

AVAILABLE TIME SEARCH



GO TO

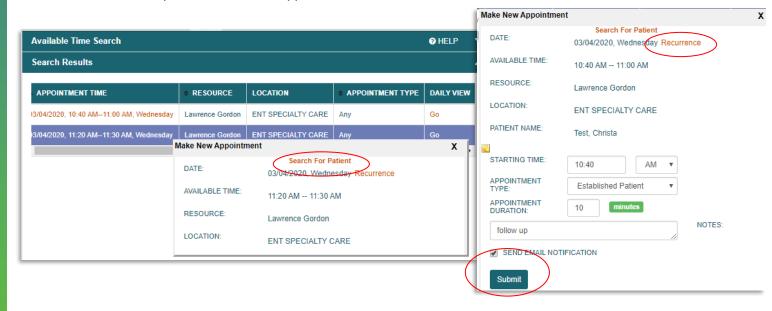
Scheduler → Available Time Search



STEPS

- 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.





- 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