Appointment Scheduling

1. To open the **Resource Schedule**:
   a. Click on the Resource Schedule under the **Practice Band** or
   b. Click on the Quick Launch Button (Jellybean) **Letter S** to open the dropdown menu, and then select the Resource Schedule.
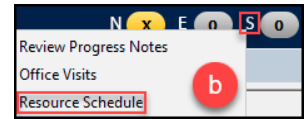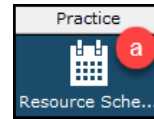
2. Click the checkbox next to the appropriate Provider or Resource to select the schedule.

3. Select the desired appointment date from the calendar.

4. Double click on any available appointment slot to open the appointment scheduling window.

5. Ensure that the facility listed is correct. To change the facility, click **Sel** next to the Facility box and select the correct facility.

6. The date, provider, resource, appointment slot start, and end times will default according to the resource schedule appointment slot selected. Ensure the correct information is listed. **Note:** To correct, close the appointment scheduling window and select the correct components as noted in steps 3 and 4.

7. Click the **Sel** button to the right of the Patient box to open the patient lookup screen. Search for the patient or create a new patient.

8. The visit type will default to the resource schedule appointment slot selected. Use dropdown menu to select another visit type if necessary.

9. Click **OK**.