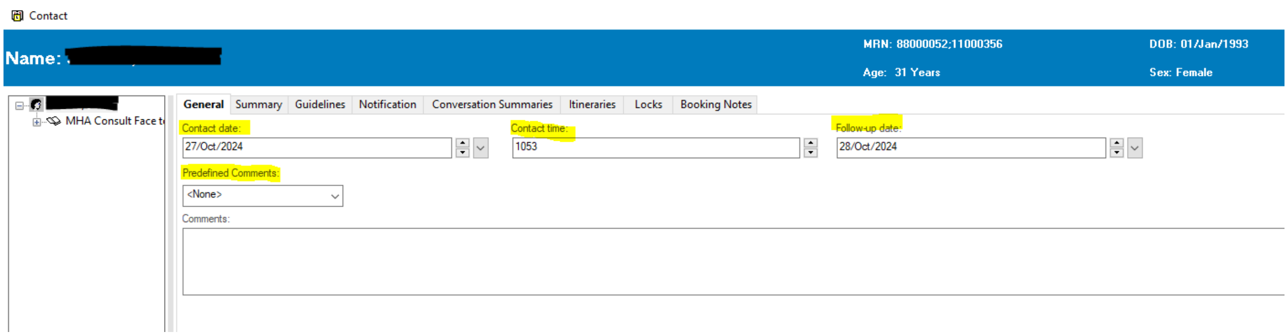
Recording Contact Attempts for Scheduling a Patient

1. When a patient is in a Request List and there is an attempt to contact the patient for an appointment, right click on the patient in the queue. Select **Contact**.
2. The **Contact** window will appear.
   It will populate the **Contact Date/Time** to now. Adjust as needed.
   It will suggest a **Follow-up date** for contact, adjust as needed.
   Utilize the **Predefined Comments** drop down to record contact, and/or the Comments section for additional information regarding the contact of the patient.
   When all fields are populated, select **OK**.



3. To view contacts made to the patient, double click on your patient to bring up the **Appointment View** box.
   Go to the **Action History** tab. This will display the dates and times of contact as well as who performed these actions.
   The **Action Details** tab will display the comments.