Enter Appointments

Users will need to be assigned with the **HT Submit** role to enter **Appointments** for individuals.

1. Click on the **New** link beside the **Appointments** option on the Health tab.

2. Select a program from the **Select Program For Appointments** page.

3. Select an individual from the **Select Individual For Appointments** page.

Select Individual For Appointments

Program: Pre-school (Demo Tangail Special School)

| All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

Filter   15 ⌄ Records

Last Name ▲	First Name ⬍	Individual ID ⬍	Birth Date
Abdur	Rahman		04/02/1997
Anita	Marium		11/20/2000
Ghosh	Marium		11/20/2000
Rahman	Abir		01/01/2015

Showing 1 to 4 of 4 entries

4. In the **General Information** section, enter the details of the appointment.

Appointments New ⓘ

General Information

Individual	Rahman Abdur ⓘ
Program	Pre-school
Time Zone	Asia/Manila
* Reported By	Sonia Afreen, Assistant Teacher ⌄
* Date	12/18/2022 📅
Notification Level	Low ⌄
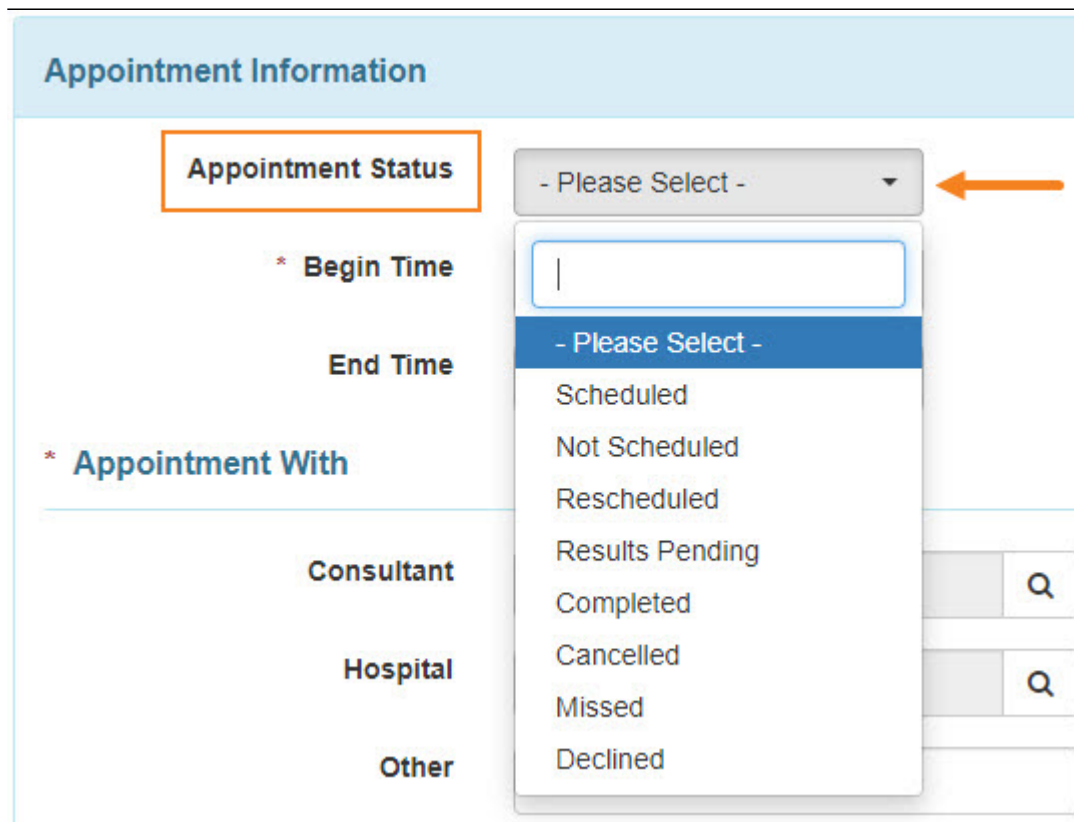
Fields mark with a ***Red Asterisk (*)*** must be filled in.

