doctor is not operating is visually evident
- Block times and times not usually assigned for appointments are displayed
- Readily view existing appointments. Color of appointment indicates the reason
- Once multiple dates are selected, click the Show Appointment Template button to view your selected dates and then save all appointments at the same time

The Calendar View:

The **calendar view** provides a way for users to more quickly identify and select an open time slot when booking an appointment. You can access your calendar view by simply clicking on the calendar view button. You can spot days that might have available time slots as the calendar view displays the total appointments in the morning and the afternoon for a provider. This is ideal for clinics that have set numbers of appointments for a given day. To select a day you either click on the date and then press enter or right click on the date. This will take you back to daily view to the date that you selected on the

calendar view. While in the monthly view you can change to provider to see their view. You can easily scroll from one month to the next. If you wanted to see the details of any date, you can simply double click on the date (AM or PM) button and a list of appointments will be displayed. This is commonly called a drill down function.

One of the big features for the calendar view is that you can add notes and colours to any date. To do this though, you need to simply click on a date and a note box will appear where you can type up to 255 characters. A right click in this box allows you to add a colour. The colours will then carry forward to your daily view and now your mini calendar displays those colours. Right click on a coloured day in the mini calendar to reveal the note. You can also print out your calendar and even a detailed weekly calendar.



Multiple Provider Views:

There are two (2) multiple provider views in the scheduler. Both offer multiple provider views and both can be used to select an open appointment date and time. However, both views can only be displayed by day. The key difference between the two views is that the second view is displayed on the daily scheduler view. This means that users do not have to leave the daily view screen in order to find and select an open time slot.

Multiple provider view #1: To select a time slot on any particular day you either click on the slot and then click on the **return button** or right click on the time slot. This will take you back to daily view to the date that you selected on the calendar view. While in the multiple provider view #1 you can change the date and easily change from one month to the next using the **date lookup** button. Another nice feature of multiple provider view #1 is that you can print or view on screen a multi-column report that shows the appointments for the providers on a given date.

Multiple Provider View # 1

Change the date either by clicking the spinner buttons or using the date lookup button.

For clinics with dynamic provider schedules, you can display only those providers working that day

Print or view a multiple column report detailing the days appointments for all providers

Time	DR. JEN MCKOY	DR. MARK GOLDMAN, MD	OPERATING ROOM 1	X-RAY ROOM
9:00 AM	Barton, Jill			
9:15 AM				
9:30 AM	2-Thompson, Barbara			
9:45 AM	Andrews, Jane			
10:00 AM	Adanson, Jennifer			
10:15 AM				
10:30 AM	Barrett, David			
10:45 AM	Brown, Jennifer			
11:00 AM		Chepil, Dana		
11:15 AM	Clarke, Debra	Chepil, Dana		
11:30 AM	Friesen, Elizabeth			
11:45 AM	Cadwell, Sandra			
12:00 PM				
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM	Mallory, Joseph			
1:15 PM	Rattai, Julia			
1:30 PM				
1:45 PM	Zellner, Roberta			
2:00 PM	Smith, Jane			
2:15 PM				
2:30 PM	Saunders, Jeremy			
2:45 PM	Richardson, Bill			
3:00 PM	Enriquez, Emilia			
3:15 PM	Brown, Dave			
3:30 PM	Green, Bobbie			
3:45 PM				
4:00 PM	Rosenberg, Hillary			
4:15 PM				
4:30 PM	Black, Joe			
4:45 PM				
5:00 PM				

Click on a time slot and then click on the return button to select that time or simply right-click on a time slot. This will take you back to the daily view to the provider, date and time you selected.

Multiple provider view #2: To select a time slot on any particular day simply click on the time slot to select that time slot. With multiple provider view #2 you can navigate the same way that you would when using the daily view. This will take you back to daily view to the date that you selected on the calendar view.

You can go to whatever date you want by simply clicking on it in the **select date function**. Once you have the date, you select a time by clicking on the time slot you want on the daily view (click in the name column, not the time column). You can even select a time if there is already an appointment booked (double booking). The scheduler will simply add a second (or more) appointment at the same time.

Multiple Provider View #2

Select Date Function: Just click on the date you want. If you click on a date that's on the next month, the calendar display will move forward to the next month. You can also change the month and the year using the **up/down** and **left/right** buttons.

Your selected date and time are displayed.

To select a time slot click in the name column of the time slot that you want, (NOT the time column).

Appointment Schedule: DR. JEN MCKOY - Healthcare Professional System Version# MB100, SHAWKCECH 9.314.0

Time	DR. JEN MCKOY	DR. JOHN JONES	DR. MARK GOLDMAN, MD	X-RAY ROOM
8:15 AM				
8:30 AM	Adams, Jennifer - CHECK UP			
8:45 AM				
9:00 AM				
9:15 AM	Adams, Jennifer - CHECK UP			
9:30 AM				
9:45 AM				
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
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4:30 PM				
4:45 PM				

Find Time Slot Function:

The final method that users can choose to select an appointment date and time with a provider is to use the **find time slot** function. The other functions including the **daily view**, the **weekly view**, the **monthly view**, **2 multiple provider views** and the **calendar view**, all rely on the user to select a date a time by visually spotting an open time slot. The **find time slot** function will actually find the open time slot for you based on how you want it to search. You can search for an open time slot for one provider or multiple providers. You can even tell the function when to start looking for an open time slot (ie; 2 weeks from the current date). You can even ask the function to find a time slot set aside for a particular reason (ie; check-ups). Whatever the request, the function will display the available time slots and lets you choose one or continue to look farther.

Find Time Slot Function

Select one provider or multiple providers when seeking an open time slot.

Indicate when the function should start search from (eg, 1 week from current date).

Can specify Am, Pm or even a time range.

Can specify what days are preferred.

You can specify a time slot set aside for a particular reason.

Available time slots are displayed and you can select one and click on the accept button or continue to search.

Find Open Time Slots

No patient selected

Home Phone: Work Phone:

Available Users:

- DR. JEN MCKOY 111
- DR. MARK GOLDMAN, MD 111
- OPERATING ROOM 1 999
- X-RAY ROOM 07

Order by: User Id, Specialty

Start Search on: **WEEKS** 28/08/2006 + 1 Location: OF

Time of Day: AM, PM, Either, Time Range: From: 01:00 PM To: 05:00 PM

Day of Week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, No Preference

Find time slots with entered reason only

Reason: CHECK UP (NORMAL)

Tuesday, August 29, 2006

2:15 PM UP DR. JEN MCKOY

4:15 PM OF DR. JEN MCKOY

Next Previous Refresh

Accept Exit