# SCHEDULING MULTIPLE APPOINTMENTS

## HOSPITAL INFORMATION SYSTEM (HIS)
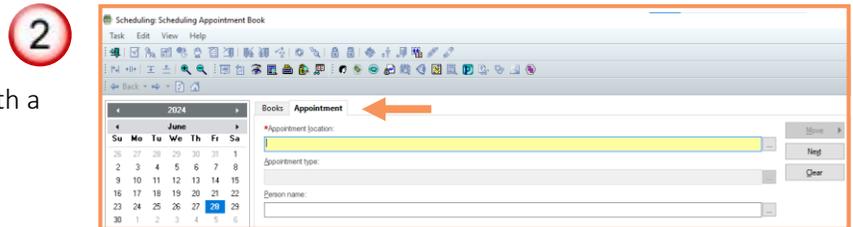
### ALL SCHEDULING ROLES

A quick guide on scheduling multiple appointments for the same area on *different days*.
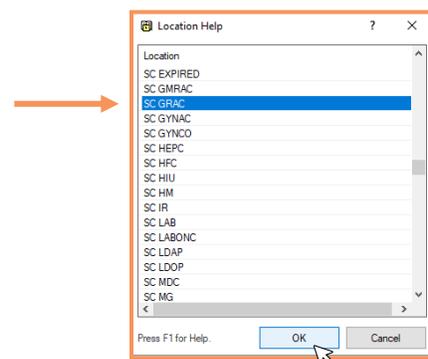
AppBar

1. Open the **Scheduling Appointment Book** from the AppBar.

2. Click the "**Appointment**" tab.
   **Note:** Mandatory fields are marked with a red asterisk and highlighted in yellow.

3. Click the **ellipses (…)** to open the drop-down list of available Appointment Locations.
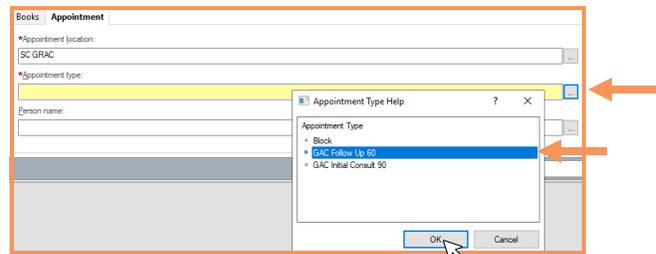   Select your choice and click "**OK**."

4. Next click on the **ellipses** at the end of the Appointment Types field to make your selection. Click "**OK**."
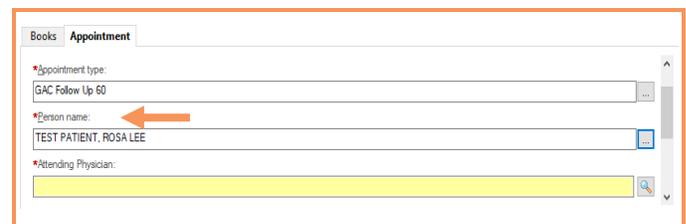


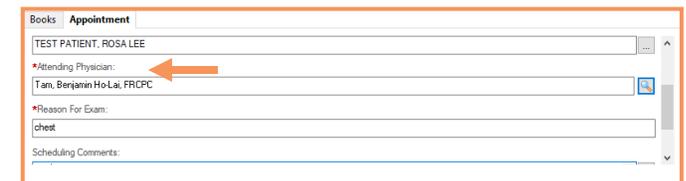5. Enter the **Patient Name** selected in the top pane, Click "**Person name**" field.
   **Note**: You can also search the patient by clicking the ellipse beside the Person name box.
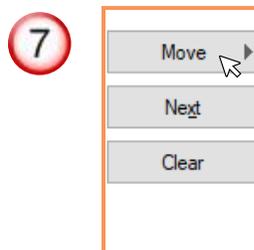


6. Enter in the "**Attending Physician**", "**Reason for Exam**" and any "**Scheduling comments**."
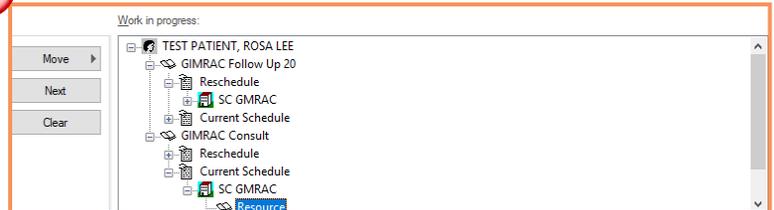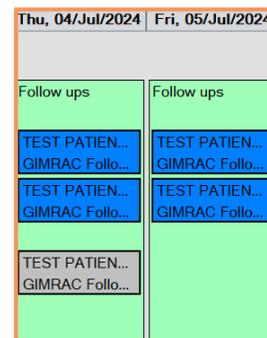


