VIEWING AN APPOINMENT BOOK
HOSPITAL INFORMATION SYSTEM (HIS)
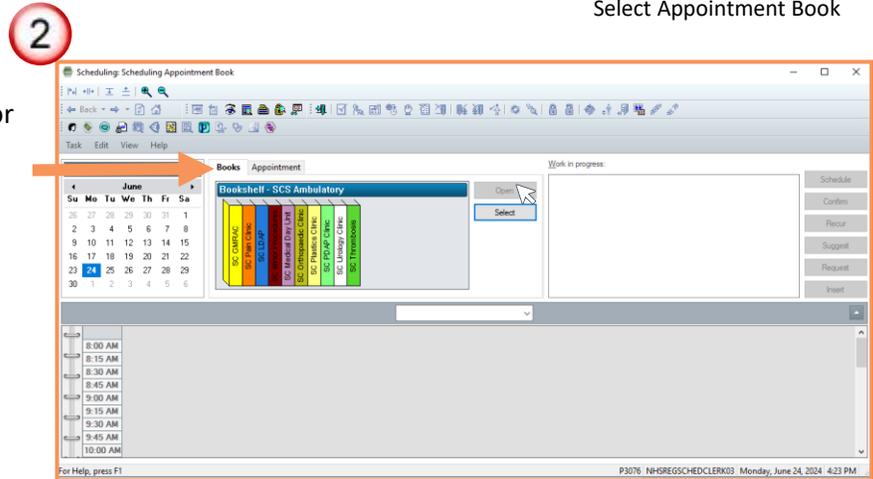
ALL SCHEDULING ROLES

AppBar

Select Appointment Book

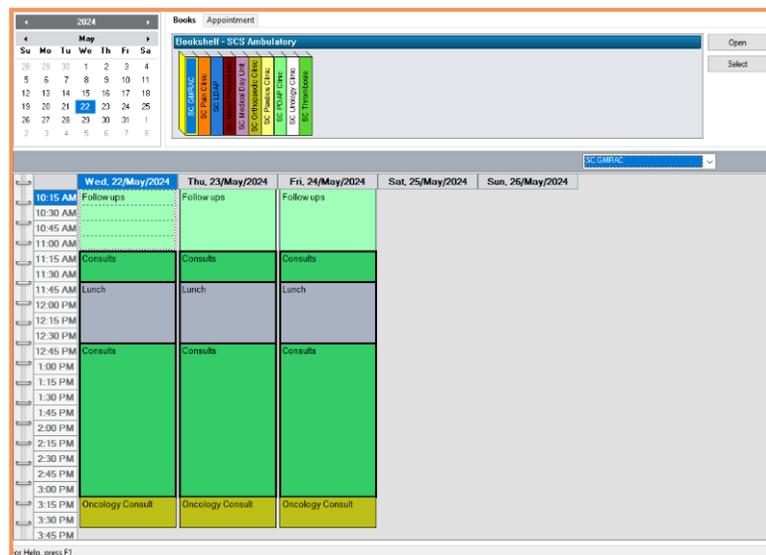Viewing appointments in the Scheduling Appointment Book Steps:

1. Open the **Scheduling Appointment Book** 📋 Icon from the AppBar.
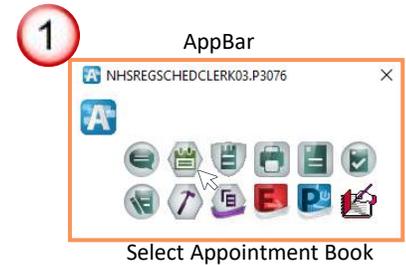
2. Click the **"Books"** tab. Double-click on the appointment book to open, or highlight the book and click **"Open."**

The appointment book will open.

