

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**


Flu Clinic: Calendar Setup

Last Modified on 09/22/2020 10:48 am EDT

The content in this article is relevant to the OP Patient Portal, powered by InteliChart.

Overview


The information below will guide you through the setup, in OP, to allow flu clinic appointments to be scheduled or requested on the InteliChart Patient Portal.

To view the video instruction for setting up the Calendar for the flu clinic in OP, click 

Modify the Calendar to Include Flu Clinic

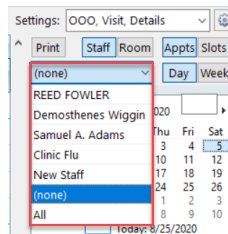
The below instruction will add the Flu Clinic staff to a calendar. In addition, we will add the Appointment Zone, for the flu clinic, using Slots.

Add Flu Clinic Staff to the Calendar

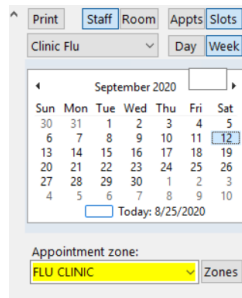
1. In the **Clinical, Practice Management, or Billing** tab, click the **Schedule** button.
2. Select the **Calendar View** tab for which you will add staff or resources.
3. Ensure that the **Calendar** radio button is selected so that you are viewing the **Calendar Schedule** window.
4. Click the **Schedule Properties** button . The **Schedule Properties for Highlighted Calendar** window opens to the **Staff/Resources** tab indicating the Calendar tab and Resource selection.
5. From the **Staff/rooms in specified location** section of the window, select the staff added for the flu clinic.
6. Drag that selection and drop it in the **Staff/rooms on selected calendar** section of the window.
7. Click **OK** to save the properties

Add the Flu Clinic Zone

1. In the **Clinical, Practice Management, or Billing** tab, click the **Schedule** button.
2. Select the **Calendar** radio button in the top right of the window
3. Click the tab where you added the flu clinic staff.
4. Click the **drop-down** arrow located above the small calendar and select the flu clinic staff.



5. Click the **Day** or **Week** button.
6. Click the **Slots** button.
7. Select an **Appointment Zone** from the drop-down menu.



8. Double-click the **Start Time** slot and drag to the **End Time** slot.
9. Repeat these steps for all of the days and times to complete the template.



Tip: You may copy a time slot and paste to other days on the calendar. For complete information on using Slots review, [Creating a Schedule Using Slots](#).