

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

**RESource** 

2 – click **Next Avail Appointment** from the main menu. The Next Available Appointments window will appear.

File	Find Patient	Next Avail Appt	Report	Send Email	Sign In	Options	Admin
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			-1		1		
		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.

File	Find Patient	Next Avail App	t Report	Send Email	Sign In	Options	Admir
	Find Next Find All Ac	Appointment					
	🐂 Find	Patient Appoi	ntments				
	Patient:				Lookup	,	
		Last	First		SSN		
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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.

💐 Find Patient Appo	intments	
Patient: aaa		Lookup
Last	First	SSN
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• Name O Phone	0	Cancel

## 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.

File	Find Patient	Next Avail Appt	Report	Send Email	Sign In	Options	Admin
	Find Next	Appointment					
	Find All Ap	ppointments					

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	
)ec 23 2004 11:00AM	Dec 23 2004 12:00PM (Annette Lee, M.D.) N/P	
lan 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	