

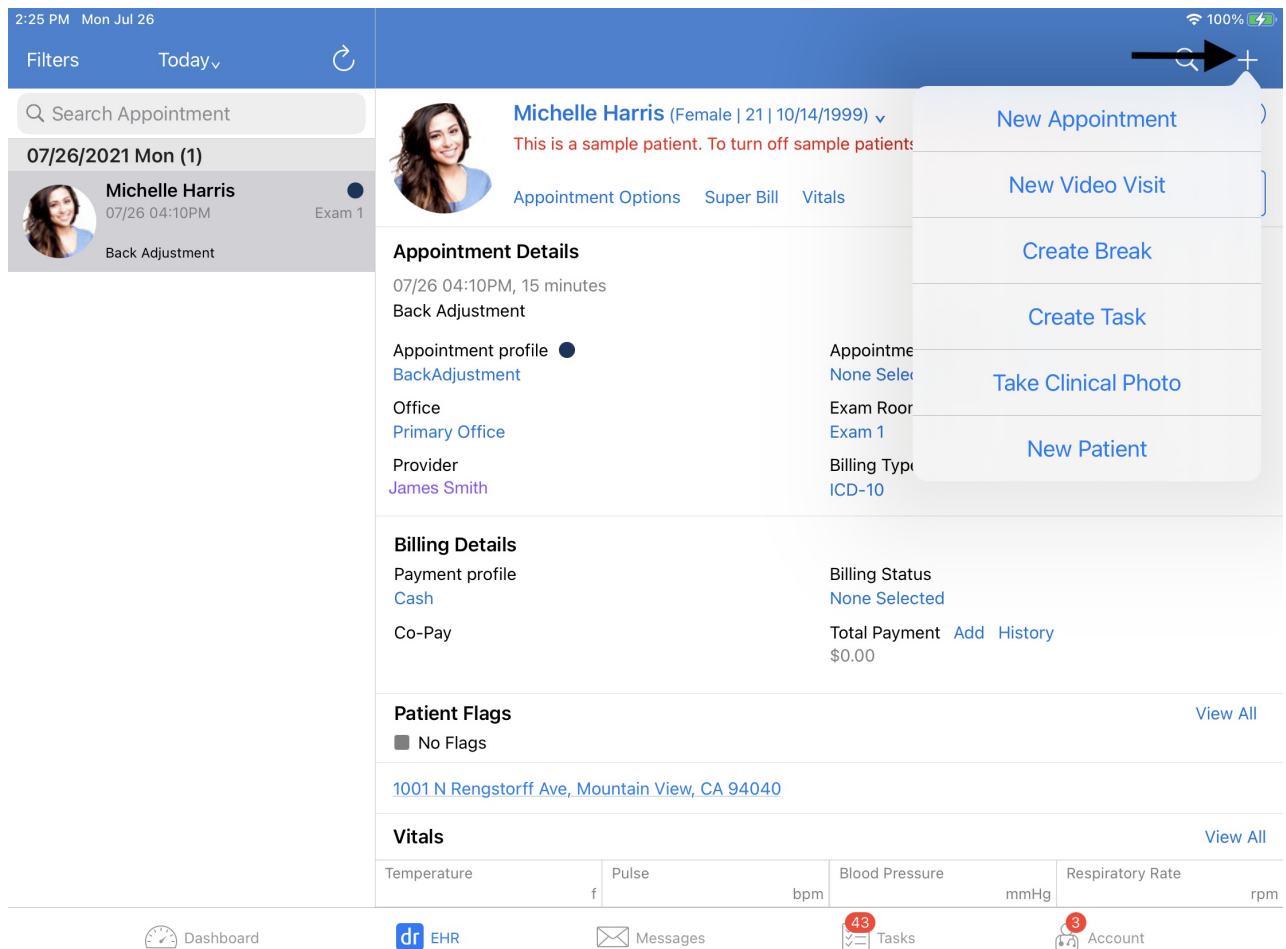
# Scheduling New Appointments on the iPad

