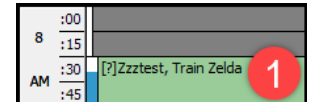


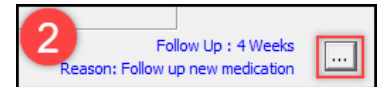
## Scheduling the Follow Up Appointment

Patient presents at window.

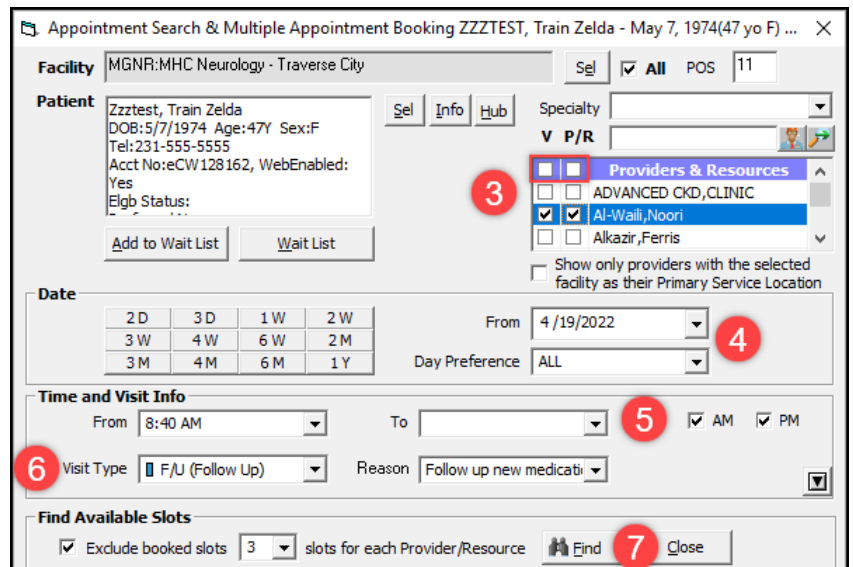
1. Double click the appropriate patient's appointment on the Resource Schedule to open the Appointment Details screen.



2. Click the **ellipses** next to Follow Up to open the Appointment Search & Multiple Appointment Booking screen.



3. In the top box under both V and P/R, check and then uncheck the boxes next to Providers & Resources to clear the selections. Check the box next to the provider's name to include them in the appointment search.



Appointment Search & Multiple Appointment Booking ZZZTEST, Train Zelda - May 7, 1974(47 yo F) ...

Facility: MGNR:MHC Neurology - Traverse City

Patient: Zzztest, Train Zelda (DOB: 5/7/1974, Age: 47Y, Sex: F)

Specialty: [Dropdown]

V P/R: [Dropdown]

Providers & Resources

- ADVANCED CKD, CLINIC
- Al-Waili, Noori
- Alkazir, Ferris

Date: [Grid] From: 4/19/2022

Time and Visit Info: From 8:40 AM To [Dropdown] AM/PM

6 Visit Type: F/U (Follow Up) Reason: Follow up new medication

Find Available Slots:  Exclude booked slots 3 slots for each Provider/Resource Find 7 Close

4. The future date will populate based on what the provider has selected for the follow up timeframe.

5. Select the patient's preferred timeframe or time of day.

6. Visit Type will default based on provider selection but can also be changed on this screen.

7. Click on **Find**.

8. Use the Prev or Next buttons to show additional open timeslots.


9. Double click the patient's preferred appointment time or left click and select the **Schedule** button.

The following slots are available		Sort Re
Tuesday, April 19, 2022 at 8:40 AM	With TEST SCHEDULE	
Tuesday, April 19, 2022 at 9:10 AM	With TEST SCHEDULE	
Tuesday, April 19, 2022 at 9:40 AM	With TEST SCHEDULE	

8 Prev Next Schedule Multiple Schedule

10. The Appointment Details window will open. Click **OK** to schedule the appointment. Then click **X** or **Cancel** to exit the Appointment Search & Multiple Appointment Booking window.

## Completing the Visit

1. Complete the visit by changing the Visit Status to **CHK (Check Out)** and click **OK**.
2. Right click on the appointment in the Resource Schedule and click on **Print Visit Summary** from the drop-down menu.
3. Choose categories to print on the visit summary.
4. Click **Publish to Portal** to send the visit summary to the patient portal.
5. Click **Print Preview** and then the **Print icon**  from the next screen to print the visit summary.

