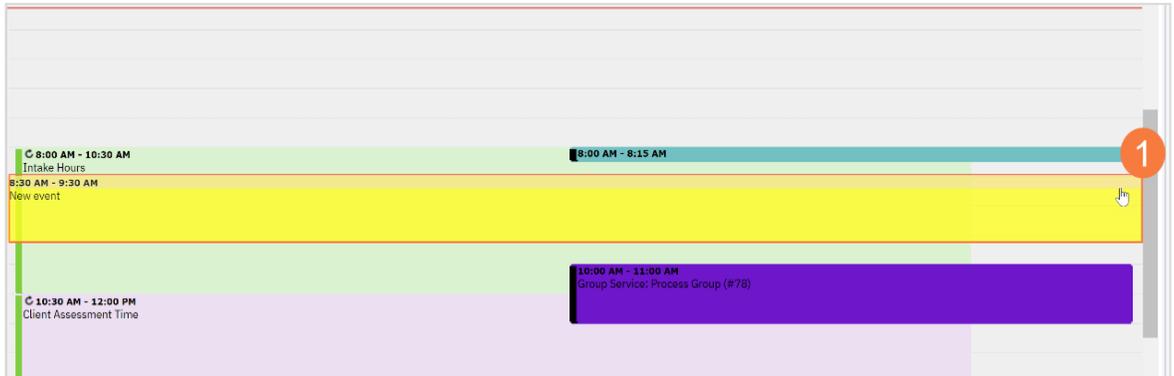




To create an appointment from your schedule, follow the steps below,

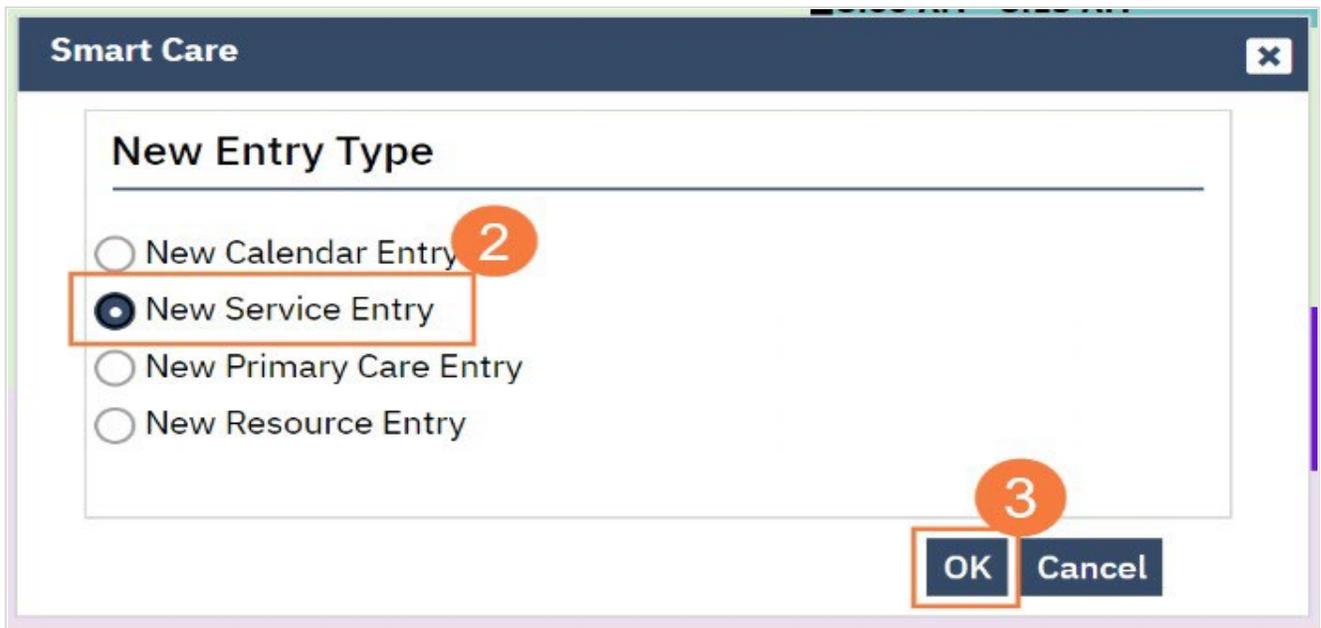
1. From the Staff Calendar screen, click and drag your mouse on the calendar timeslot you want to book.





How To Create An Appointment From Your Calendar

2. In the New Entry Type pop-up, select the New Service Entry radio button.
3. Click OK.





How To Create An Appointment From Your Calendar

4. In the Service Notes screen, click the drop-down menu in the program field and select the appropriate program
5. Click the drop-down menu in the Procedure field and select the appropriate procedure.
6. Click the drop-down menu in the Location field and select the appropriate location.
7. Click in the Total Duration field and enter the duration of the appointment.

Progress Note (MH)

Effective 11/21/2022 Status New Author Clinician, Robert

Service Note Billing Diagnosis Warnings

Service

Status	Scheduled	4	Start Date	11/21/2022
Program	Outpatient MH Adult	4	Start Time	08:30 AM
Procedure	Therapeutic Behavioral Services	5	Travel Time	Minutes
Location	Community Mental Health Center	6	Face to Face Time	Minutes
Clinician	Clinician, Robert		Documentation Time	Minutes
Cancel Reason			Total Duration	60 Minutes
			Attending	
			Referring	



8. Click the Save icon. Click the X icon to close the screen.

