

AVAILABLE TIME SEARCH



GO TO

Scheduler → Available Time Search



STEPS

1. Set filters
2. Search
3. Select desired appointment time
4. Search for patient to schedule
5. Set recurrence if desired, OR remove existing recurrence
6. Enter appointment details
7. Submit

Scheduler / provider available times are set up during administration and will appear as white time blocks labeled “Any” in the Scheduler Appointment View.

Available Time Search

HELP

Search Results

APPOINTMENT TIME	RESOURCE	LOCATION	APPOINTMENT TYPE	DAILY VIEW
03/04/2020, 10:40 AM–11:00 AM, Wednesday	Lawrence Gordon	ENT SPECIALTY CARE	Any	Go
03/04/2020, 11:20 AM–11:30 AM, Wednesday	Lawrence Gordon	ENT SPECIALTY CARE	Any	Go

Make New Appointment

Search For Patient

DATE: 03/04/2020, Wednesday Recurrence

AVAILABLE TIME: 11:20 AM – 11:30 AM

RESOURCE: Lawrence Gordon

LOCATION: ENT SPECIALTY CARE

DATE: 03/04/2020, Wednesday Recurrence

AVAILABLE TIME: 10:40 AM – 11:00 AM

RESOURCE: Lawrence Gordon

LOCATION: ENT SPECIALTY CARE

PATIENT NAME: Test, Christa

STARTING TIME: 10:40 AM

APPOINTMENT TYPE: Established Patient

APPOINTMENT DURATION: 10 minutes

follow up

SEND EMAIL NOTIFICATION

Submit



NOTES

- Please note that once scheduled in bulk, appointments can only be edited or cancelled individually
- This feature is especially helpful when the same patient needs to be scheduled at the same time on multiple occasions, for a range of time
- You can view the available time slot in the Scheduler Appointment View by selecting “Go” under “Daily View” for the desired available time