



SCHEDULING APPOINTMENT BOOK: COLOUR GUIDE FOR APPOINTMENTS HOSPITAL INFORMATION SYSTEM (HIS)

ALL SCHEDULING ROLES



Patient appointments follow a colour scheme in the scheduling appointment book to indicate the status in your workflow.

1. **Grey:** The appointment has not been confirmed.
2. **Blue:** The booking is confirmed.
3. **Green:** The patient has been checked in.
4. **Purple:** The appointment has been checked out.
5. **Black:** The appointment was a no-show.
6. **Canceled appointments:** These **disappear** from the appointment book.

The screenshot shows the 'Scheduling: Scheduling Appointment Book' window. At the top left is a calendar for June 2024. The main area is a grid for the dates Tue, 25/Jun/2024, Wed, 26/Jun/2024, Thu, 27/Jun/2024, and Fri, 28/Jun/2024. The time slots range from 8:15 AM to 2:00 PM. Appointments are color-coded: grey (not confirmed), blue (confirmed), green (checked in), purple (checked out), and black (no-show). A legend on the right side of the grid explains these colors. A 'Work in progress' panel on the right shows details for a patient appointment: TEST PATIENT, SCAR M, GIMRAC Follow Up 20, SC GMRAC, Resource, Patient. The status is 'Patient'.

Time	Tue, 25/Jun/2024	Wed, 26/Jun/2024	Thu, 27/Jun/2024	Fri, 28/Jun/2024
8:15 AM	Follow ups	Follow ups	Follow ups	Follow ups
8:30 AM	Follow ups	Follow ups	Follow ups	Follow ups
8:45 AM	Follow ups	Follow ups	Follow ups	Follow ups
9:00 AM	TEST PATIENT, ROSA LEE (Purple)	Follow ups	Follow ups	Follow ups
9:15 AM	GIMRAC Follow Up 20 (Purple)	Follow ups	Follow ups	Follow ups
9:30 AM	Follow ups	Follow ups	Follow ups	Follow ups
9:45 AM	Follow ups	Follow ups	Follow ups	Follow ups
10:00 AM	TEST PATIENT, CUPCAKE PINK (Blue)	Follow ups	Follow ups	Follow ups
10:15 AM	Follow ups	Follow ups	Follow ups	Follow ups
10:30 AM	TEST PATIENT, SCAR M (Grey)	Follow ups	Follow ups	Follow ups
10:45 AM	GIMRAC Follow Up 20 (Grey)	Follow ups	Follow ups	Follow ups
11:00 AM	Follow ups	Follow ups	Follow ups	Follow ups
11:15 AM	SCHED, TANIA (Green)	Consults	Consults	Consults
11:30 AM	GIMRAC Consult (Green)	Consults	Consults	Consults
11:45 AM	Lunch	Lunch	Lunch	Lunch
12:00 PM	Lunch	Lunch	Lunch	Lunch
12:15 PM	Lunch	Lunch	Lunch	Lunch
12:30 PM	Lunch	Lunch	Lunch	Lunch
12:45 PM	Consults	Consults	Consults	Consults
1:00 PM	Consults	Consults	Consults	Consults
1:15 PM	SCHED, TANIA (Black)	Consults	Consults	Consults
1:30 PM	GIMRAC Consult (Black)	Consults	Consults	Consults
1:45 PM	Consults	Consults	Consults	Consults
2:00 PM	Consults	Consults	Consults	Consults