

Appointment Scheduling

- Weekly View, Daily View, Location View, and multiple Provider View
- Waiting List
- Tracks Authorized Visits, Post-Op Period, and Pre-Certification Alert
- Color-Coded Appointment Categories
- Free-form Text Area
- User-Defined Day and Week Templates
- Change Template on the Fly
- Holiday/Vacation Planner
- Hospital Rounds
- Open Slot Search
- Appointment Inquiry
- Pop-up patient-specific alerts
- Referral Report
- Batch Eligibility Check
- Multiple Appointments per Time Slot
- Collection Patient Alert
- Prohibit scheduling for specific patient(s)
- Drag-and-Drop Feature to Move Appointments
- Tracks and Reports on Missed, Deleted, Rescheduled, and Cancelled Appointments
- Provider Credentials verifies the provider can accept the insurance plan when scheduling
- Copy and Paste appointments using clipboard
- Automatic alert for wait-listed patient if an appointment slot opens up

W eekly, Daily, Location, and Provider views allow you to determine which slots are available! Drag the mouse over a colored slot to see information about the patient scheduled for that time.

Color code the type of appointment so that a quick glance displays the reason for the patient's appointment. The color classifications are user defined, and there is no limit to the number of colors you can use!

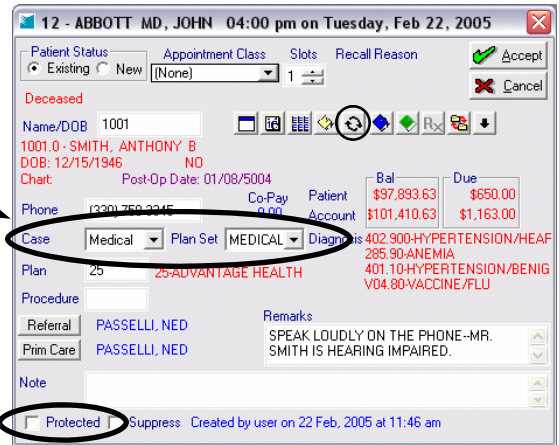
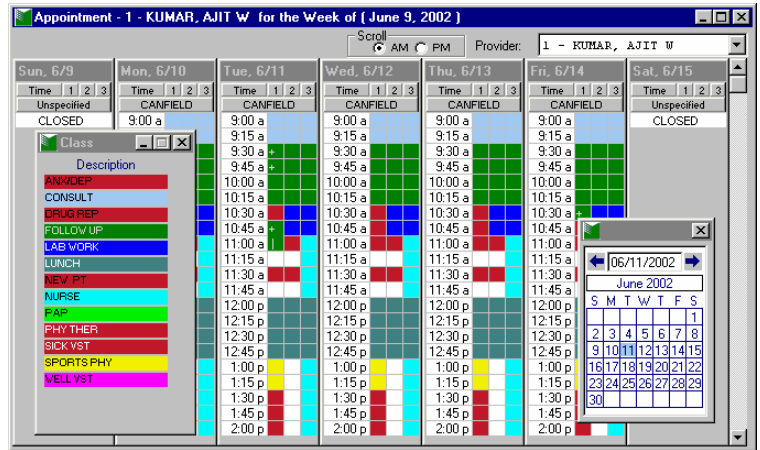
A ppointments are easily scheduled in a pop-up window.

After choosing a time slot and selecting the patient, the window displays patient account information, as well as:

- **Recurring Appointments** for those patients who visit the office frequently.
- **Pre-certification Notice**
- **Case and Plan Set**
- **Post-op date** for a procedure indicated with an effective date range for that post-op period.
- **Patient category** is displayed (Medicare patient, Collections, Courtesy, etc.)
- Users have the ability to create **Temporary Patient** entries until the patient actually arrives for their appointment
- Floating taskbar allows users to access **Planned Visits, Patient Notes, Real-time Eligibility verification, Appointment History** and more.

Protected Appointment Slots allow users to "protect" slots where appointments should not be scheduled or appointments that should not be edited. Only the supervisor and the user who protected the slot can add appointments to these slots or edit, cancel, or reschedule a protected appointment.

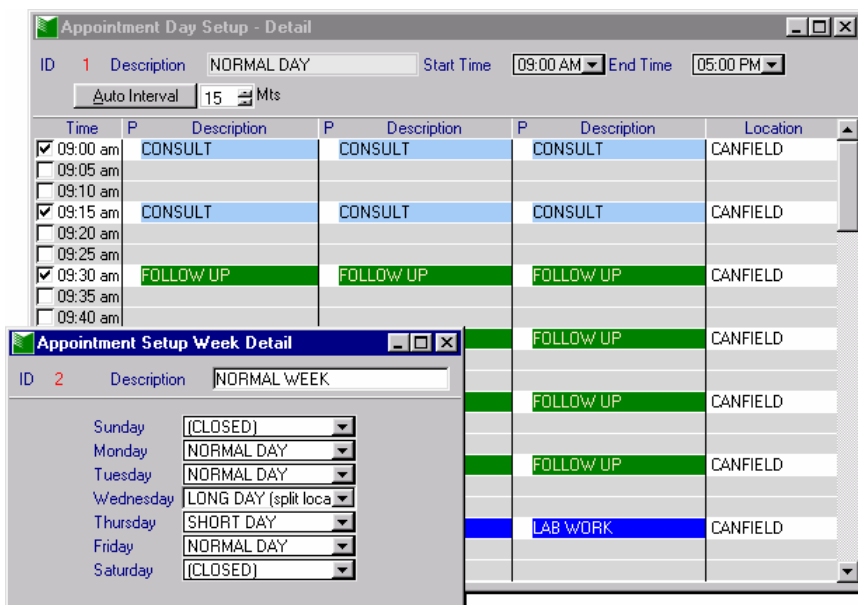
Check-In/Check-Out module allows you to track when patients arrive and leave. A missed appointment report can be run, and the system marks patients who missed their appointments. You can also choose to be advanced directly to the posting module when a patient checks-out, so you can post charges at that time.



