

The purpose of this document is to provide steps to change schedule columns.

Add a Column

- 1. Click your schedule (your name)
- 2. Select the Gears button
- 3. Search for the name of the column you wish to add
- 4. Highlight the desired column
- 5. Click Add Column

E Opgn Slots	Sch	Schedule							
Apr 16, 2020 Image: Construction of the page Acanthite, FINN Total: 6 Apr 14 2020 b Su Mo Tu We Th Fr Su Mo Tu We Th Fr So 6 7 8 9 10 So 6 7 8 9 10 So 7 8 9 10 So 6 7 8 9 10 So 7 8 29 30 1 So 6 7 8 9 10 So 7 8 29 30 1 So 6 7 8 9 10 So 7 8 29 30 1 So 8 7 8 20 Caption Contract of the page Caption Description Message This column displays the subject of the page. Message This column displays the subject of the page. Apr 20 20 So 20 20		📰 Open Slots 🏢 Chart 📋 Order Review 🗸 Sign Encounter 🔒 Print AVS 🤱 Change Prov 👻 No Show 👻 🖋 Imm Qlinic 🤍 Events 🗈 Message							
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	View W Schedule Acanthite, Finn DH PAV G FAM MED				Message	This column displays the subject of the page.			

Add a Message to your Schedule

- 6. Single click the scheduled visit
- 7. Click Message
- 8. Type your message

Schedule	ncounter 🔒 Print AVS 🖓 Change Prov 👻	🗙 No Sho <u>w</u> 👻 🌶 imm <u>(</u>	<u>C</u> linic V Events Message	2		
Apr 08, 2020	PHYSICIAN, AMBULATORY	Filter by Status 💌 Te	otal: 2			
Apr ▶ < 2020 ▶	Video	Status	Tier Pende Time	 Patient 	Provider / Departme	ant Visit Type Message
Su Mo Tu We Th Fr Sa 29 30 31 1 2 3 4 5 6 7 8 9 10 11	DiDouble-click to start the vi	Scheduled	2:40 PI	M Lot, Reeda 39 y.o. / F	Mu Ambmd DHLWF	Telehealth Video Visit
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9	⊡*Double-click to start the vi	Visit Complete	3:00 P	M Lot, Kara 63 y.o. / F	Mu Ambmd DHLWF	Messages X ed pt 2 x - no answer - It mod
Dept: LOWRY FAM MED						3
PHYSICIAN, AMBULATORY						QK Undo Cancel

Patient	Provider / Department	Visit Type	Message
Lot, Reeda	Mu Ambmd	Telehealth	Called pt 2 x - no answer
39 y.o. / F	DHLWF	Video Visit	- lft msg
Lot, Kara	Mu Ambmd	Telehealth	
63 y.o. / F	DHLWF	Video Visit	



Last updated: 05/04/21

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Position or Remove a Column

- 1. Under **Selected Columns**, highlight name of the column you wish to remove or reposition
 - Select **Remove** to delete the column OR click the up or down arrow to move the column position on the schedule (Further up on the list moves the column left on your schedule)
- 2. Click Accept

Selected Columns	
Caption	Description
Visit Events	
Non-IMM HM Due	This column displays an icon based on the patient's status for specified Health Maintenance topi
	2 – <u>R</u> emove 🔺 🔻
	3 ✓ <u>A</u> ccept X <u>C</u> ancel

