

Add Another Appointment-Scheduling Multiple Appointments for Clerical and Clinical Staff

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Add Another Appointment allows scheduling multiple appointments for a single patient at the same time.

Using Add Another Appointment

Multiple appointments for a single patient can be scheduled at the same time, including different appointment types.

1. Search for the patient.
2. Navigate to **Appointments** within the patient perspectives toolbar.
3. Fill in all Add Appointment Plus information required.
4. Select **Add Another Appointment** to select an additional appointment(s).
5. Fill in all Add Appointment information required for the additional appointment.
 - a. Repeat as needed.
6. Select **Next** when done adding additional appointments.

7. Enter the Details. Details entered (including the Insurance Profile and Reason for Visit) apply to **ALL** appointments being added.
8. Select First Available or Schedule to select the appointment date(s) and time(s) for all appointments.

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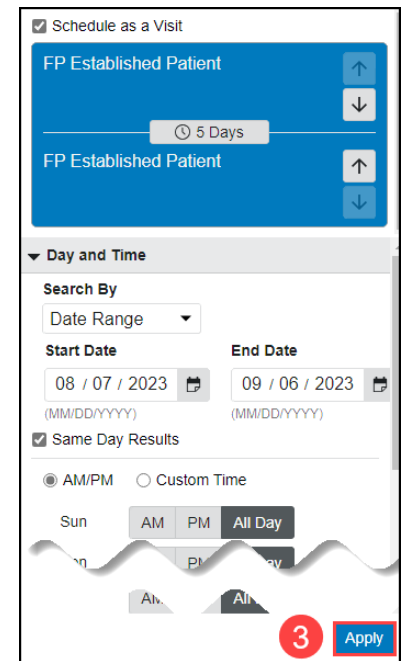
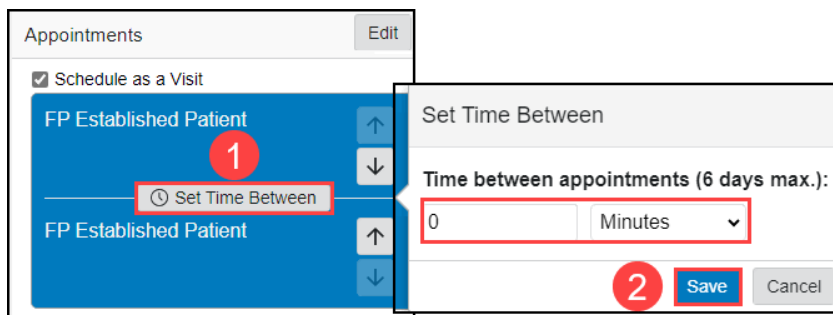
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Group or Ungroup Appointments

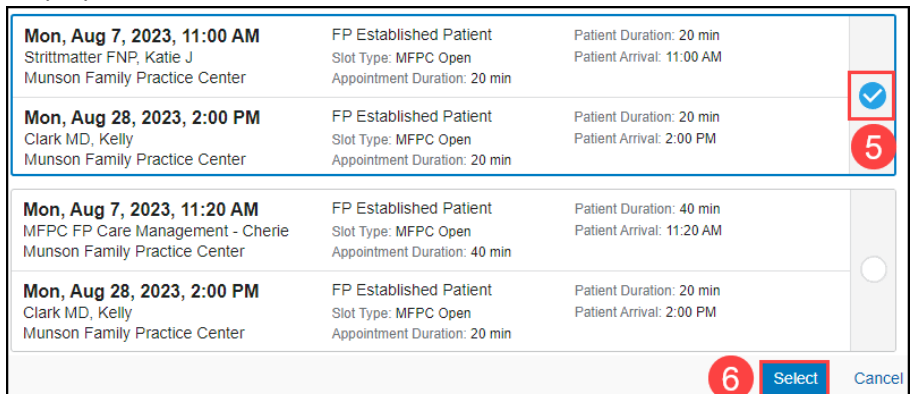
- When using First Available, appointments may be grouped or ungrouped during appointment selection.
 - Group** appointments to schedule **same** appointment types at a set interval (Example: wound checks, dressing changes).
 - Ungroup** to schedule different appointment frequencies at any interval.

Group and schedule appointments:

- Click on **Set Time Between**.
- Enter a time interval and click **Save**.
 - Note:** The maximum time between appointments is 6 days.
- Add appointment filters, as needed, and select **Apply**.

