

COVID Clinic Setup Step 2 of 3: OP Calendar Setup

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Version 20.12

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

About

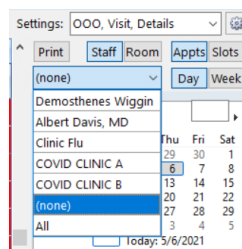
The information below will guide you through the calendar setup in OP to allow COVID Clinic appointments to be scheduled or requested on the IntelliChart Patient Portal. Prior to completing this setup, be sure that you have completed the preceding setup items located in [COVID Clinic: OP User, Appointment, and Template Setup](#). This calendar setup in OP setup consists of two parts where you will:

Add COVID Clinic Staff to the Calendar

1. Navigate to the Calendar Schedule: **Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button.**
2. Select the **Calendar View** tab for which you will add staff or resources.
3. 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.
4. From the **Staff/rooms in specified location** section of the window, select the staff added for the COVID clinic.
5. Drag that selection and drop it in the **Staff/rooms on selected calendar** section of the window.
6. Click **OK** to save the properties.

Add the COVID Clinic Appointment Zone

1. Navigate to the Calendar Schedule: **Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button.**
2. Click the **Calendar View** tab where you added the COVID Clinic staff.
3. Click the **drop-down** arrow located above the reference calendar on the right-hand side of the window, and select the COVID Clinic staff.



4. Click the **Day** or **Week** button.
5. Click the **Slots** button.
6. Click the **Appointment Zone** drop-down and select the COVID Clinic Appointment Zone.

Print Staff Room Appts Slots
(none) Day Week
May 2021
Sun Mon Tue Wed Thu Fri Sat
25 26 27 28 29 30 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5
Today: 5/6/2021
Appointment zone:
COVID CLINIC Zones

7. Double-click the **Start Time** to apply the slot.
8. With the slot selected, extend the time slot to the **End Time** by hovering over the red square located in the bottom of the slot until the black arrows are displayed; drag the slot to the **End Time**.
9. Repeat these steps for all of the days and times to complete the template. To learn how to copy and paste a slot, click [here](#).