

Changing the Provider on an Appointment from the Appointment Window

07/08/2024 8:00 pm EDT

If you need to change the provider or select a different provider for an appointment, you can do so in the **Appointment** tab in the Scheduling Appointment window.

1. Open the appointment window.
2. Select the desired **Provider** from the dropdown menu.
3. Click **Save** or **Save & Close**.

Schedule Appointment

Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Type Appointment Video Visit Walk-in Transition of Care Referral

Patient Statement Balance: \$335.00 [Generate Statement](#) Credit: \$190.00 55 past appointments Primary Insurance: United HealthCare [87726]

Fall Risk:

Provider Jill Smith **Supervising** - If different to provider -

Patient Dr. James Smith +

Reason: Back Pain

Scheduled: 09/07/2022 **Time:** 08:00AM

Duration: 30 minutes Allow overlapping

Notes:

Consent Forms: HIPAA Data Use Agreement (default) No Show Policy (default)

Office: Office 1 +

Profile: -----

Eligibility Profile: -----

Exam: Exam 1

Color: [Orange]

Status: Checked In Online

0h 28m

[View Clinical Note](#)

[View All Appointments](#)

Recurring Appointment A scheduled appointment cannot be converted to a recurring series.
 Arrange a Follow-up Reminder
 View Active Reminders:

[Delete](#) [Save & Close](#) [Save](#) [Cancel](#)