

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.

To Do	Heal	th Tracking
Individual	Appointments	New Search Calendar View
Health	Blood Glucose	New Search Report
Agency	Height/Weight	New Search Report
Admin	Immunization	New Search
	Infection Tracking	New Search Report
Settings	Intake/Elimination	New Search Report

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

Select Program For Appointments

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 15 V Records
Program Name	Site Name 🜲	Program Type 🔶	Cost Center Number 🔶	Program ID 🔶
Beginners Level	(Demo) Special School	Day School		01
Day Shift	DEMO SITE (BD)	School		01
Pre-school	Demo Tangail Special School	Play Therapy		001
Showing 1 to 3 of 3 entries	3			



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

Select Individual For Appointments

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 v Record
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

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

Appointments New 0	
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.

Appointment Information		
Appointment Status	- Please Select -	•
* Begin Time	1	
End Time	- Please Select - Scheduled	
* Appointment With	Not Scheduled Rescheduled	
Consultant	Results Pending Completed	Q
Hospital	Cancelled Missed	Q
Other	Declined	

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

Appointment Information		
Appointment Status	Scheduled	•
Begin Time	09:00 pm	٩
End Time	10:00 pm	©



• Click 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.

	With	I										
	Co	nsultant			٩							
ltant												
Shared	С	ontact	Select	ion List	-							
Jilarea		ontaot	. 001001									
Gabriel											15 🗸 F	Records
				Organization		Туре	Specialty	NPI			Status	Link
Title	¢	First Name ≑	Last Name	Name \$	Form ID 🗘	All 🔻		Number	Address	Primary Phone		All

To learn more about Shared Contacts, click <u>here</u>.

• 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.

										Person-Cent	erea. Data-	Driven.		
Арроі	ntment V	Vith												
		Cons	ultant	Luis Gabri	el / Dr. (Demo Sp	et Q X								
		Но	spital	Anthony M	lakhoba / Dr. (Ug	ar Q ×								
			Other											
ospital														
S	hared	Co	ntact S	Selectio	on List									
	Filter												15 🗸	Records
	Title	÷	First Name ≜	Last Name	Organization	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	Rumber	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

Therapicional

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	1	Q		
Location Type	Hospital		•		
Address	11/A, Road 2, Dh	aka-1212			
	Street 1			Street 2	
	Dhaka	State	•		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 Anesthesiology Audiology Cardiology Chiropractic Colon Rectal Dentist Dermatology Ear, Nose, Throat **Emergency Medicine** Endocrinologist Endocrinology, Diabetes & Metabolism Endovascular Surgical Neuroradiology Epidemiology Family Medicine Gastroenterology **General Practice** Geriatrics Gynecology Hematology Hepatology Infectious Disease Internal Medicine Medical Genetics Neonatology Nephrology **Neurological Surgery**

Neurology Nuclear Radiology Nutrition **Obstetrics & Gynecology** Occupational Therapy Oncology (Cancer) Ophthalmology/Optometry Orthopedics Otolaryngology Pathology Pediatrics Phlebotomy Physiatry Physical Medicine & Rehabilitation Physical Therapy Plastic Surgery Podiatry Preventive Medicine Primary Care Psychiatry Psychology Pulmonology Radiology Rheumatology Speech Therapy Urology Wound Care



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

Reason for Appointment	- Please Select -	
Description	1	
	- Please Select -	
	Annual Dental Screening Annual Physical Colonoscopy	/
	DEXA Scan Dental Cleaning	
	Eye Exam	
External Attachment(s)	Follow-up Appointment Hearing Exam	
The total size of all attachments car	Lab Work Mammogram	
Add File Scan File	New Appointment OB/GYN Exam & Pap PSA Screening	
Appointment Result(s)	Psychiatric Consultation Regularly scheduled Other	
		Add Result

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



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

About 2956 characters left

1



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

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Display PDF (Without Followups)