

ALL SCHEDULING ROLES

This is a quick guide on how to view the appointment history for a single patient.

- Open the Scheduling Appointment book
 from the AppBar.
- From the toolbar, click the "Person Schedule Inquiry" [™] (EyeInTheSky).

 AppBar

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Click Scheduling Appointment Book App

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3. In the scheduling Inquiry window, select the **"Person"** Tab.





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Find Clear Close



VIEWING APPOINTMENT HISTORY HOSPITAL INFORMATION SYSTEM (HIS)

4. Click the **ellipsis (...)** to search for the patient.



Note: in the Person Search window, enter the patient's name and click **"Search."** Once you confirm the correct patient, click **"OK."**



Person Search window opens

 Select the "Start date" and "End date" for the appointment range you would like to see in the patient's appointment History.







VIEWING APPOINTMENT HISTORY HOSPITAL INFORMATION SYSTEM (HIS)

6. Click **"Find."** The right pane will display all appointment histories for the patient. (ex. confirmed, canceled, checked in, rescheduled, Checked out etc.).

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