

Micro Learning Video: PDC Scheduling an Appointment

In this video, you will learn how to schedule an appointment.

You can schedule new appointments for patient services from the Appointments grid of a specimen record. To schedule a new appointment:

1. Navigate to the Appointments grid from the specimen record.
2. Click the Add New Appointment button on the grid.
3. From the New Appointment page, the appointment will automatically be placed into the Scheduled status and most fields will be auto populated.
4. Enter the appointment date by clicking the Calendar icon
5. Enter the appointment time by clicking the Clock icon.
6. Click Save & Close to return to the specimen record.

The appointment is now viewable on the specimen and case records.