

Tip Sheet

How to Book a Recurring Appointment

Once an appointment is in the Work in Progress window, select the **RECUR** button to the right.

Work in progress:

The screenshot shows a 'Work in progress' window with a tree view on the left and a button panel on the right. The tree view includes: SCHED, KATIE; Chronic Hemodialysis 3.0 hours; Current Schedule; SC NHEMO; SC NHEMO (Hemo P1, Hemo P2, Seg, Hemo P3, Hemo P4, Iso, PD rms, Off bd, Inp); and Patient. The button panel on the right contains: Schedule, Confirm, Recur (highlighted in yellow), and Suggest.

The following window will appear:

The recurrence frequencies can be filled out to indicate the pattern and the range.

*appointments can recur daily, weekly monthly or yearly.

The range also needs to be selected.

If you want it to end after a specific number of appointments, or end on a specific date

The dialog box is titled 'Chronic Hemodialysis 3.0 hours - Recurring Frequencies'. It has three main sections: 'Time Pattern', 'Recurrence Pattern', and 'Range Of Recurrence'.
- 'Time Pattern': Includes 'Every' (checked), '1' hour(s), 'Begin time: 0000', 'Instances:' (dropdown), and 'End time: 2355'.
- 'Recurrence Pattern': Includes radio buttons for 'Daily', 'Weekly' (selected), 'Monthly', and 'Yearly'. Under 'Weekly', there are checkboxes for 'Sunday' (unchecked), 'Monday' (checked), 'Tuesday' (checked), 'Wednesday' (checked), 'Thursday' (checked), 'Friday' (checked), and 'Saturday' (unchecked). There are also 'All days' and 'Weekdays' buttons.
- 'Range Of Recurrence': Includes 'Start date: 20/Sep/2024', 'End after: 2 instances' (selected), and 'End date: 22/Sep/2024'.
At the bottom, there is a checkbox 'Allow multiple recurring frequencies' which is unchecked.

Once you have selected the recurring information and select ok, the

appointment dates indicated in the recurring pattern will show in the work in progress window. The appointments can be scheduled using any scheduling method (Suggest, Drag&Drop, Manual).

*The encounter selection will appear for each appointment.

Work in progress:

The screenshot shows the 'Work in progress' window after the recurring appointment has been set up. The tree view now includes a 'Recurring sequence' folder containing: Chronic Hemodialysis 3.0 hours (Friday, 20/Sep/2024); Current Schedule; SC NHEMO; SC NHEMO (Hemo P1, Hemo P2, Seg, Hemo P3, Hemo P4, Iso, PD rms, Off bd, Inp); and Patient. Below this, there are four individual appointment entries, each with a plus sign icon: Chronic Hemodialysis 3.0 hours (Monday, 23/Sep/2024); Chronic Hemodialysis 3.0 hours (Wednesday, 25/Sep/2024); and Chronic Hemodialysis 3.0 hours (Friday, 27/Sep/2024). At the bottom right, there are 'OK' and 'Cancel' buttons.