How to Add a Patient to a Request List (without Scheduling the Patient)

1. On the Appointment Tab, fill in the required fields as if you were going to be scheduling the patient. Once the details are populated, select **MOVE**.

2. The patient will be in the **Work in Progress** window.
   Select the **Request** button to the right of the WIP window.
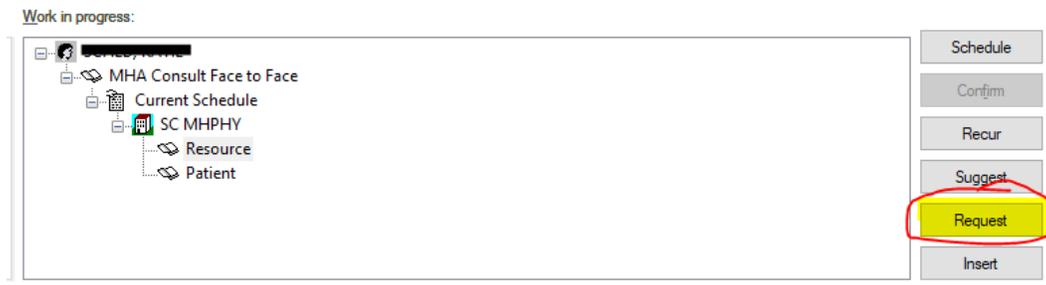
3. The **Request for Book** window will appear.
   Adjust the requested **Appointment Date** as needed.
   The Requested Date Range can be modified to an appropriate range for the clinic (end date should be the furthest away you are allowed to schedule the patient). OR you can select the Request In fields.
   Select the **Request list** and use the arrows to move it into the **Select Request Lists** box (you can select multiple request lists if you wish). There will be an appropriate one in the list already. You can select the **Show All** button if you wish to see all available Request Lists.