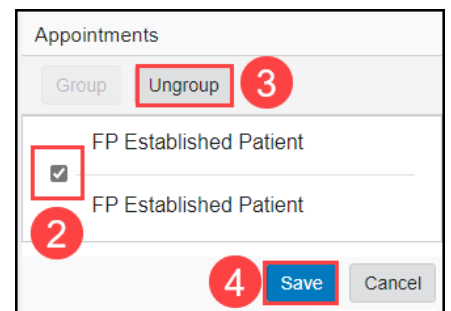
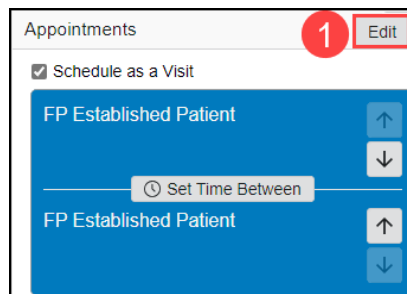


- The available appointment groupings display.
- Click the radio button for the desired appointment grouping.
- Click **Select**.



Ungroup and schedule appointments:

- Select **Edit**.
- Select the appointments to ungroup.
- Select **Ungroup**.
- Click **Save**.
- The appointments will show as ungrouped and be available to select (highlight) and schedule individually.



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6. Select an appointment to be scheduled, adding appointment filters as needed.
7. Select the desired appointment.

FP Established Patient ✓ Mon, Aug 28, 2023, 2:20 PM-2:40 PM	6	Mon, Aug 28, 2023, 2:20 PM Clark MD, Kelly Munson Family Practice Center	FP Established Patient Slot Type: MFPC Open Appointment Duration: 20 min	Patient Duration: 20 min Patient Arrival: 2:20 PM	✓	7
FP Established Patient		Mon, Aug 28, 2023, 3:20 PM Clark MD, Kelly Munson Family Practice Center	FP Established Patient Slot Type: MFPC Open Appointment Duration: 20 min	Patient Duration: 20 min Patient Arrival: 3:20 PM		

8. Select the next appointment to be scheduled, adding appointment filters as needed.
9. Select the desired appointment.
10. Click **Select**.

Note: Selected appointment date/time

FP Established Patient ✓ Mon, Aug 28, 2023, 2:20 PM-2:40 PM		Mon, Oct 2, 2023, 1:40 PM Clark MD, Kelly Munson Family Practice Center	FP Established Patient Slot Type: MFPC Open Appointment Duration: 20 min	Patient Duration: 20 min Patient Arrival: 1:40 PM		9
FP Established Patient ✓ Mon, Oct 2, 2023, 2:20 PM-2:40 PM	8	Mon, Oct 2, 2023, 2:20 PM Clark MD, Kelly Munson Family Practice Center	FP Established Patient Slot Type: MFPC Open Appointment Duration: 20 min	Patient Duration: 20 min Patient Arrival: 2:20 PM	✓	

10 **Select** Cancel

Confirm selected appointments.

1. Review all pending appointment information.
2. Select **New Encounter**.
3. Click **Confirm and Next**.

Pending Confirmation

FP Established Patient 1

Date: Fri, Mar 08, 2024 Patient Arrival Time: 10:00 AM Patient Duration: 15 mins
 Location: Munson Family Practice Center Appointment Time: 10:00 AM Primary Resource: Lambert DO, Timothy

Available Encounters

New Encounter FP Established Patient 2

Appointment 1 of 2 **Confirm and Next** 3 Return to Details Cancel

4. The next appointment will display for encounter creation/selection and confirmation.
5. Review appointment details.
6. Select **New Encounter** to create a separate encounter for every appointment.
 - **Note:** Selecting an existing Available Encounter adds the appointment to the selected Encounter and should only be done if the appointments are being billed as single encounter.
7. Click **Confirm and Next** until the final appointment displays, then **Confirm**.

Pending Confirmation

✓ Success: appointment confirmed successfully.

FP Nurse Visit

Date: Thu, Mar 07, 2024 Patient Arrival Time: 1:00 PM Patient Duration: 10 mins
 Location: Munson Family Practice Center Appointment Time: 1:00 PM Primary Resource: MFPC FP Nurse Visit

Available Encounters

New Encounter FP Nurse Visit 6

Create a New Encounter for each appointment

Appointment 2 of 2 **Confirm** 7 Return to Details Cancel