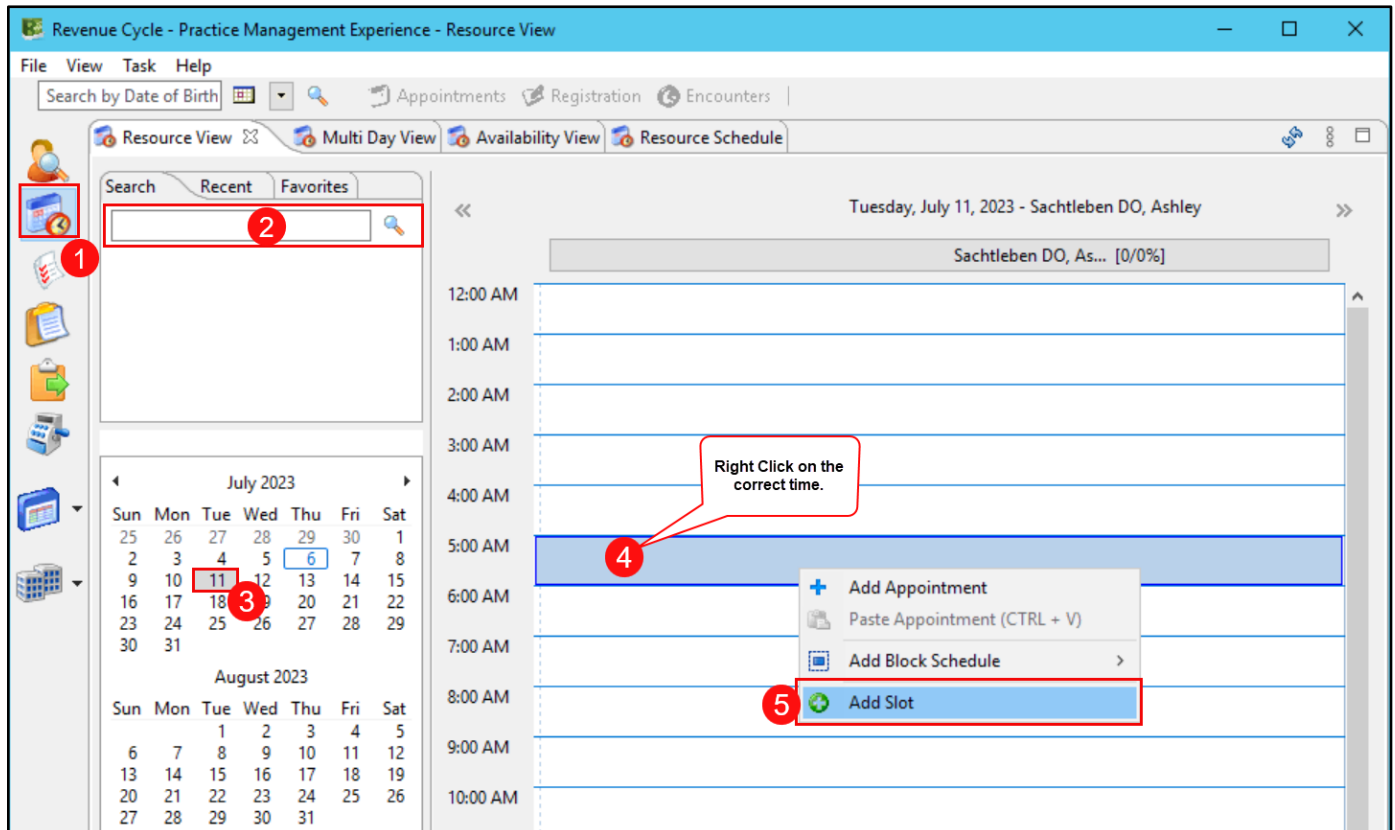
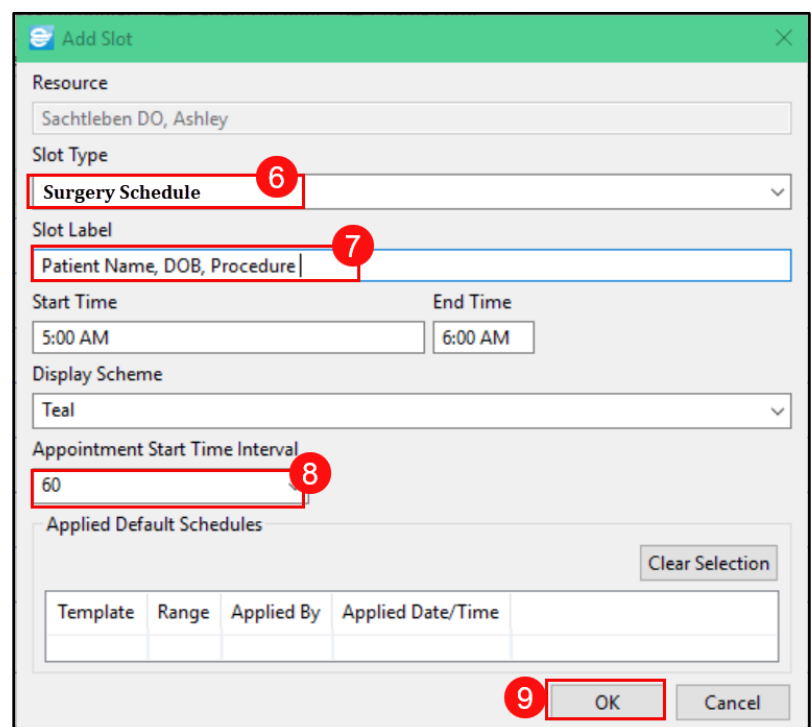
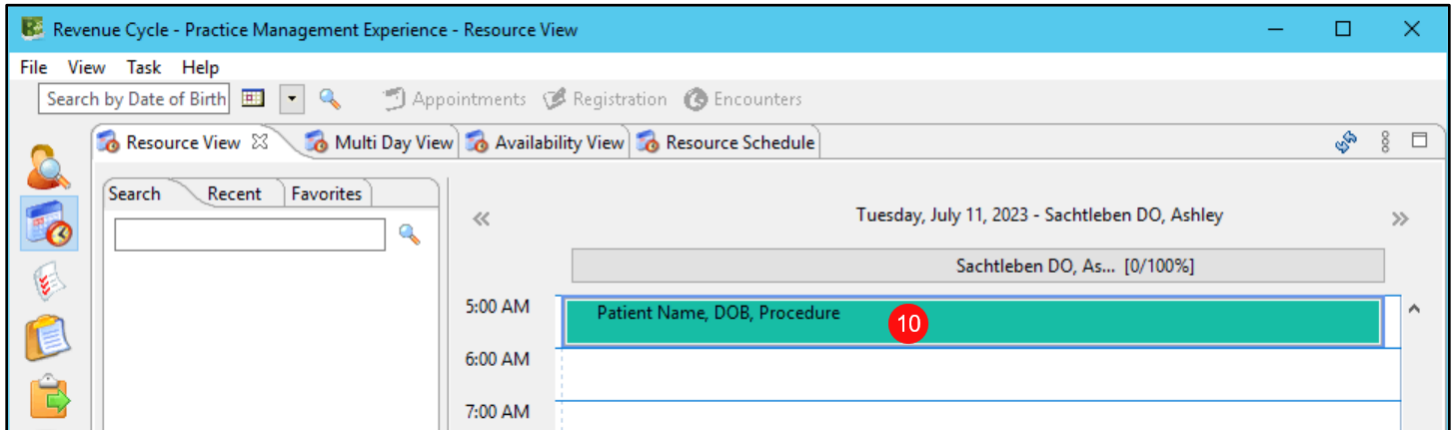


Adding a Single Slot to a Provider Schedule in RevCycle



1. Click on the Resource View icon.
2. Search for the desired provider.
3. Select the needed date.
4. Right click on the desired time.
5. Select Add Slot.
6. Select the correct Slot Type from the drop-down list.
7. Enter the following information in the Slot Label field.
 - Patient Name
 - Date of Birth
 - Procedure
8. Enter the correct time needed for the procedure in the Appointment Start Time Interval field.
9. Click OK.





10. The slot will now appear in the Resource View calendar.

Viewing Surgical Slots in PowerChart

11. The slot will also appear in the Ambulatory Organizer calendar view. This can be seen by nursing staff and providers.