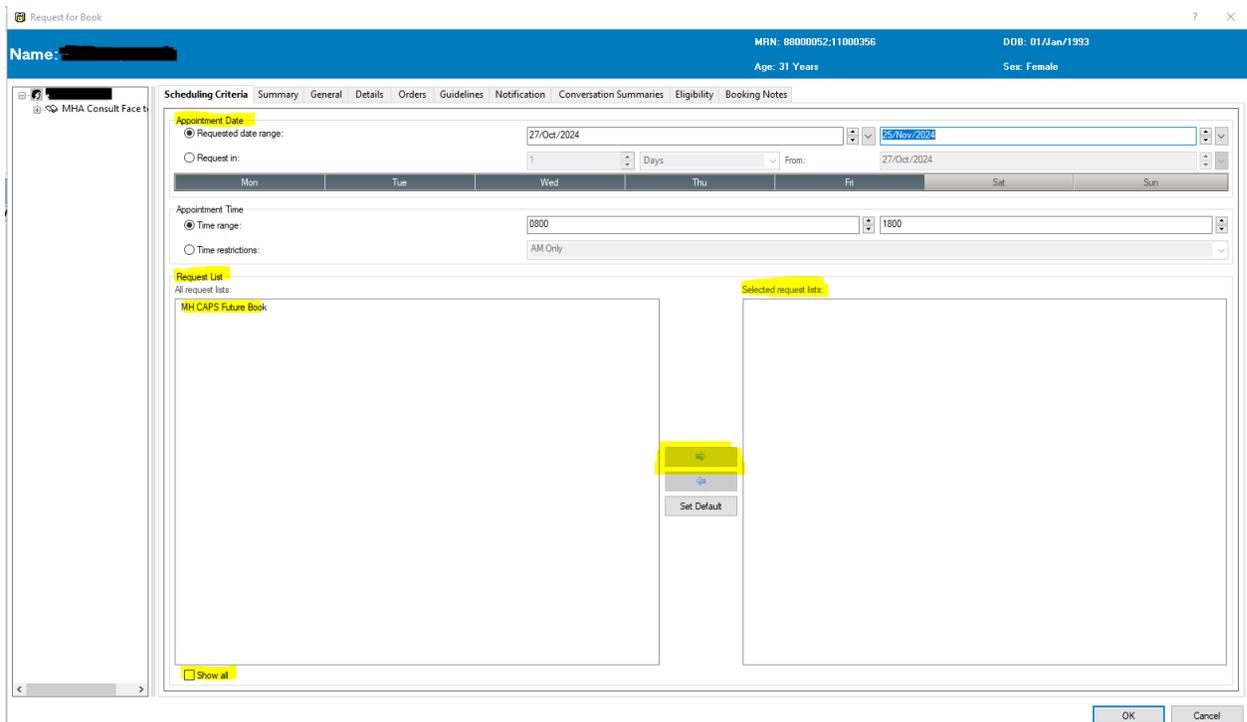
4. Once you have selected your Request List, click **OK**.
   The patient details have disappeared and your patient is now in the Request List to be scheduled.
5. To check your Request List, select the **Request List Inquiry** button from the top bar of the Scheduling Appointment Book.
   The Schedule Inquiry box will appear. You can select the inquiry **Request by Queue**.
   And select your **Request List Queue** from the drop down. Click Find.
   The appointments to be scheduled will appear on the right hand side.
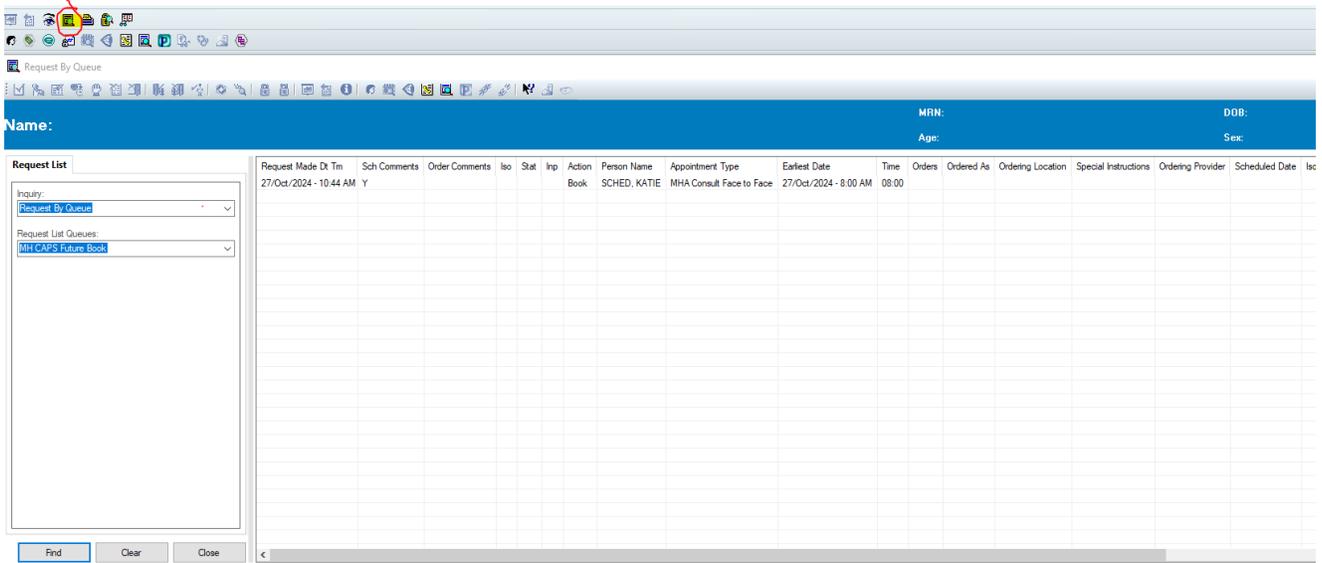
6. To schedule the patient from here, right click on the patient and select **Complete Request**.
   This will bring your patient into the Work in Progress box to be scheduled.