5. In the Appointment Information section, select an **Appointment Status** from the dropdown.

- Click on the clock icons beside **Begin Time** and **End Time** to set the time of the appointment.

- **C**lick on the **Search** icon to select a physician or specialist from the 'Shared Contact' list. If you have previously entered your shared contacts, clicking on **Add** link in row with the Contact will add the name on the **Appointments** form.

  To learn more about Shared Contacts, click here.

- If needed, click on the **Search** icon beside **Hospital** to **enter** the name of the hospital. Click on the **Organization Name** that you want to add on the **Appointments** form.

* **Appointment With**

Consultant	Luis Gabriel / Dr. (Demo Spec	🔍 ✖
Hospital	Anthony Makhoba / Dr. (Ugar	🔍 ✖
Other		

Hospital

Shared Contact Selection List

Filter [   ]   15 ⌄ Records

Title ⬍	First Name ⬍	Last Name ⬆	Organization Name ⬍	Form ID ⬍	Type All ▾	Specialty All ▾	NPI Number	Address	Primary Phone	Status All ▾	Linked All ▾	View Details
Dr.	Anthony	Makhoba	Uganda Demo Hospital	SC-DEMOTPHL-GDD4MKDPSMULP	Hospital	General Practice		Kamwokya, Kampala, 00998, Uganda	2567658943	Active	No	View Details
Dr.	Joseph	Patel	Childrens Dental Care	SC-DEMOTPHL-HBU4NH8Y8MULP	Hospital	Dentist		street 234, Bangladesh	708-345-8765	Active	No	View Details

6. Select the **Specialty** of the consultant by clicking on the **Search** icon. It is to note that this field auto-populates if the specialty of the consultant is mentioned in the Shared Contact list.

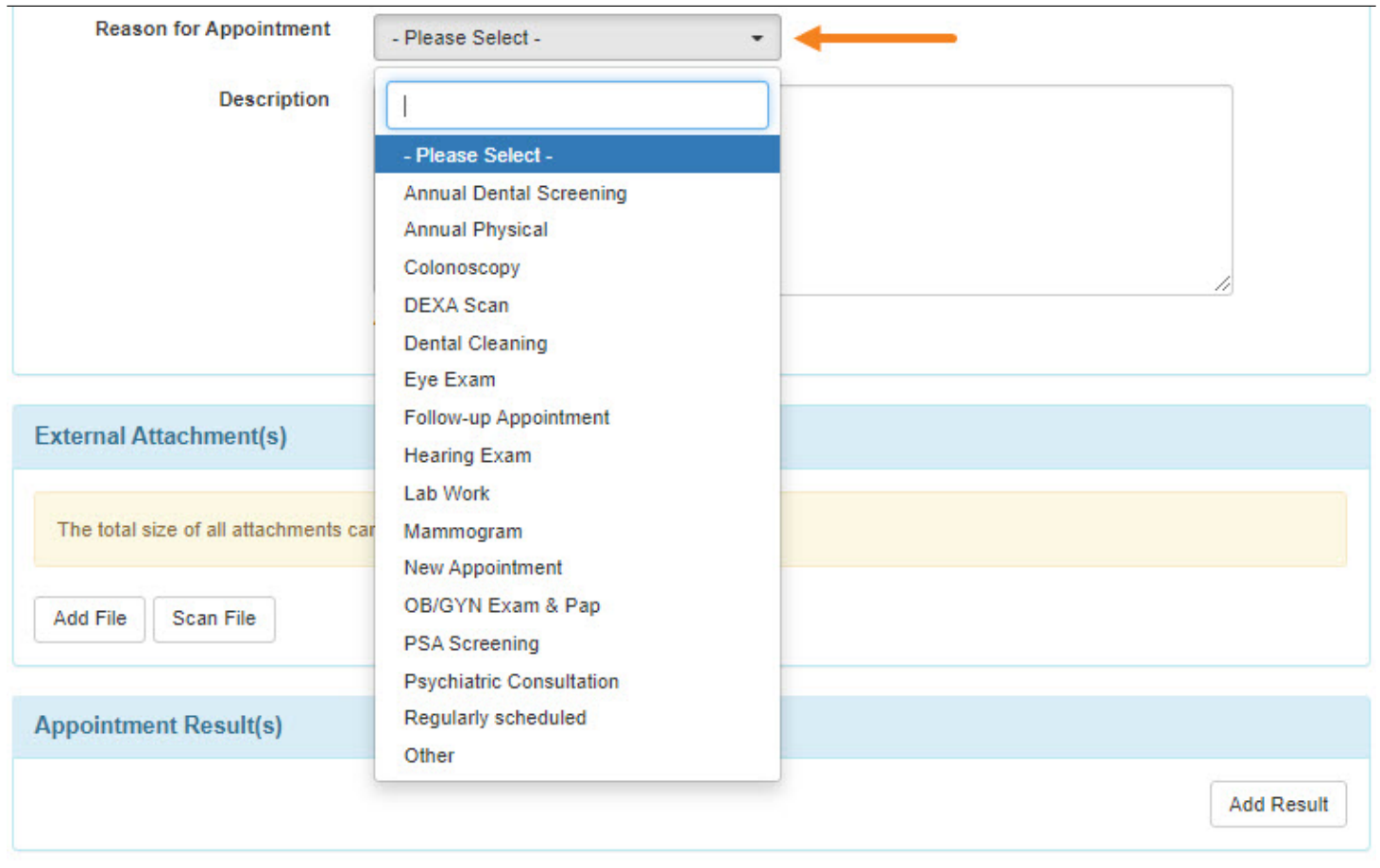|		
* **Specialty**	Physical Therapy	🔍
Location Type	Hospital ▾	
Address	11/A, Road 2, Dhaka-1212	
	Street 1	Street 2
	Dhaka	State ▾		Zip Code	Bangladesh ▾
	City	State	Zip Code	Country