7. Click "**Move.**"

8. Repeat steps 3-7 and Click "**Next**" for each additional appointment.
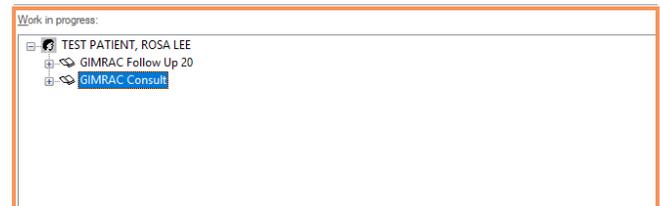


9. Drag and drop each appointment from the Work in Progress window to the desired dates and times in the resource books. **Note:** Grey appointment blocks are not complete.
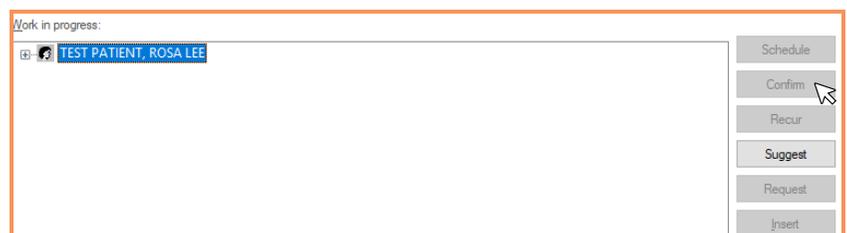


10. Close the multiple appointment books, leaving only the patient's name.
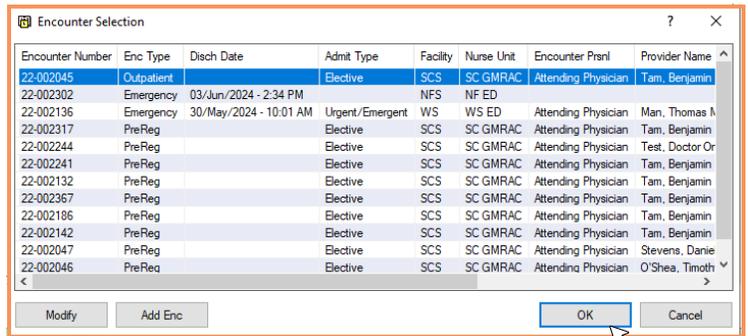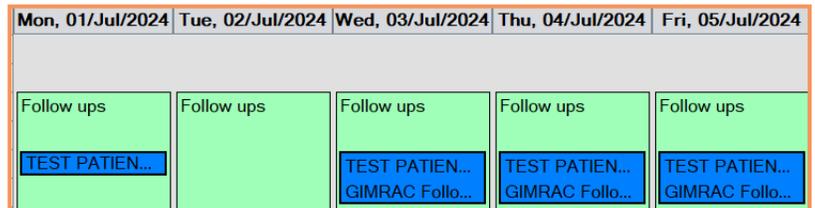


11. Click "**Confirm.**"

12. The confirmation window opens with all scheduled appointments for the patient. Click "**OK**."



13. The encounter selection window will open for each appointment. Click on the appropriate encounter or add as needed and click "**OK**."



14. The patient is booked for all appointments on different days, and all appointments are confirmed.
**Note:** Blue appointments blocks are complete.
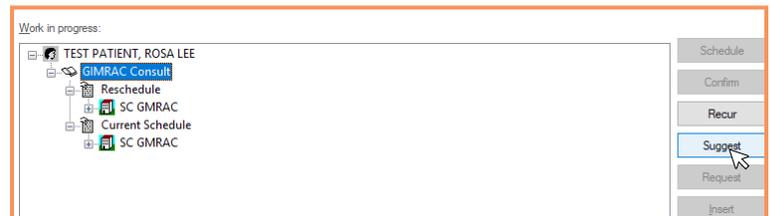
## STEPS FOR CREATING MULTIPLE APPOINTMENT BOOKINGS ON THE SAME DAY:

1. Follow steps 2-11 as above, then click "**Next**" and repeat steps 9-11 for each additional appointment.

2. "**Drag and drop**" each appointment or use the "**Suggest**" feature.

3. Once all Appointments have been created, click on the patient's main book and click "**Confirm**."

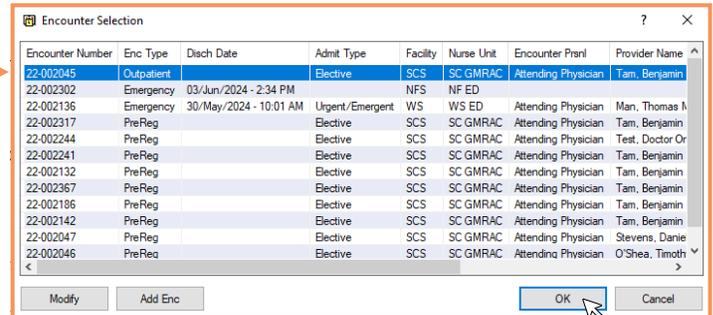4. The confirmation window will display all appointments. Verify and Click "**OK.**"

5. For each appointment, an encounter selection window will open. Ensure the correct encounter is selected and click "**OK.**"



6. All appointments are now scheduled.