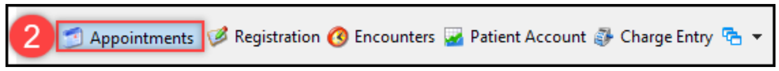
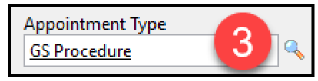
Procedure Room Scheduling for Clinical and Clerical Staff

Procedure Room Scheduling Using the Appointment Schedule Function

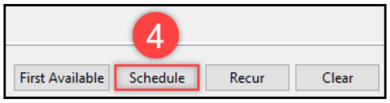
1. Search for the patient.
2. On the patient perspective toolbar, navigate to **Appointments**.



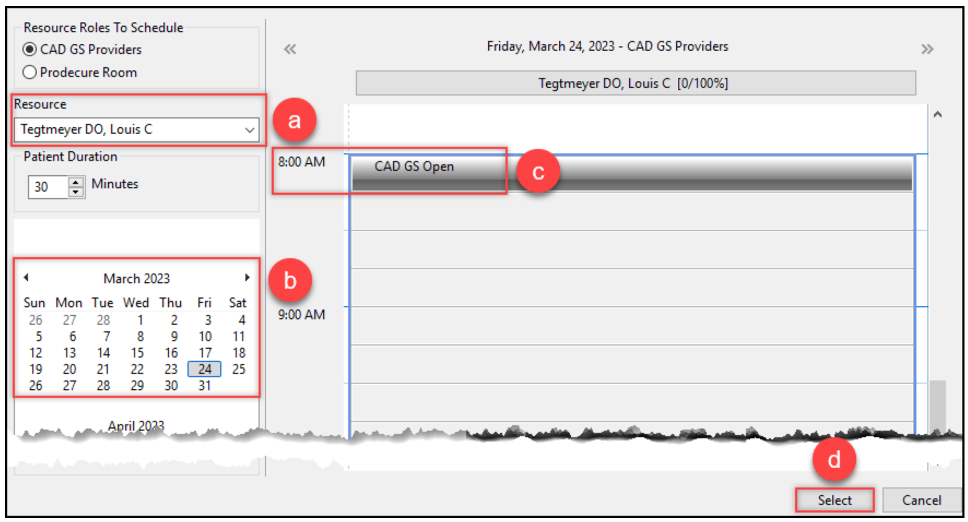
3. Fill in all required fields in the Add Appointment section.
    a. **Note**: Appointment type must include **Procedure**.



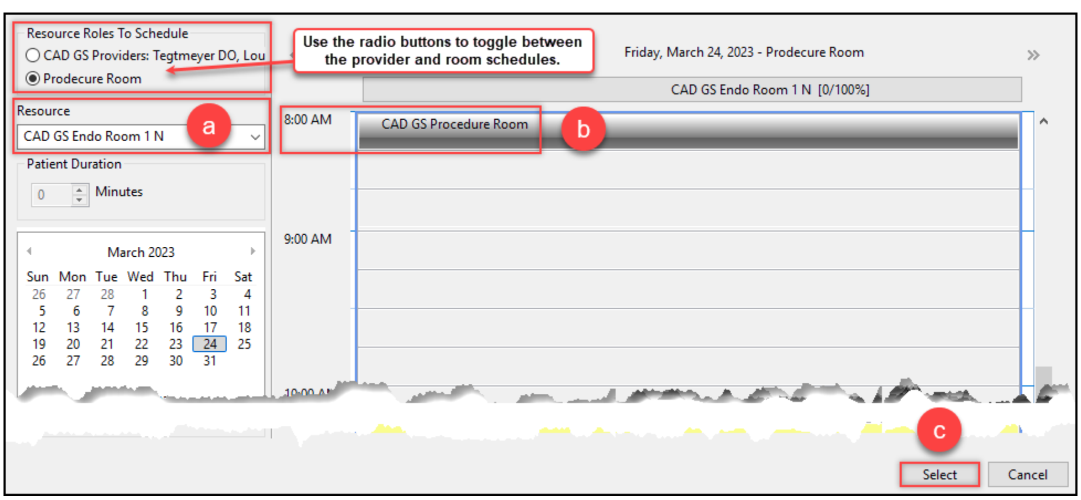
4. Click **Schedule**.



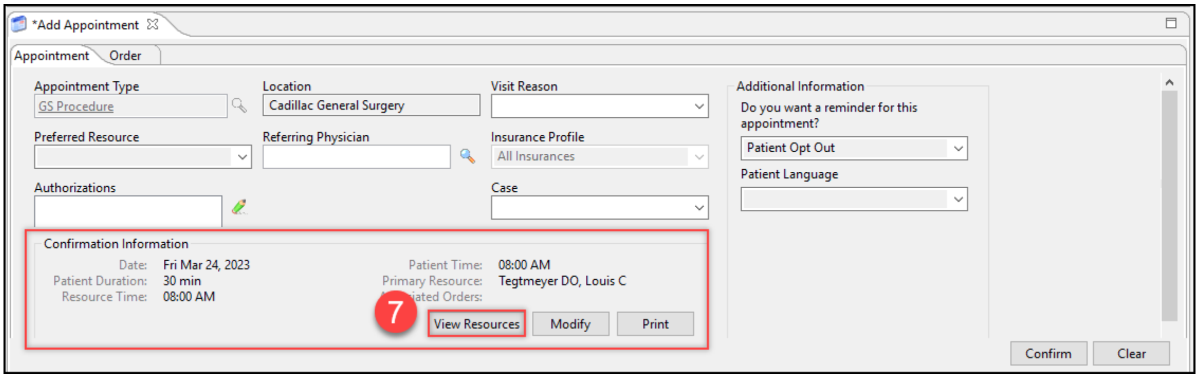
5. Resource Schedule: Provider(s) Radio Button Selected
    a. If needed, change the Resource by using the drop-down menu.
    b. Navigate to the desired date by using the calendar.
    c. Click on the desired timeslot within the schedule to highlight.
    d. Clicking **Select** will open the Procedure Room Schedule.



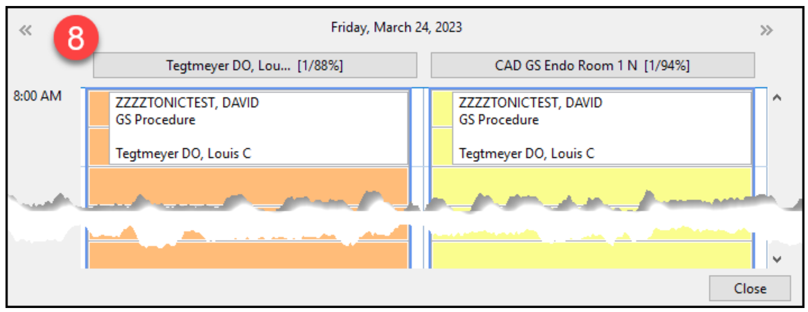
6. Resource Schedule: Procedure Room Radio Button Selected
    a. If needed, change the Resource by using the drop-down menu.
    b. Click on the same timeslot that was chosen on the provider's schedule.
        i. **Note**: Use the **Resource Roles To Schedule** radio buttons to toggle between the provider and procedure room schedules.
    c. Click **Select**.



7. On the Add Appointment screen, click **View Resources**.



8. Verify the correct date, time, resource, and procedure room of the appointment, click **Close**.



9. Click **Confirm** to schedule.