Waiting List stores appointments that need to be scheduled. You can mark the available days and times for each appointment in the waiting list. If an appointment is rescheduled or cancelled, the system automatically notifies you if an item in the waiting list can fill that time slot.

Provider	Name	Phone	Appt Time	Arrival	Checkin	Checkout
39	KUMAR, AJIT W EDWARDS, GEORGE	(330) 123-4567	09:30 AM	09:21 AM	09:31 AM	00:00 AM
39	KUMAR, AJIT W EDWARDS, BARBAR	(330) 123-4567	09:45 AM	09:35 AM	09:43 AM	00:00 AM
39	KUMAR, AJIT W LUSTIG, ROY M	(330) 123-4567	10:00 AM	00:00 AM	00:00 AM	00:00 AM
39	KUMAR, AJIT W BECHER, MORRISON	(330) 123-4567	10:00 AM	00:00 AM	00:00 AM	00:00 AM
39	KUMAR, AJIT W MARKELL, LOYD	(330) 123-4567	10:30 AM	00:00 AM	00:00 AM	00:00 AM
39	KUMAR, AJIT W CLARK, SR., MARGAI	(330) 123-4567	10:30 AM	00:00 AM	00:00 AM	00:00 AM
39	KUMAR, AJIT W GADOLA, CLINTON	(330) 123-4567	10:45 AM	00:00 AM	00:00 AM	00:00 AM

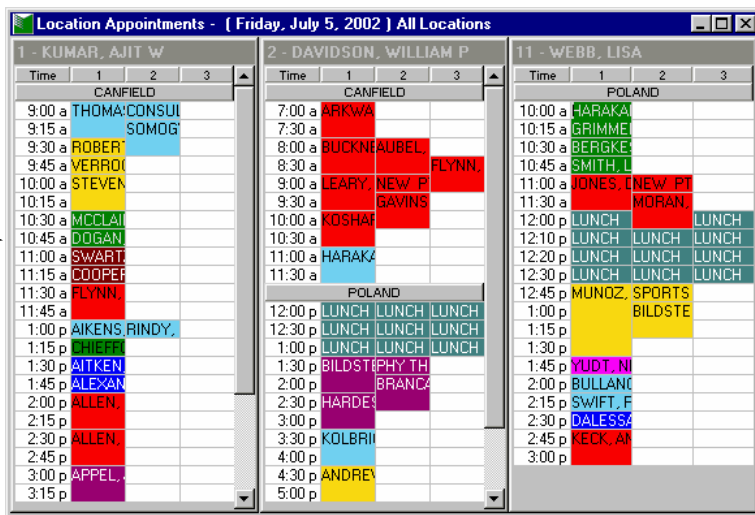
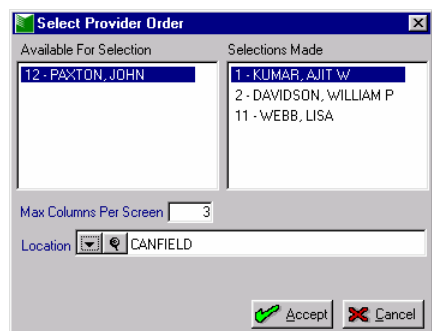
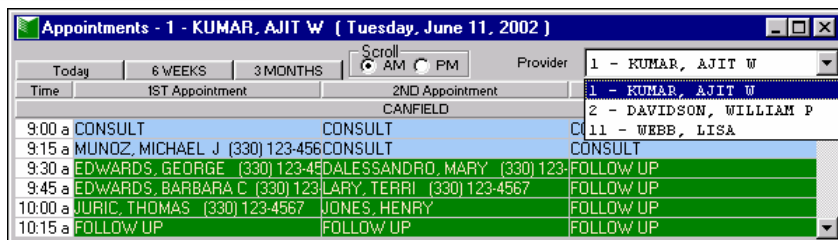
Setting Up and Customizing Appointment Scheduling



The set-up feature within the Appointment Module allows each provider/practice to customize their individual schedule. Set up your own:

- Length of time for each time slot/column
- Hours of operation for each day
- Reoccurring events can be color coded
- Each week can be customized to include any specific daily schedule
- Days of operation can be distinguished from days that the office is closed
- Number of concurrent appointments can be configured to 1, 2, or 3.
- Future appointment title and numbers of days can be determined by the operator
- Change template on the fly and cue appointments that need rescheduled.

User-Specific views allow each user to customize which providers' appointment schedules they view, the number of providers viewed, and the order in which the providers are displayed. This can be changed at any time and allows flexibility when needing to schedule an appointment for a patient with more than one provider.



Provider Credentials are used to link providers to insurance plans. Depending on your settings, if a the provider is not credentialed with a patient's insurance plan, the program either warns you or does not let you schedule the appointment.

Appointment Inquiry allows you to select a patient and view all of their appointments. Double-clicking on a highlighted date will retrieve that particular day and allow you to view or edit the patient information. Any information entered previously in the NOTES area when the appointment was made will be displayed in this pop-up box. You may also use the cut-and-paste feature to reschedule this appointment to another time slot or to another day.

MORE FEATURES:

- Able to enter a "new" patient without requiring the patient to be presently in the system.
- View and schedule multiple-provider schedules from one screen.
- Use the calendar to schedule an appointment anytime in the future.
- Holiday and Vacation Lists allows dates to be selected to show days scheduled as closed or with limited appointments available.
- Tracks who scheduled the appointment and when the appointment was made.