



Med Software LLC
 Created: 5/17/2011
 Version: 1
 Page: 1 of 4

Appointment Search in Patient Scheduler

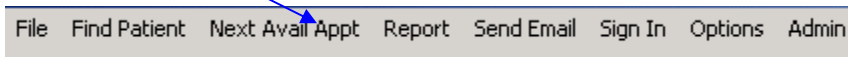
User Instruction



Once templates have been applied to a schedule you have the ability to search for available appointments within the calendar(s). You also have the ability to search for patients scheduled in these appointments.

To find the next available appointment:

- 1 – if you want to find the next available appointment for any physician, click on the Physicians folder in the folder tree – if you want to find the next available appointment for a specific physician, click on the specific physician’s calendar
- 2 – click **Next Avail Appointment** from the main menu. The Next Available Appointments window will appear.



Start	End		
Feb 11 2005 8:30AM	Feb 11 2005 9:00AM	(F/U)	(Jamie Morris, M.D.)
Feb 11 2005 9:30AM	Feb 11 2005 10:00AM	(F/U)	(Paul Bergh, M.D.)
Feb 11 2005 10:30AM	Feb 11 2005 11:00AM	(F/U)	(Michael Slowey, M.D.)
Feb 11 2005 11:00AM	Feb 11 2005 12:00PM	(N/P)	(Paul Bergh, M.D.)
Feb 11 2005 11:00AM	Feb 11 2005 11:30AM	(F/U)	(Michael Slowey, M.D.)
Feb 11 2005 1:00PM	Feb 11 2005 2:00PM	(N/P)	(Michael Slowey, M.D.)
Feb 11 2005 2:00PM	Feb 11 2005 3:00PM	(N/P)	(Mike Drews, M.D.)
Feb 11 2005 2:00PM	Feb 11 2005 3:00PM	(N/P)	(Jamie Morris, M.D.)
Feb 11 2005 2:30PM	Feb 11 2005 3:00PM	(F/U)	(Mike Drews, M.D.)
Feb 14 2005 12:00PM	Feb 14 2005 12:30PM	(F/U)	(Paul Bergh, M.D.)
Feb 14 2005 3:00PM	Feb 14 2005 4:00PM	(N/P)	(Brad Miller, M.D.)
Feb 14 2005 4:00PM	Feb 14 2005 5:00PM	(N/P)	(Brad Miller, M.D.)
Feb 15 2005 8:30AM	Feb 15 2005 9:30AM	(N/P)	(Brad Miller, M.D.)
Feb 16 2005 9:30AM	Feb 16 2005 10:30AM	(N/P)	(Brad Miller, M.D.)
Feb 16 2005 10:00AM	Feb 16 2005 11:00AM	(N/P)	(Mike Drews, M.D.)
Feb 16 2005 10:30AM	Feb 16 2005 11:30AM	(N/P)	(Brad Miller, M.D.)
Feb 16 2005 11:00AM	Feb 16 2005 12:00PM	(N/P)	(Mike Drews, M.D.)
Feb 16 2005 11:00AM	Feb 16 2005 12:00PM	(N/P)	(Michael Bohrer, M.D.)
Feb 16 2005 2:00PM	Feb 16 2005 3:00PM	(N/P)	(Mike Drews, M.D.)
Feb 16 2005 2:00PM	Feb 16 2005 2:30PM	(F/U)	(Brad Miller, M.D.)
Feb 16 2005 3:00PM	Feb 16 2005 3:30PM	(F/U)	(Mike Drews, M.D.)
Feb 16 2005 4:00PM	Feb 16 2005 5:00PM	(N/P)	(Brad Miller, M.D.)
Feb 16 2005 6:00PM	Feb 16 2005 7:00PM	(N/P)	(Dennis Hook, M.D.)

