System Preferences: Schedule

Last Modified on 11/21/2022 8:50 am EST

Office Practicum

Version 20.18

Path: Admin tab > Global Preferences button > Schedule tab

User Permission: The System Preferences window is only available to users with permission: AA_SystemAdmin_mi.

About

The Schedule tab of the System Preferences window contains settings related to appointments and visit stages.

tem	Preferences: A	ffects all use	rs on the	network.					
asic	Colors & For	t Schedule	Special	Clinic Info.	Billing	Maintenan	ce Security	y <u>E</u> xi	it
	Elements to	include in ap	pointmen	t text:					
	Patient	last name and	l first nam	ie only					
	Patient	last and first	name, plu	us any of the	followin	g:			
	M He	ome phone nu	imber						
	🗹 🖂	te of birth							
	🗹 Allow u	se of time sta	mp on sch	neduled appo	ointment	5			
	🗌 Do not	use multiple o	alendars	(tabs) on [F7	Schedule] form.			
	Organiz	e "Appointme	nt Type" (drop down b	y departr	nent			
	Automa	tically reset vi	sit stage v	when encour	nter note:	s are opened			
	Consoli	date appointi	nent remi	nders for sib	lings on	the same day			
	Disable	Curbside in A	dd/Edit A	ppt. screen					
	Disable	No Show app	ointment	status from	auto crea	iting a miscel	laneous no	te	
	Automatical starting with auto-checki	ly set visit stag nin this many n):	je to "Wa minutes c	iting Room" (of the current	on new a time (0 =	ppointments disable		0	
	Set the inter Note: Shorte	val (in second er intervals ma	s) for refr y result ir	eshing the so n decreased o	chedule t overall sys	racking scree tem perform	en ance.		
	5 10	15 20	25	30 35	40	45 50	55	60	

- Elements to include in appointment text: Allows users to choose how want their appointment text to be displayed on the calendar. Either choose Patient's last name and first name only, or include the elements from the patient register, Date of Birth and Home Phone Number.
- Allow use of time stamp on scheduled appointments This option puts a time stamp on scheduled appointments.
- Do not use multiple calendars (tabs) on [F7 Schedule] form Disables multiple tabs on the calendar schedule for the entire practice.
- Organize "Appointment Type" drop-down by department Lists the Appointment Type drop-down by department.
- Automatically reset visit stage when encounter notes are opened If this checkbox is selected, the schedule will reset visit stage when encounter notes are opened.
- Consolidate appointment reminders for siblings on the same day If selected, siblings who are scheduled for appointments on the same day will receive consolidated PMX appointment reminders.
- Disable Curbside in Add/Edit Appt screen: If selected, the curbside option in the Add/Edit Appointment window is disabled for any future appointments.
- Disable No Show appointment status from auto creating a miscellaneous note If selected, the automatic creation of a miscellaneous note when a patient is marked as No Show is disabled.
- · Automatically set visit stage to "Waiting Room" on new appointments starting within this many minutes of the current





time (0=disable auto-check-in) system defaults to 0.

• Set the interval (in seconds) for new events (e.g. refresh the schedule tracking screen). Note: Shorter intervals may result in decreased overall system performance. Suggested interval preference is 5-20.

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Version 20.17
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