- Login to Millennium
- Navigate to the Scheduling Appointment Book within the Grey Toolbar Menu
- Select the 'Request List Inquiry' button
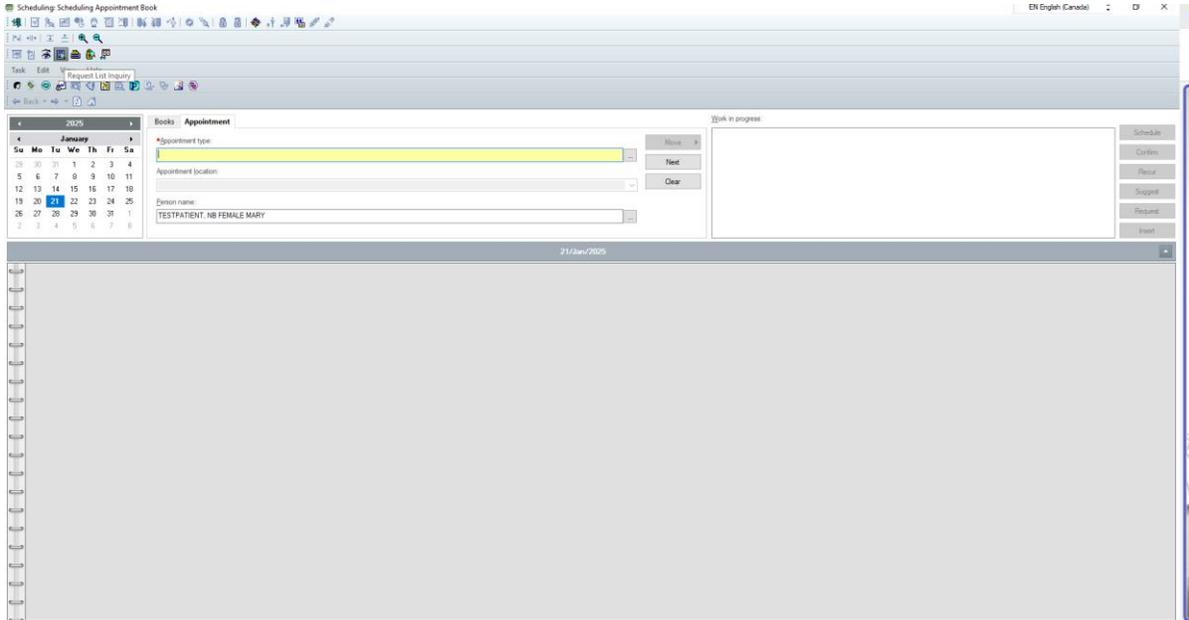
- Request by Queue opens, ensure the following are selected in the drop down options
    - ***Inquiry: Request By Queue***
    - ***Request List Queues: W&B Future Book***
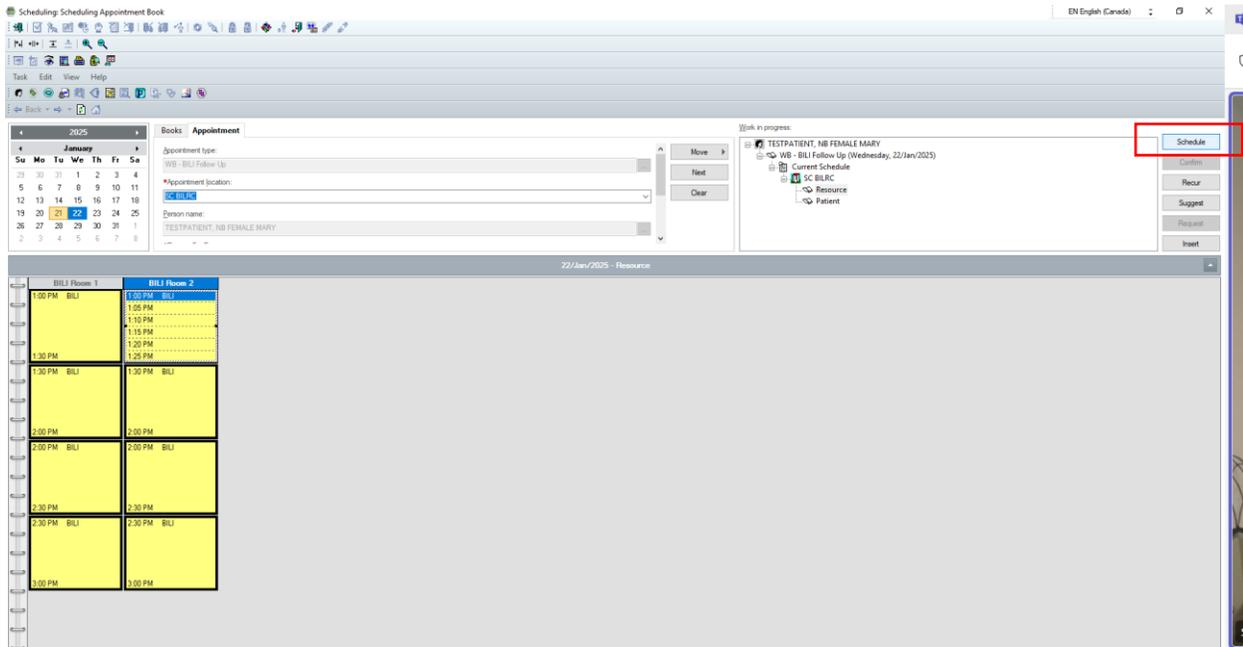   - Click the 'Find' button to load all appointments in the Request Queue
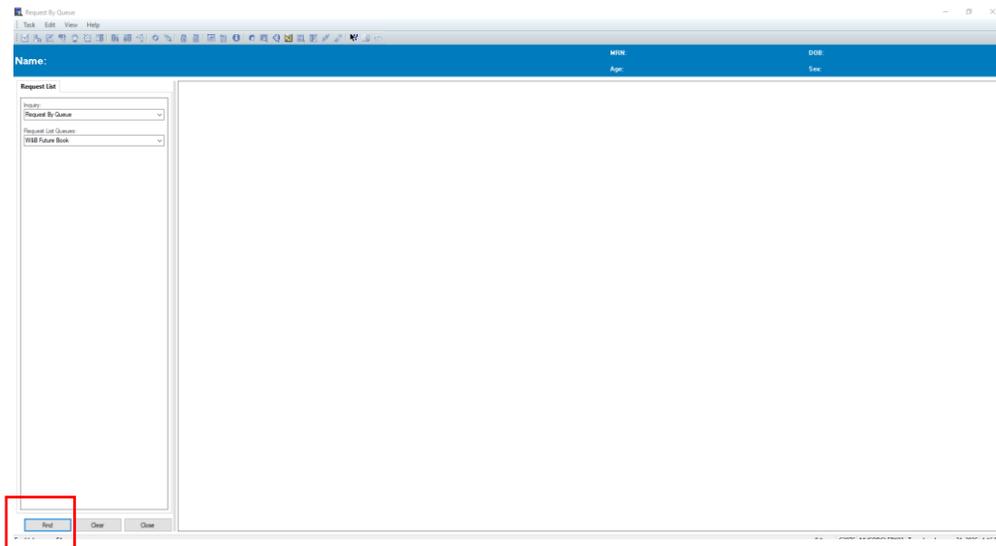
- Select the patient you are scheduling the follow up appointment for. Right click on the patient and select the 'complete request' button

