

Find Next Available Appointment Window

Last Modified on 08/17/2021 11:16 am EDT

Version 14.19

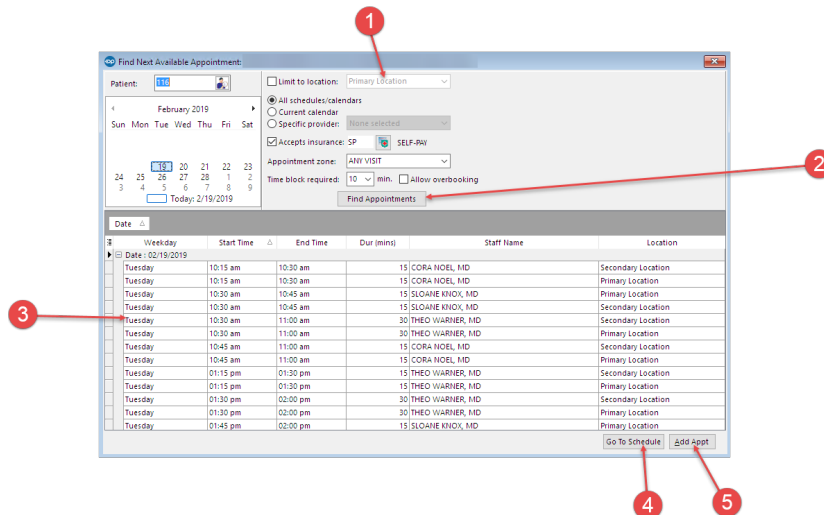


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Find Next Available Appointment

Path: Clinical, Practice Management or Billing tab > Schedule button > Calendar radio button > Find Available button

The Find Next Available Appointment window locates the next available block of appointments that correspond to the search criteria selected.



Find Next Available Appointment Map

Number	Section	Description
1	Appointment Conditions	The Appointment Conditions field sets the criteria to find the available appointments when performing a search. Set the patient, date, provider, location, insurance, time block (amount of time requires for the appointment), and appointment zone (well-visit, sick visit). If your office allows for overbooking, then select the Allow Overbooking checkbox.
2	Find Appointment button	The Find Appointment button executes the search to locate the available appointments based upon the criteria.
3	Available Appointments Grid	The Available Appointments grid lists all the available appointments. Select the desired appointment in this grid.
4	Go to Schedule	The Go to Schedule button closes the Find Next Appointment window and returns to the Schedule and Practice Workflow window on the date selected in the Available Appointment grid.

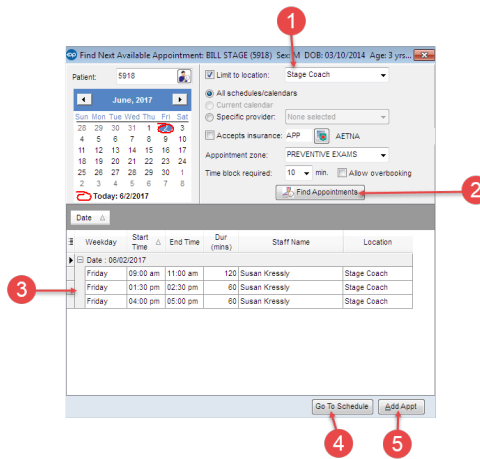
5	Add Appointment button	The Add Appointment button opens the Add / Edit Appointment window so an appointment can be added to the schedule.
---	------------------------	---

Version 14.10

About Find Next Available Appointment

Path: Smart Toolbar > Schedule button > Calendar tab > Find an Available Time Block button

The Find Next Available Appointment window locates the next available block of appointments that correspond to the search criteria selected.



Find Next Available Appointment Map

Number	Section	Description
1	Appointment Conditions	The Appointment Conditions field sets the criteria to find the available appointments when performing a search. Set the patient, date, provider, location, insurance, time block (amount of time requires for the appointment), and appointment zone (well-visit, sick visit). If your office allows for overbooking, then select the Allow Overbooking checkbox.
2	Find Appointment button	The Find Appointment button executes the search to locate the available appointments based upon the criteria.
3	Available Appointments Grid	The Available Appointments grid lists all the available appointments. Select the desired appointment in this grid.
4	Go to Schedule	The Go to Schedule button closes the Find Next Appointment window and returns to the Schedule and Practice Workflow window on the date selected in the Available Appointment grid.
5	Add Appointment button	The Add Appointment button opens the Add / Edit Appointment window so an appointment can be added to the schedule.