SCHEDULING A PACEMAKER FOLLOW-UP PATIENT
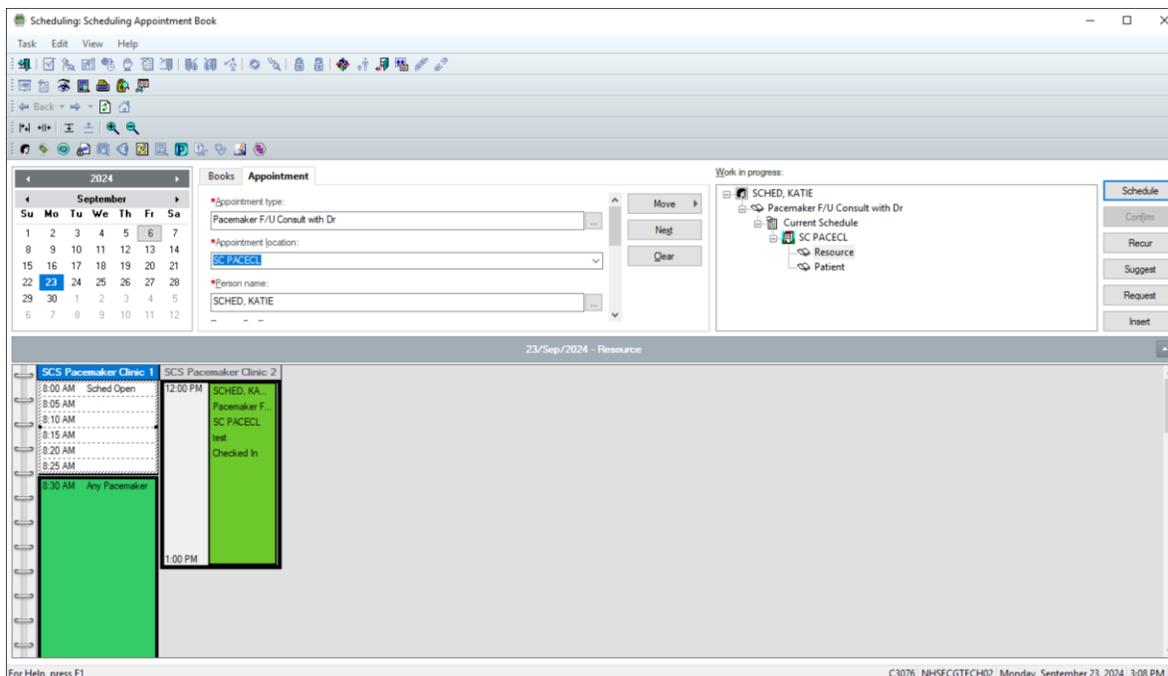
1. Click **Scheduling Appointment Book** by clicking [icon] in the AppBar.
2. Click the **Appointment** tab (can be found to the right of the calendar next to the Books tab).
   a. In the Appointment type field, type in "pacemaker f/u" and press tab. The field will autocomplete to **Pacemaker F/U Consult with Dr**.
   b. In the Appointment location field, type in "**SC PACECL**" if it is not already filled out.
   c. In the Person name field, type in the patient's last name, first name and press **Enter**.
      i. The Person Search window will open with the patient's demographics listed at the top of the window and a list of encounters at the bottom.
      ii. Select the patient's correct encounter that lists Cardiology under the Medical Service column (click on the Reg Date (DD-MMM-YYYY) column header twice and scroll up if needed to list the most recent encounter at the top of the list).
      iii. Click **OK**.
   d. Back in the Scheduling Appointment Book window, fill out the Reason For Exam field.
   e. In the Attending Physician field, type in the last name, first name of the desired physician (**Mackett, Robert** or **Tan, Nigel**). Press tab or enter; the physician's name should autocomplete.

3. Click the **Move** button to the right of the Appointment tab.
4. Click **Schedule** to the right of the Work in progress pane.
5. A window titled Schedule - Pacemaker F/U Consult with Dr will appear.
    a. Select the desired clinic room under Resource.
    b. Select the desired scheduling slot under Default slot.
    c. Click OK.
6. In Scheduling Appointment Book, click **Confirm**.
7.