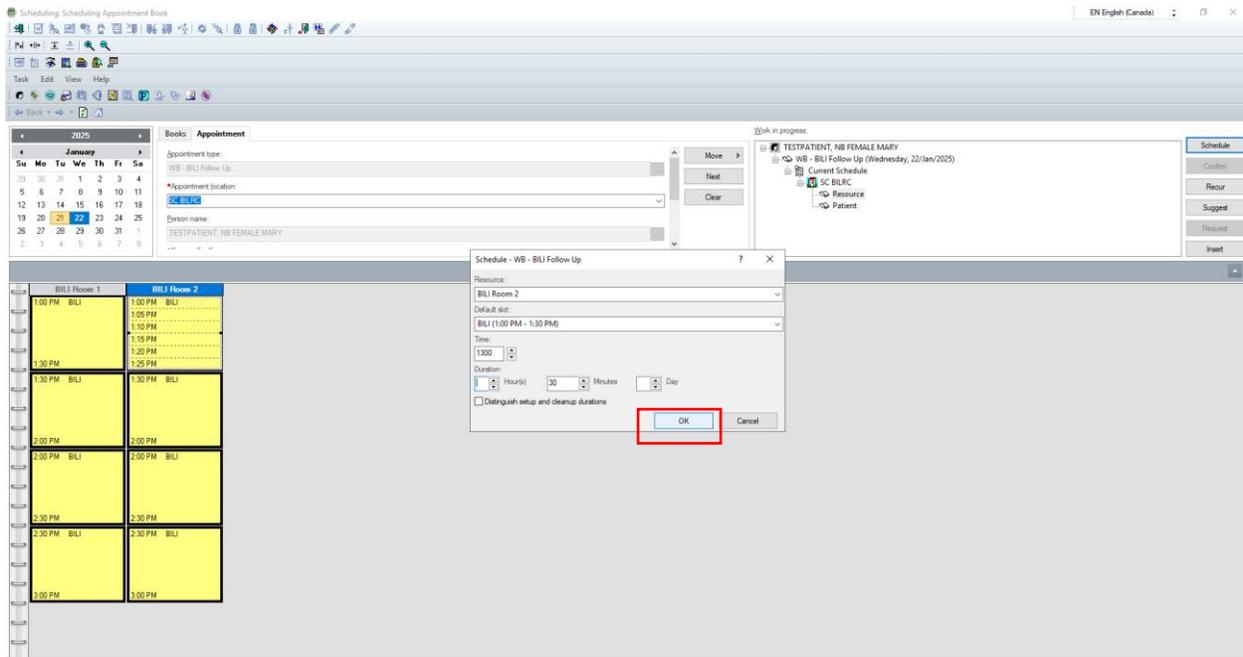- Scheduling Appointment Book opens and appointment attributes window opens with patient's information. Fill out the required field 'reason for