

Important Content Update Message

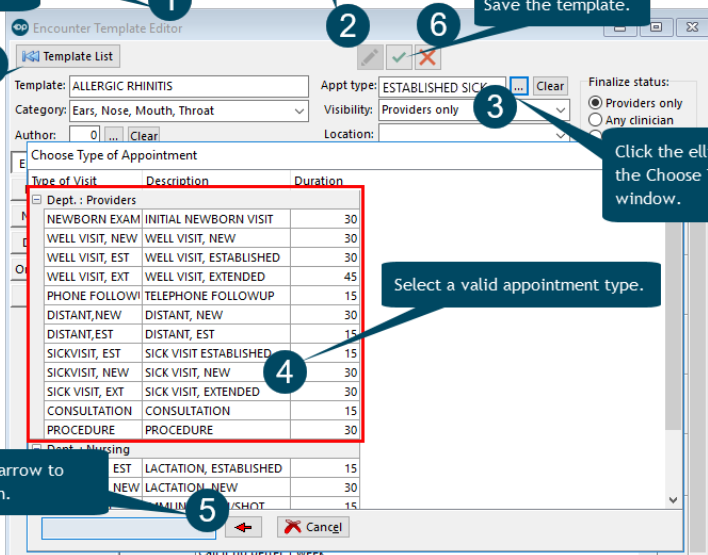
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

OP Patient Portal Data Integrity: Appointment Type Cleanup- Visit Templates Resource Diagram

Last Modified on 11/21/2019 3:44 pm EST

Path: Clinical tab > Encounter Templates or Well Visit Templates > Select template > Edit button

In order for appointments to flow to IntelliChart, Appointment Types must be reviewed and corrected, if necessary, on Visit Templates.



1. Click the Edit button.

2. Save the template.

3. Click the ellipsis button to open the Choose Type of Appointment window.

4. Select a valid appointment type.

5. Click the red back arrow to apply your selection.

6. Save the template.

7. Return to the Template List and repeat for all results of the query.

Navigate to the Template Editor and select the template: Clinical tab > Encounter Templates or Well Visit Templates > Select the Template that is listed in the grid.

Type of Visit	Description	Duration
Dept.: Providers		
NEWBORN EXAM	INITIAL NEWBORN VISIT	30
WELL VISIT, NEW	WELL VISIT, NEW	30
WELL VISIT, EST	WELL VISIT, ESTABLISHED	30
WELL VISIT, EXT	WELL VISIT, EXTENDED	45
PHONE FOLLOWUP	TELEPHONE FOLLOWUP	15
DISTANT, NEW	DISTANT, NEW	30
DISTANT, EST	DISTANT, EST	15
SICKVISIT, EST	SICK VISIT ESTABLISHED	15
SICKVISIT, NEW	SICK VISIT, NEW	30
SICK VISIT, EXT	SICK VISIT, EXTENDED	30
CONSULTATION	CONSULTATION	15
PROCEDURE	PROCEDURE	30
Dept.: Nursing		
EST	LACTATION, ESTABLISHED	15
NEW	LACTATION, NEW	30
MILKING	MILKING	15
SHOT	SHOT	15