# CHANGING APPOINTMENT LOCATION (RESCHEDULE TO ANOTHER SITE)

1. Locate the appointment you are trying to change appointment locations for by locating it on the GRID or find it through the appointment inquiry icon.
2. Once appointment is located, single click to highlight. Right click and choose Reschedule.

3. Existing Encounter Window will appear. Since the appointment location is changing, click **NO** to retain the assocation for the active encounter. Normally within Rescheduling Workflow, we would choose YES but since this appointment is changing locations it requires a new encounter.
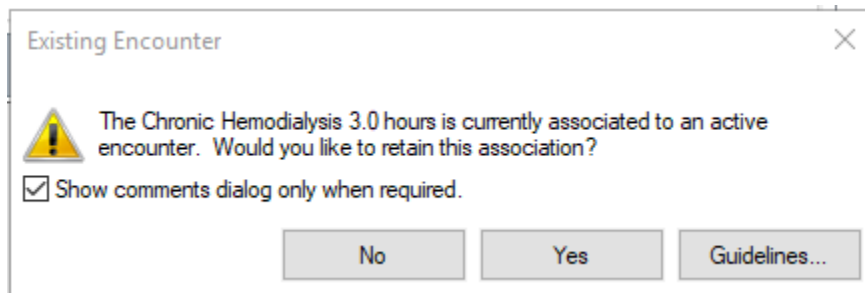
4. Appointment Attribute window will appear. Note the order is still associated to the appointment. Accept formats will already be filled out from the original appointment. Change the Performing Location to the new location if this accept format appears. Press OK to continue to the Scheduling Appointment Book.

5. Scheduling Appointment Book will launch. Change the Appointment Location in the Accept formats to the new Scheduling Location.

6. Click Move to move appointment in the Work in Progress Window.

7. Schedule appointment for the same date and time as original appointment at new scheduling location. (In this example, appointment was dragged and dropped into the Hemodialysis slot at 8am on Dec 18th)

8. Press the Confirm button to confirm appointment. Confirm window will appear. Ensure all appointment details are correct. Press OK.

9. Encounter window will appear. **Click Add Enc to add a new Encounter.**

Pre-Reg window will appear. Fill out any missing pre-registration information. When finished click OK.

Pre reg box will appear. Press OK.

The following Niagara Falls Site aliases have been assigned for SCHED, KATIE:

FIN: 22-007024
Visit Id: 22-008283

OK

10. Reschedule window will appear. Please select the most appropriate reschedule reason.