

Locating the Next Available Time Slot

Last Modified on 03/19/2024 4:32 pm EDT

Version 21.3



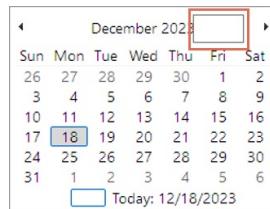
Our new Multi-Location Calendar updates are here! Please see the [OP 21.3 Calendar Articles](#) for an overview of the changes. Practices can configure OP to [switch to the new calendar](#) and explore its features.

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

About

Locating the next available time slot for an appointment can be done using a few different options. You can:

- Click the **Find Avail** button to locate the next available time block (see steps below)
- Click the **right-facing** arrow to advance the calendar to the next month
- Type an advancement **number** and **character** to advance the calendar in the text field



Example: The characters recognized for calendar advancement are **D** (day), **W** (week), **M** (month), and **Y** (year). To advance in the calendar 3 months, enter 3M into the advancement field.

Find an Available Time Block

1. Click the **Find Avail** button under the calendar.
2. *(Optional)* Select the date on the calendar from which you want to search by clicking another date in the current month, or the current month heading to navigate through and select another month. The list of available appointments will show within two weeks of your selected date.
3. *(Optional)* Select the **Limit to location** checkbox and use the drop-down to select a specific location.
4. Select a search option:
 - Search **all schedules/calendars**
 - Search schedules on the **current calendar** only
 - Search a **specific provider**: Use the drop-down and select the checkbox(es) for the schedules to search
5. Select the **Appointment zone** (for instance, Sick Visit).
6. Select the **Time block required** (amount of time needed for the appointment, 15, 30, etc).
7. If your office allows for overbooking, then click the box **Allow overbooking**.
8. Click the **Find Appointments** button.
9. There are two options to proceed:
 - Double-click on the time or select the desired appointment and click the **Go To Schedule** button in the lower right corner of the window. The calendar will jump to the date and time of the selected appointment.
 - Or, select the desired appointment and click the **Add Appt** button to directly open the Add/Edit Appointment window for the selected date/time.

Find Next Available Appointment: GRAYSON A. WILLIAMS (348) Sex: M DOB: 06/15/2023 Age: 6 mos. 3 days Ins: BLUE ONE

Patient: 348 Limit to location: Physicians Practice 1

All schedules/calendars
 Current calendar
 Specific provider: Albert Davis, MD

Accepts insurance: BCBS BLUE CROSS BLUE SHIELD
 Appointment zone: WELL VISITS
 Time block required: 15 min. Allow overbooking

Find Appointments

Date	Weekday	Start Time	End Time	Dur (mins)	Staff Name	Location
Date : 03/18/2024						
	Monday	11:00 am	12:00 pm	60	Albert Davis, MD	Physicians Practice 1
	Monday	01:00 pm	04:00 pm	180	Albert Davis, MD	Physicians Practice 1
Date : 03/19/2024						
	Tuesday	11:00 am	12:00 pm	60	Albert Davis, MD	Physicians Practice 1
	Tuesday	01:00 pm	04:00 pm	180	Albert Davis, MD	Physicians Practice 1
Date : 03/20/2024						
	Wednesday	11:00 am	12:00 pm	60	Albert Davis, MD	Physicians Practice 1
	Wednesday	01:00 pm	04:00 pm	180	Albert Davis, MD	Physicians Practice 1
Date : 03/21/2024						
	Thursday	11:00 am	12:00 pm	60	Albert Davis, MD	Physicians Practice 1
	Thursday	01:00 pm	04:00 pm	180	Albert Davis, MD	Physicians Practice 1

Go To Schedule Add Appt

10. Continue with scheduling the appointment for the patient.

Version 14.19

Path: Smart Toolbar > Schedule button > Calendar tab

Overview

This page will instruct you on how to find the next available block of appointments. In order for this functionality to work a schedule templates must be used.

Finding an Available Time Block

1. Click the **Find available time slot** button.



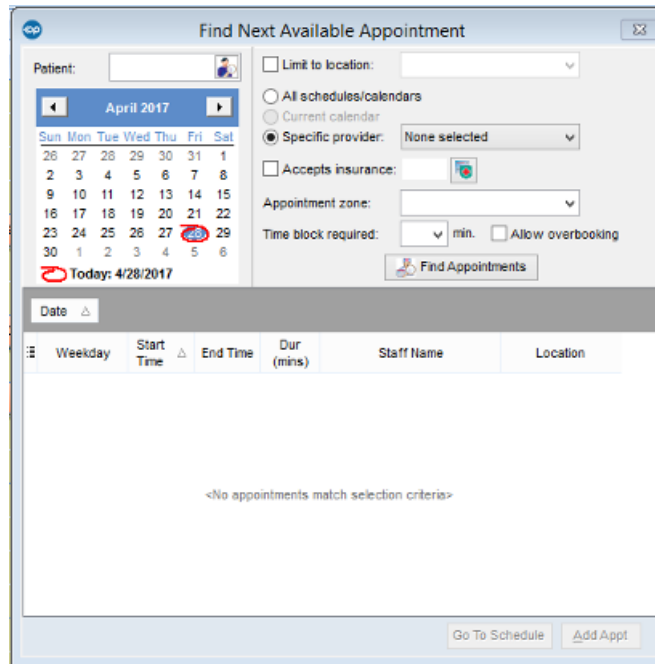
2. Select a search option:

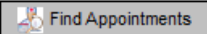
- Search All Schedules on all Calendars.
- Search Schedules on Current Calendar Only.
- For Specific provider: Click Specific Provider and then select the Staff Name from the dropdown list

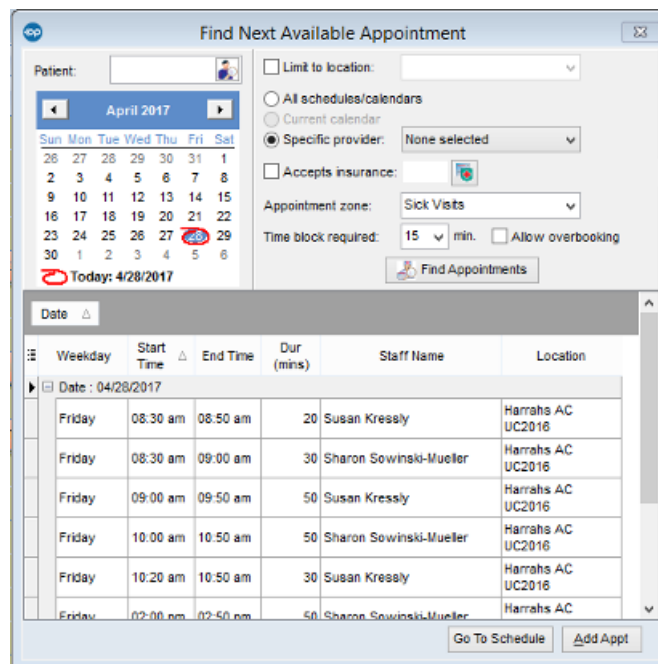
3. Select the **Appointment Zone** (for instance, sick visit).

4. Select the **Time Block Required** (amount of time needed for the appointment, 15, 30, etc).

5. If your office allows for overbooking, then click the box **Allow Overbooking**.



6. Click the **Find Appointments** button .
7. Double-click on the time or click the **Go To Appt** button in the lower right corner of the window. The calendar will jump to the date and time of the selected appointment. Proceed with scheduling appointment for patient as indicated in the section: [Making an Appointment on the Schedule](#)



Appointment Schedule: Find Appointments