Note: If the appointment book you are looking for is not on the shelf, click the **"Select"** button. This will open the full book list available to you. Click **"OK."**

Viewing Patient Appointments through the Appointment Inquiry (EyeInTheSky) Icon
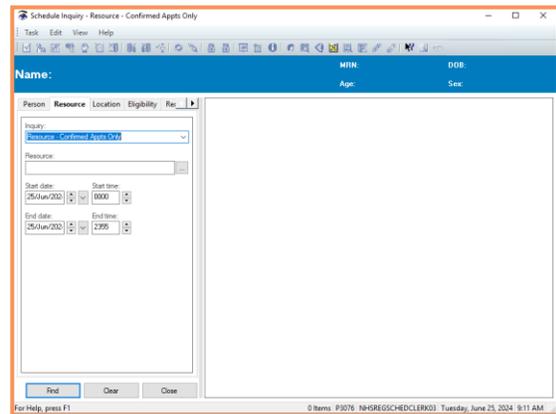
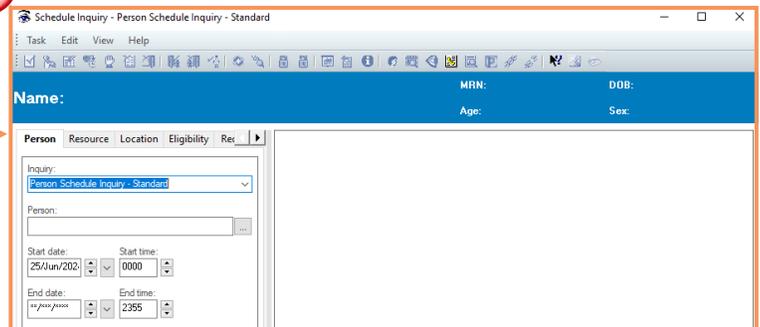1. On the Scheduling appointment toolbar, select the **"Appointment Inquiry"** Icon.
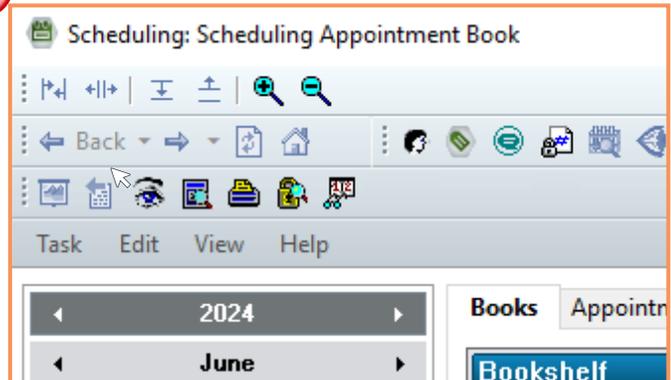
The Appointment Inquiry window opens.

Note: Appointments can be inquired by **person, Resource, Location or Request List.**

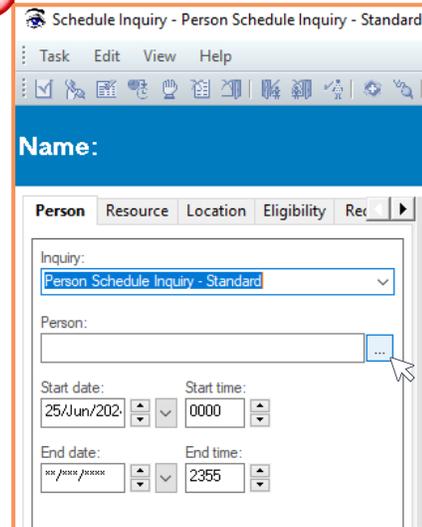2. Select the **"Person"** tab in the window and choose the inquiry type from the drop-down.