exam' with applicable information, example: Bilirubin Follow Up, then select OK.
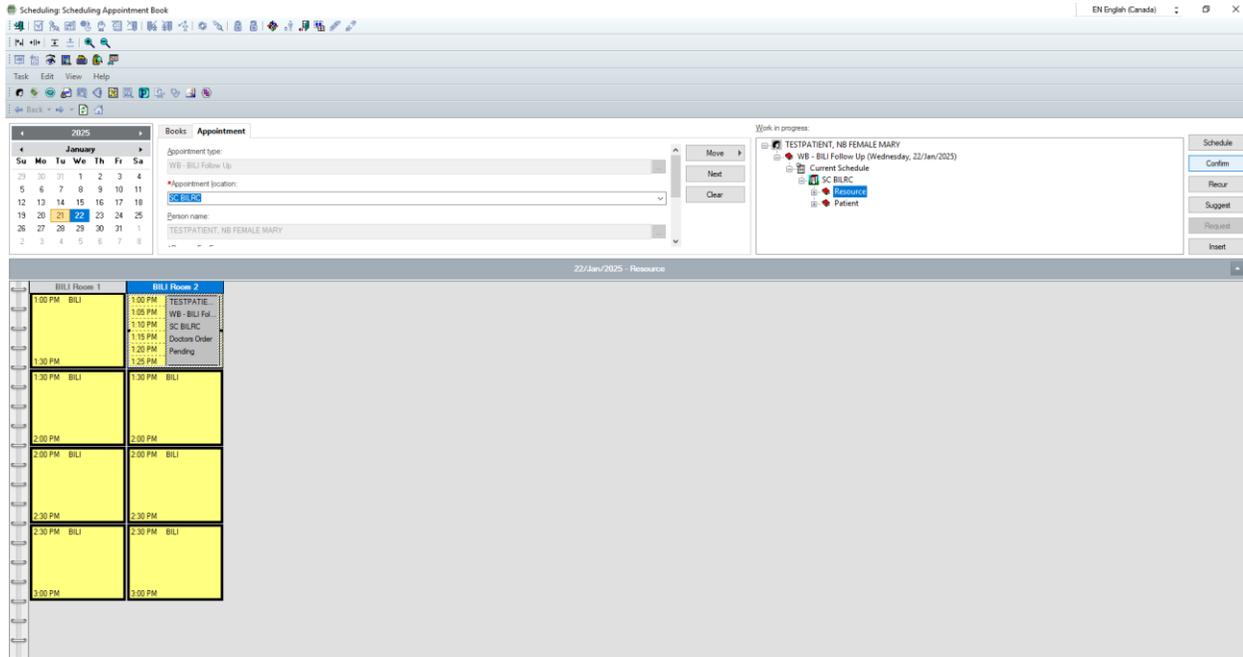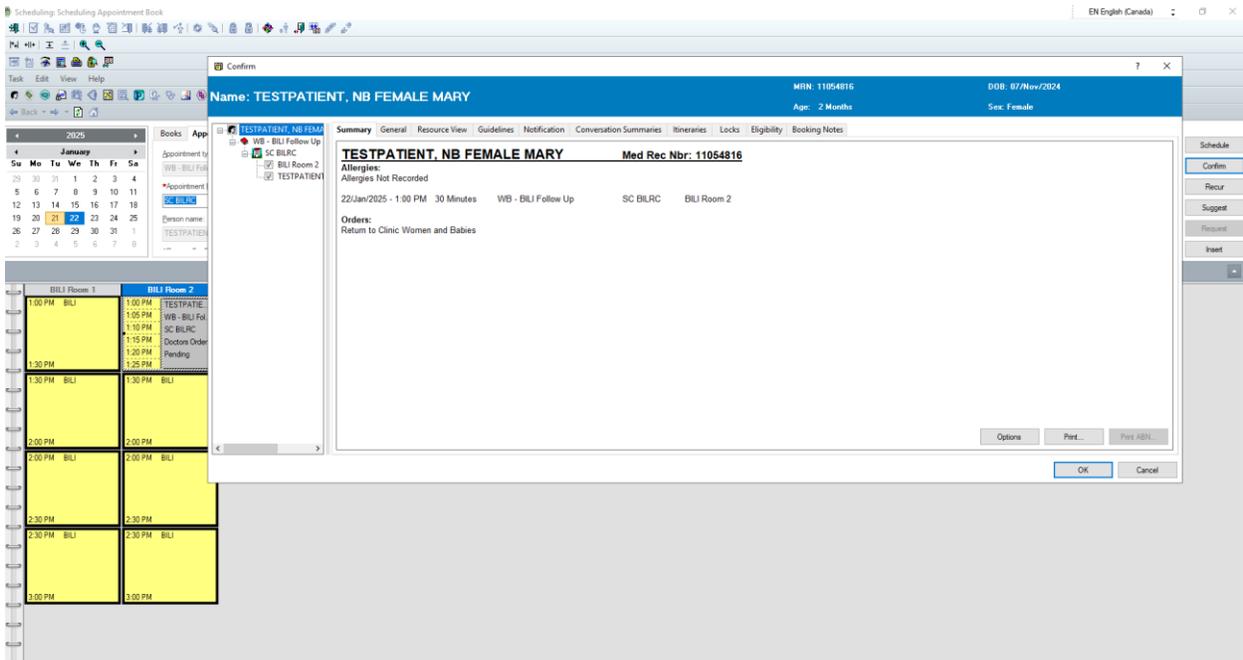
- Select the 'Schedule' button

