



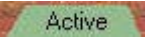

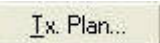

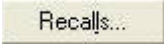

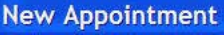




Scheduling for Students


Reserving a Chair

1. Click on the Scheduler icon .
2. Advance to the date on which you wish to make an appointment (Use green Date, Week, Month, Weekly, or Monthly tabs).
3. Click on  tab. If you need to change clinics, right-mouse click, choose "**Select Clinic**", and scroll down to the appropriate clinic. If you need a PM reservation, click on the **12:00p** (left bottom). To switch back to the AM, click on **1:00p** (left top).
4. Single click on a white box  (open chair). Box turns green on your screen .
5. If you need less than the entire clinic time for appointments, right-mouse click and choose "**Reserve Partial Session for**". Use the arrow keys to select "**From**" and "**To**" times.OK.

Scheduling a Patient in the Reserved Chair

1. Click on the  tab to schedule the appointment. Your reserved time will appear in beige (not grey).
2. Click anywhere in the tab to bring up the "**Appointment Rolodex**".
3. Double-click on patient name from "**Notepad**" or in the "**Rolodex**" (brings up a  window.
4. Click on drop-down arrow next to "**Appt Code**" and select the estimated appointment time.
5. Click on drop-down arrow next to "**Tx Discipline**" and select the treatment discipline.
6. Click on drop-down arrow next to "**Appt. Status**" and select TXPLAN. Other choices are rarely used.
7. Click on  to open .
8. Double-click on the Txs you will complete at this appointment to move to the "**Appointment Treatments**" side of the screen. Close.
9. If this appt. is for a recall, click on  and select the scheduled recall from the bottom of the window.
10. Make a brief note in the "**Reason/Note**" window so that staff can quickly see the reason for the appt. if the patient calls.
11. Click on  to close .
12. Position the yellow floating box where you want it and double-click to turn it white, seating your patient.
13. To later change this appt, double-click on the set appt. in the  tab to reopen the  window.

Rescheduling An Appointment

In the  tab, right mouse click the appointment and choose "**Reschedule**".

Move floating yellow box to desired time slot.

Double click to set schedule and turn it to white.



Test, Test25 (M49) (351825)
180m - 3 Hour Appointment
D2540-GOLD ONLAY
(901) 333-3334 (H)

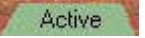



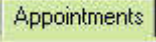

Test, Test25 (M49) (351825)
180m - 3 Hour Appointment, 07 Operative, 17, .
D2540-GOLD ONLAY
(901) 333-3334 (H)

Note: When you move an appointment from one date to another, or even from one chair to another, you must go back to the

original date and/or chair using  and remove your reservation by clicking on 

Confirming, Cancelling, Failing, Deleting an Appointment

In the  tab, right mouse click on the appointment and choose **Confirm**, **Cancel** (6 options), **Failed** (no show), or **Delete** (your error). Enter a note in the "**EHR**" or in a "**Contact Note**" on the "**Patient Card**" noting cancellations and failures.

Click on  "**Personal Planner**" tab, , set date range, and click on  to view and access appointments. Right-mouse click on patient name to go to select patient. Other tabs in the Personal Planner work similarly.