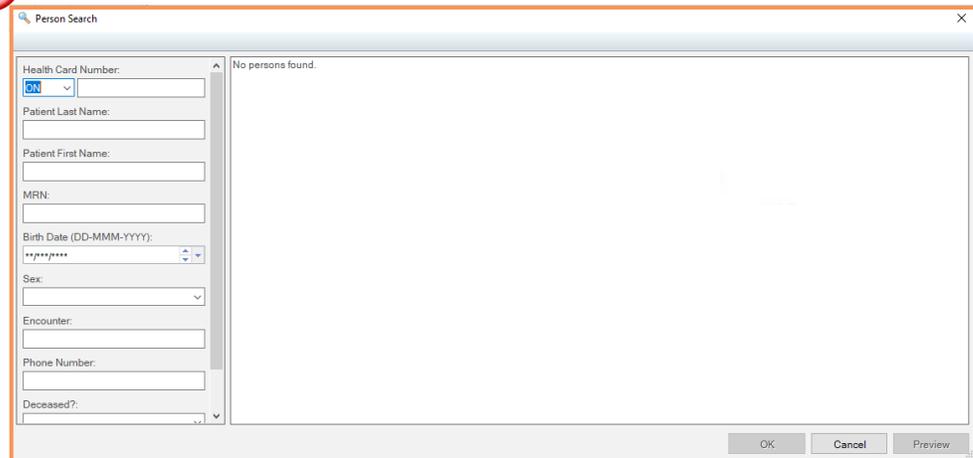3. Click the **ellipsis (…)** next to the **"Person"** field to search for the patient by name.

Click Ellipse

4. The Person Search window opens. You can search the patient by **name, Health card number, or MRN.**

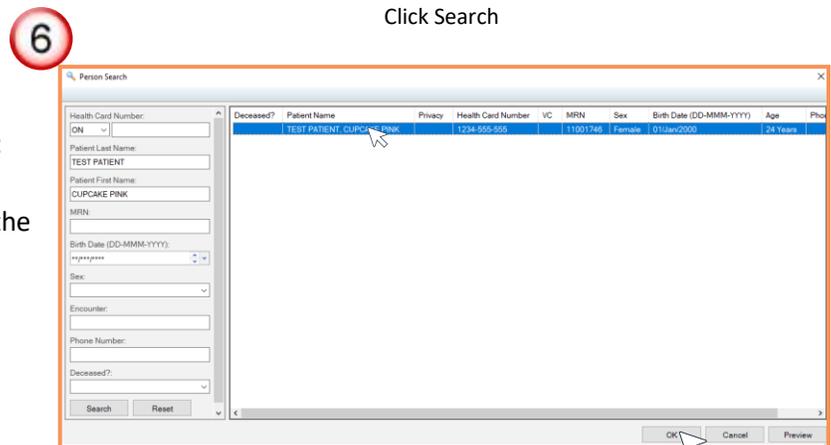5. Type in the patient's last name or first name in the respective field and click **"Search."**

Click Search

6. Note: Type the full **"last name"** or **"first name"** as the system will not recognize partial names in the field. Double-click the correct patient or click **"OK."**
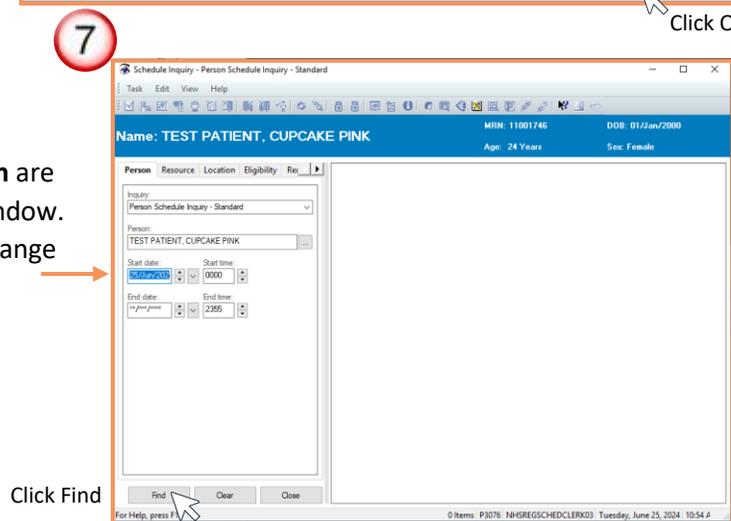

Click OK

7. The **demographics** and **patient information** are now shown in the Appointment Inquiry window. Select the desired **"start"** and **"end date"** range and click **"Find."**

Click Find

8. All appointments within the specified date range are displayed in the inquiry pane**. Select the appropriate appointment for inquiry and double-click on it.**

Double-click June 25th at 9:50 am

9. The appointment view window will open. Select each tab to view additional details needed. When finished, click **"Close."**

Click Close