- Select OK

- Select 'Confirm' to finalize scheduling the appointment

- Window opens with details of appointment scheduled, select OK

- Select the 'Add Enc' button

- PreReg Conversation opens, all patient information will populate. Fill out any additional required fields and then select OK

- PreReg window opens with the information created for the patients upcoming appointment, select OK

- To check that appointment has been scheduled, navigate to 'Patient Information' within the Table of Contents (blue menu)
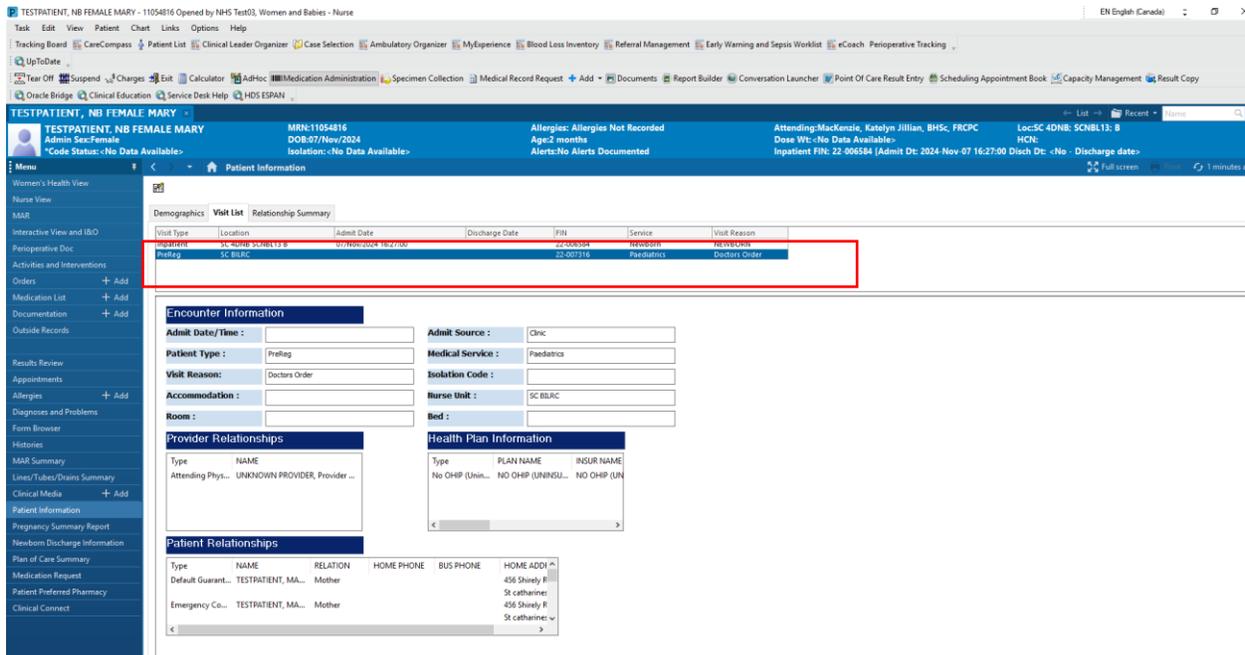
- Can now see the patient has a PreReg encounter and the FIN associated to it.