

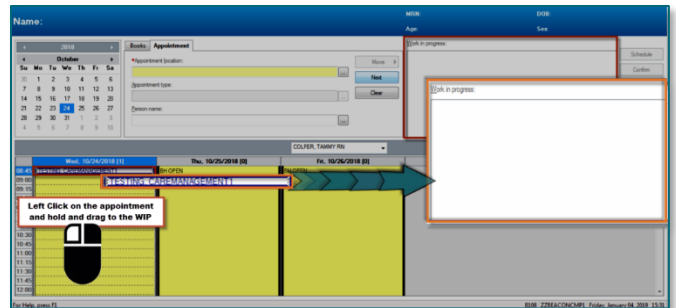
Please follow the steps below to schedule a new patient appointment and carry the previous comments and encounter association through to the next appointment.

Retaining Appointment Comments from One Appointment to the Next

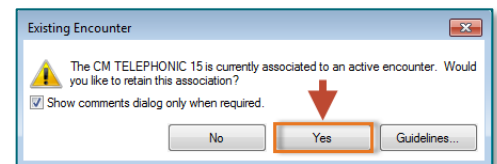
Patient appointment comments can be retained from appointment to appointment. This can be used to track phone call attempts or track comments regarding the appointment.

➤ **Example:** Patient was checked out and now a new appointment needs to be scheduled.

STEP 1: Left-click and hold and drag the appointment into the Work in Progress (WIP) window.

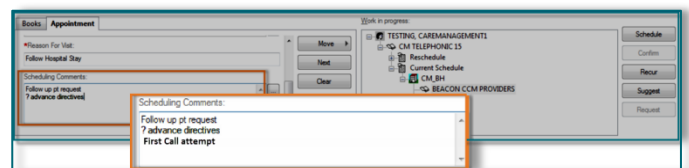


STEP 2: Click Yes to keep the associated encounter.

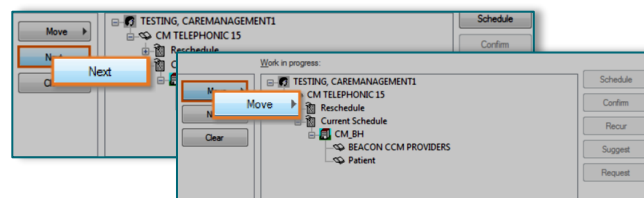


STEP 3: Add scheduling comments, e.g.:

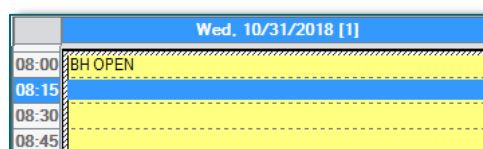
- Follow up pt request
- ? advance directive
- First Call attempt



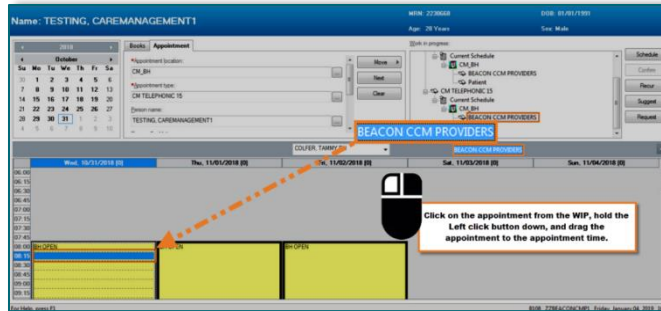
STEP 4: Click Next, then Move.



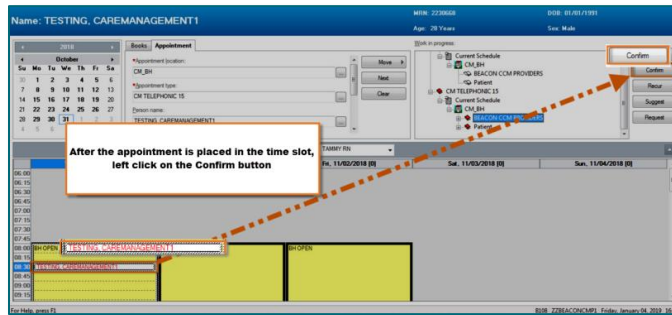
STEP 5: Navigate to the desired date in the scheduling book for next appointment date and time.



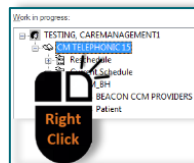
STEP 6: Left-click the appointment in the WIP and drag it to the selected appointment time.



STEP 7: Click the **Confirm** button to set the appointment after the appointment has been placed in a time slot.



STEP 8: Right-click the previous appointment in the WIP.



STEP 9: Click **Remove** to remove the previous appointment information. Now the WIP is empty.