- A list of **Specialty** will be displayed to select the appropriate specialty of the consultant or hospital.

Specialty

Allergy & Immunology	Neurology
Anesthesiology	Nuclear Radiology
Audiology	Nutrition
Cardiology	Obstetrics & Gynecology
Chiropractic	Occupational Therapy
Colon Rectal	Oncology (Cancer)
Dentist	Ophthalmology/Optometry
Dermatology	Orthopedics
Ear, Nose, Throat	Otolaryngology
Emergency Medicine	Pathology
Endocrinologist	Pediatrics
Endocrinology, Diabetes & Metabolism	Phlebotomy
Endovascular Surgical Neuroradiology	Physiatry
Epidemiology	Physical Medicine & Rehabilitation
Family Medicine	Physical Therapy
Gastroenterology	Plastic Surgery
General Practice	Podiatry
Geriatrics	Preventive Medicine
Gynecology	Primary Care
Hematology	Psychiatry
Hepatology	Psychology
Infectious Disease	Pulmonology
Internal Medicine	Radiology
Medical Genetics	Rheumatology
Neonatology	Speech Therapy
Nephrology	Urology
Neurological Surgery	Wound Care

7. The **Reason for Appointment** can be selected from the drop-down menu if needed.

8. **External Attachment(s)**, **Appointment Result(s)**, **and Comments** can be added if necessary.

External Attachment(s)

The total size of all attachments cannot exceed 10 MB

[Add File] [Scan File]

Appointment Result(s)

Result	Description	Action
Diagnosis		Edit | Remove
Lab Results		Edit | Remove

[Add Result]

Comments

Please visit next week with the lab results.

About 2956 characters left

9. After entering the necessary information of the appointment, click on the **Submit** button.

[Cancel] [Back]   [Save] [Submit]

If all required fields have been entered, a **Successfully Submitted** message will be displayed.

HTA-DEMOTPHL-HCR4NA4ZBMUL5 form has been successfully submitted

Back to Form

PDF & Printable

📄 Display PDF
📄 Display PDF (Without Followups)