Buttons: Cancel OK

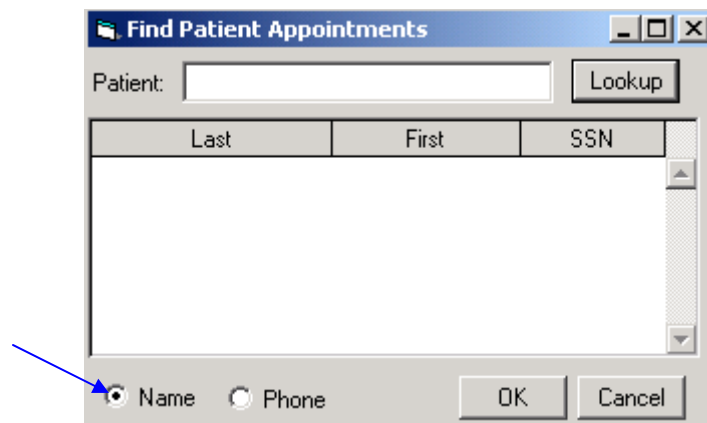
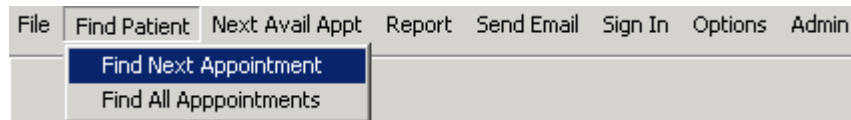
The appointments will be listed in date/time order and will display the appointment start time, end time, appointment type and physician (calendar name). If the search was run for a specific physician then only that physician's appointments will appear in the result list.

3 – select the desired appointment and click **OK**. The scheduler will display the corresponding physician calendar and date.

To find the next scheduled appointment for a patient:

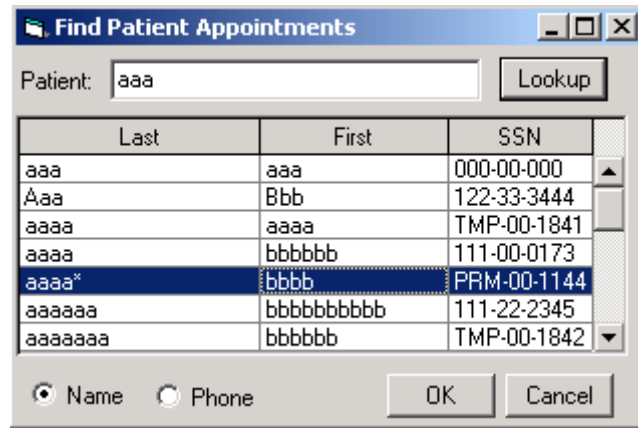
1 – if you want to search for a patient within a specific physician, select the physician's calendar – if you want to search through all physician calendars, select the Physicians folder in the folder tree

2 – select **Find Patient – Find Next Appointment** from the main menu. The Find Patient Appointments form will appear.



3 – to search for a patient by last name select the Name option and enter the last name or first few letters of the last name in the Patient field. To search for a patient by phone number select the Phone option and enter the number or first few numbers of the number. Click Lookup.

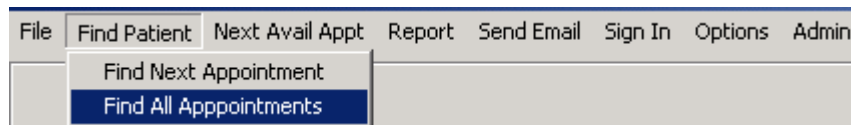
4 – select the desired patient from the list of patient names appear and click OK. The scheduler will display the corresponding physician calendar and date that contains the next appointment for the patient.



To find all scheduled appointments for a patient:

1 – if you want to search for a patient within a specific physician, select his/her calendar – if you want to search through all physician calendars, select the Physicians folder in the folder tree

2 – select **Find Patient – Find All Appointments** from the main menu. The Find Patient Appointments form will appear.



3 – follow steps 3 and 4 above – but instead of the system displaying the next scheduled appointment for the patient, a window will appear listing all the patient’s appointments. Selecting an appointment and clicking OK will display the corresponding physician calendar and date.

Start	End		
Dec 23 2004 11:00AM	Dec 23 2004 12:00PM	(Annette Lee, M.D.)	N/P
Jan 19 2005 1:30PM	Jan 19 2005 2:00PM	(Annette Lee, M.D.)	F/U
Feb 9 2005 12:00PM	Feb 9 2005 12:30PM	(Annette Lee, M.D.)	OP