

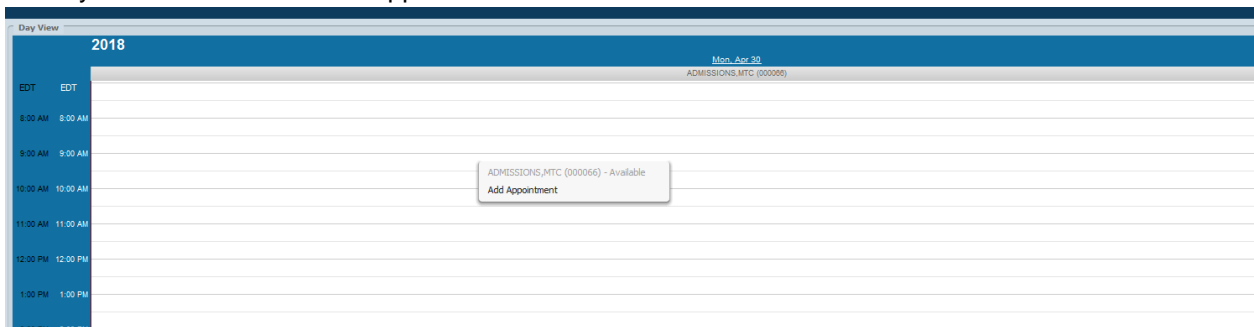


Scheduling

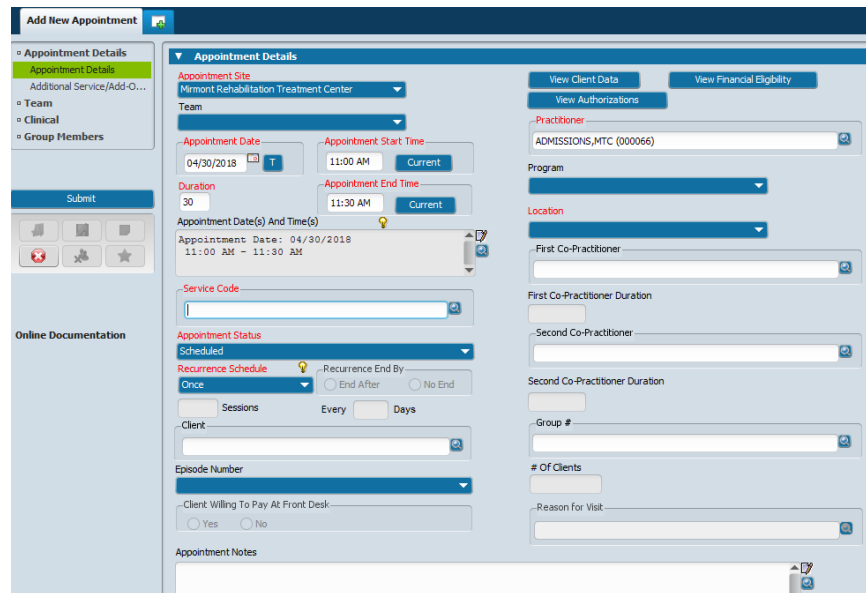
To schedule an appointment

Process

1. Open up Scheduling Calendar
2. Identify staff member and date appointment is needed



3. Verify date and time is correct. Enter in appropriate Service Code. Note – If an appointment does not have a charge, a non-billable service code should be entered.



4. Search client and document practitioner, program, and location

If you need to move your appointment and able to do so, on Scheduling Calendar left click and hold and drag appointment to appropriate time, and provider, if appropriate.

Group appointments need to be scheduled via group scheduling and need a group service code attached.