07/08/2024 7:34 pm EDT

1. If you would like to add an appointment to your schedule, you may select the (

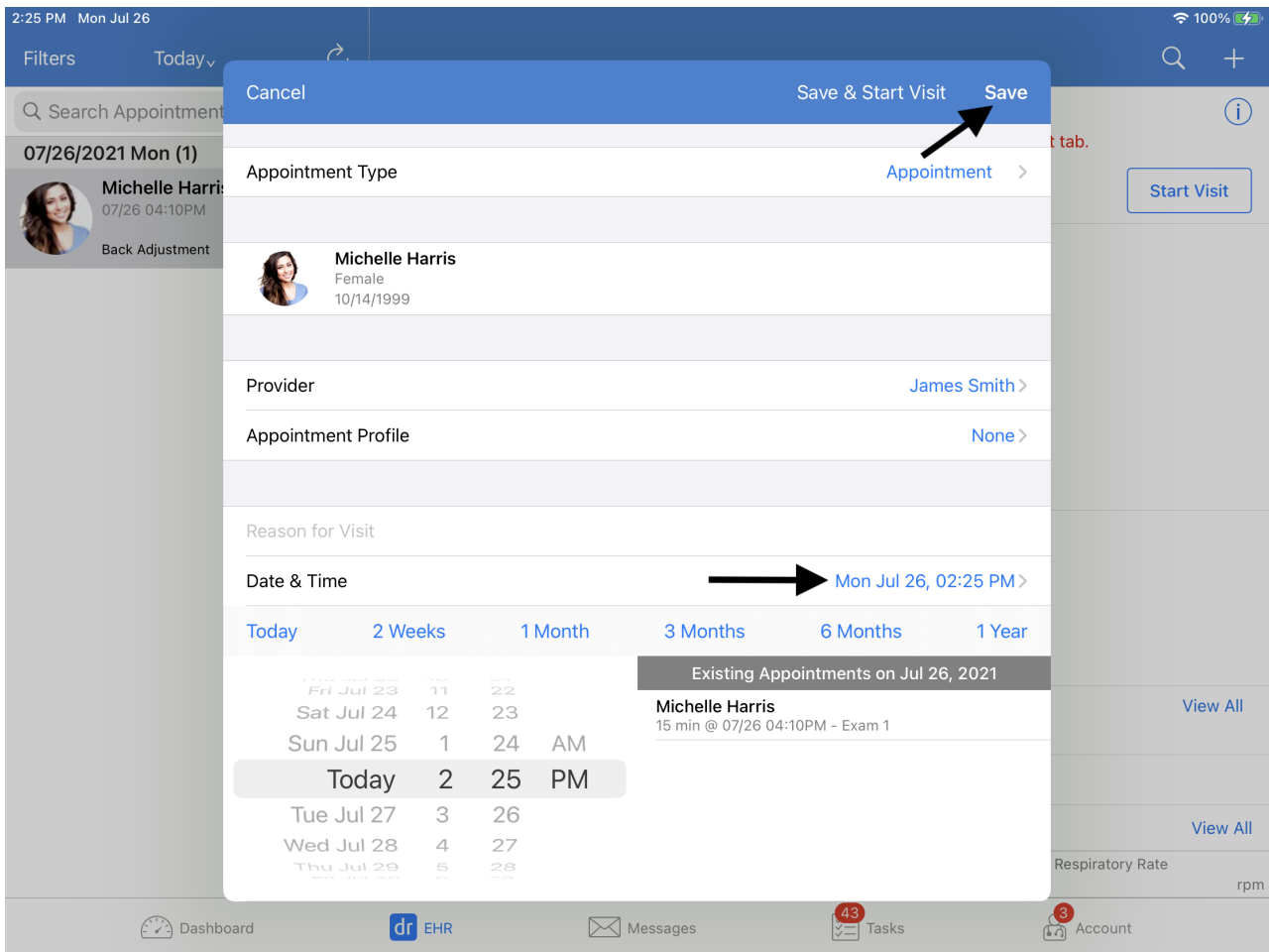


) sign on the upper right-hand corner to reveal the options to add a new appointment. This will add an appointment for the patient that is currently selected. Select **New Appointment**.



The screenshot displays the iPad EHR interface. At the top, the status bar shows the time as 2:25 PM on Monday, July 26, with 100% battery. The navigation bar includes 'Filters', 'Today', and a refresh icon. A search bar for appointments is visible. The main content area shows a patient profile for Michelle Harris (Female, 21, DOB 10/14/1999) with a 'Back Adjustment' appointment on 07/26/2021 at 04:10 PM. A menu is open on the right, listing options: 'New Appointment', 'New Video Visit', 'Create Break', 'Create Task', 'Take Clinical Photo', and 'New Patient'. The 'New Appointment' option is highlighted. Below the patient profile, sections include 'Appointment Details' (07/26 04:10PM, 15 minutes, Back Adjustment), 'Appointment profile' (BackAdjustment), 'Office' (Primary Office), 'Provider' (James Smith), 'Billing Details' (Payment profile: Cash, Billing Status: None Selected, Total Payment: \$0.00), 'Patient Flags' (No Flags), and 'Vitals' (Temperature, Pulse, Blood Pressure, Respiratory Rate).

2. A form will appear that allows you to enter your basic appointment information. Tap **Date & Time**. Select the date and time or tap on the preset time options to schedule the appointment. Tap **Save** to save the appointment.



3. If you need to schedule an appointment for a patient not currently listed under your appointments, tap the search icon (



). Enter the patient's name and tap on the name when it appears.

4. Tap the (



) icon, select **New Appointment**, and follow the information in step 2.

Close



Visit



Patient



History



Jenny (Jen) Harris (Female | 41 | 02/11/1980)

CC N/A

New Appointment

New Video Visit

Create Task

Take Clinical Photo

New Patient

Patient Information

Patient Information

Face Sheet

Patient Flags (4)

Appointment List

Clinical Information

Problems

Medications & Allergies

Labs

Growth Charts

Conditions

N39.0: Chronic urinary tract infection (disorder)

M41.20: Idiopathic scoliosis AND/OR kyphoscoliosis (disorder)

T78.49XA: Multiple environmental allergies (disorder)

Z00.00: Encounter for general adult medical examination without abnormal findings

Allergies

Cats

Shortness of breath/difficulty breathing

Milk

Hives

penicillin

Hives

d00170 aspirin

Hives

Lab Results

No Record

Familv History

Medica

ZyrTEC

take 1 te

12 Hour

Mirena

0

Flonase 50 mcg/inh nasal spray

0

N/A

Cranberry oral capsule

0

N/A

Recent Vitals

Default Vitals

Temperature	f	Pulse	bpm
Blood Pressure	mmHg	Respiratory Rate	rpm
Oxygen Saturation	%	Height	in
Weight	lbs	BMI	
Pain		Smoking Status	
Head Circumference	in		

Custom Vitals

Fetal Heart Rate	Test Vital
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