

Sharp Link: Appointments

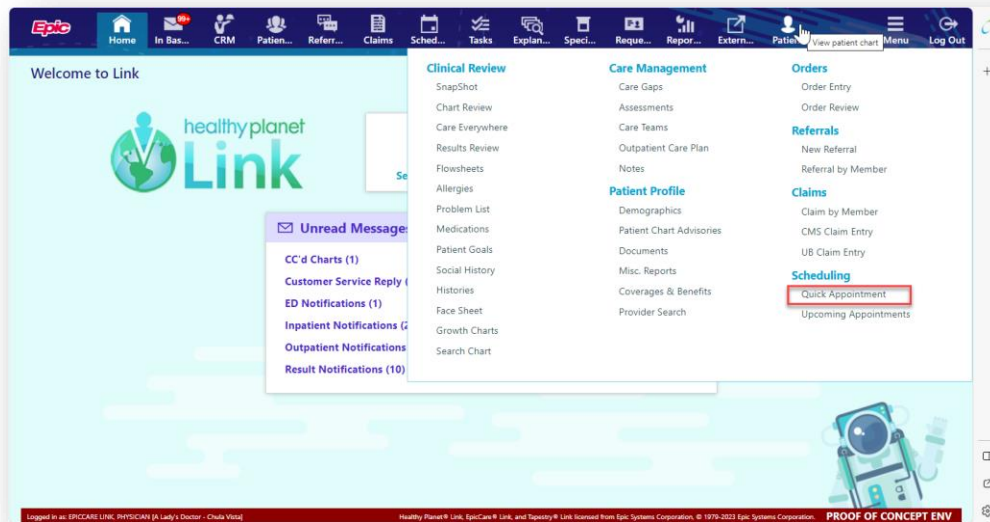
Create real-time appointments separate from an order for patients using the Quick Appointment activity. After you create an appointment, it is reserved in the system for that patient, provider, date, and time.

When you schedule an appointment, you might see a series of questions. After you answer the questions and confirm the appointment, a report appears that you can print and give to the patient to take home.

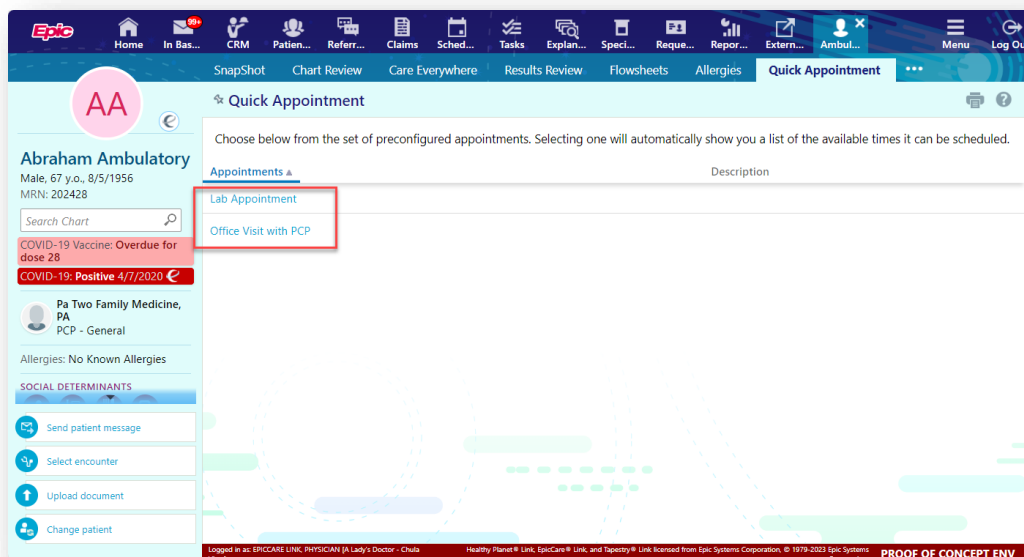
When you search for an appointment, pre-configured search criteria are available for you to use.

Try It Out


1. Select the **Patient** tab and click **Scheduling > Quick Appointment**.



2. In the Appointments column, click the type of appointment that you want to make

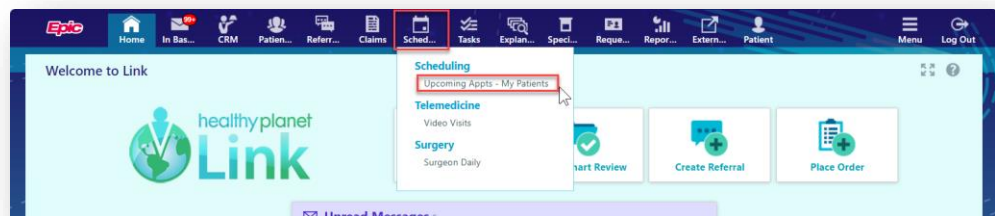


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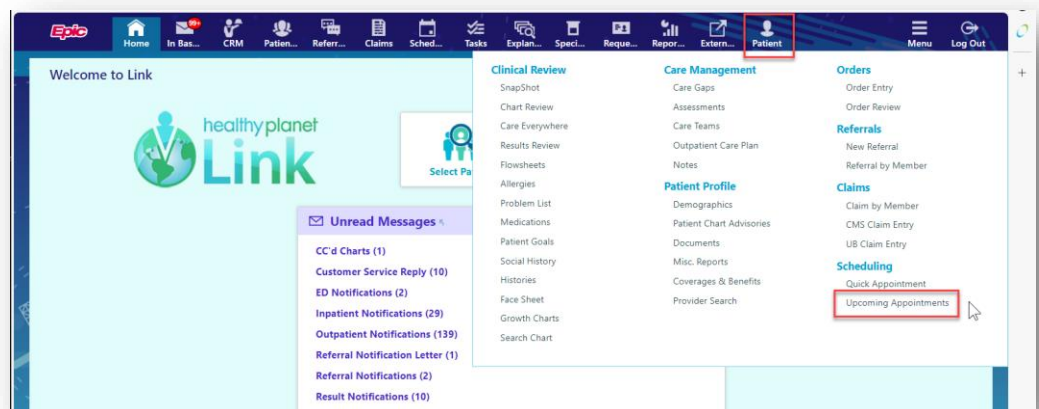
3. Find a provider, date, and time combination for the appointment on the list of choices that appears. If you do not see an ideal option, click **View More Times** to see additional open time slots.
4. Below the provider's name, click the time of the appointment that you want to schedule.
5. If a questionnaire appears, answer the questions and click **Accept**.
6. In the **Referring Provider** field, choose a referring provider from the available list. Click **Accept**.
7. To print the appointment information for the patient, click the printer icon 

You Can Also...

- View upcoming appointments for your patients
 1. Choose the upcoming appointments report you want:
 - a. To view a report for all of your patients, select the **Schedules** tab and click **Upcoming Appts - My Patients**.



- b. To view a report for one patient, select the **Patient** tab and click **Upcoming Appts - Patient**.



2. Click the double arrow () icons to collapse or expand a section.

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