Choose Type of Appointment

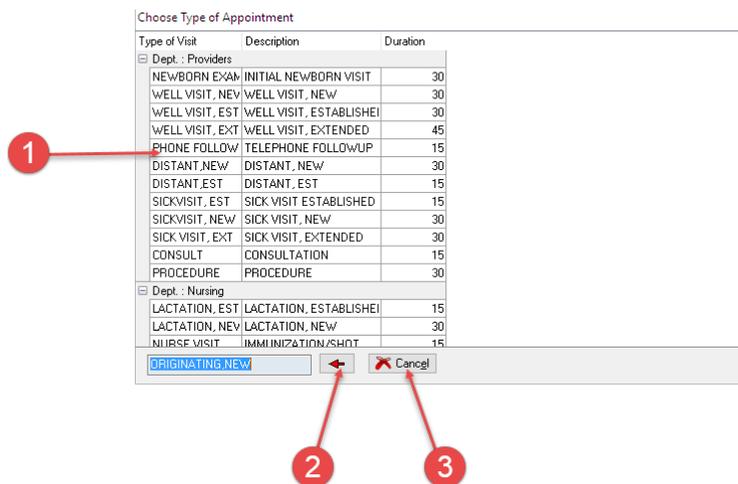Last Modified on 08/12/2021 8:53 am EDT

Version 14.19

> 🎯 This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Choose Type of Appointment

> **Path: Clinical, Practice Management or Billing tab > Patient Chart button > Encounters > New or Open Note (if unfinalized) > > Visit Info > Appointment Type Ellipsis**

The Choose Type of Appointment window sets the type of visit in the Encounter Note Editor. The Appointment Type is already set when the appointment is made (and will appear with the selected type when viewing the Visit Info tab), but the appointment type can be changed when accessing the Choose Type of Appointment window.
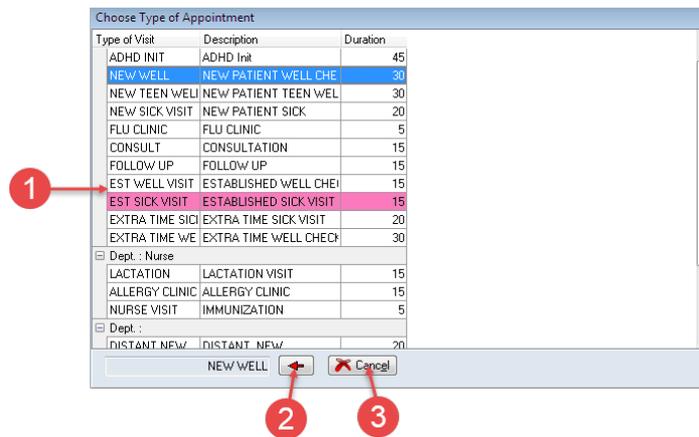

Choose Types of Appointment Map

Number	Section	Description
1	Visit Types	Visit Types lists the types of appointments for the practice. The appointments in this window are categorized by department (Nurse, Doctor, General). Each appointment type is shown with the Type of Visit (Name), Description of the Visit, and the Estimated Duration of the visit.
2	Red Arrow (Accept Visit Type) button	The Red Arrow button accepts the selected Visit Type and returns to the Encounter Note Editor.
3	Cancel button	The Cancel button cancels the currently selected appointment type and returns to the previously accepted appointment type.

Version 14.10

About Choose Type of Appointment

Path: Smart Toolbar > Schedule button > Encounters tab > Encounter Note Editor tab > Visit Info tab > Ellipsis (...) button next to Appointment Type

The Choose Type of Appointment window sets the type of visit in the Encounter Note Editor. The window can be accessed by selecting the Ellipsis (**...**) button next to Appointment Type field in the Visit Info tab. The Appointment Type is already set when the appointment is made (and will appear with the selected type when viewing the Visit Info tab), but the appointment type can be changed when accessing the Choose Type of Appointment window.

Choose Types of Appointment Map

Number	Section	Description
1	Visit Types	Visit Types lists the types of appointments for the practice. The appointments in this window are categorized by department (Nurse, Doctor, General). Each appointment type is shown with the Type of Visit (Name), Description of the Visit, and the Estimated Duration of the visit.
2	Red Arrow (Accept Visit Type) button	The **Red Arrow** button accepts the selected Visit Type and returns to the Encounter Note Editor.
3	Cancel button	The **Cancel** button cancels the currently selected appointment type and returns to the previously accepted appointment type.