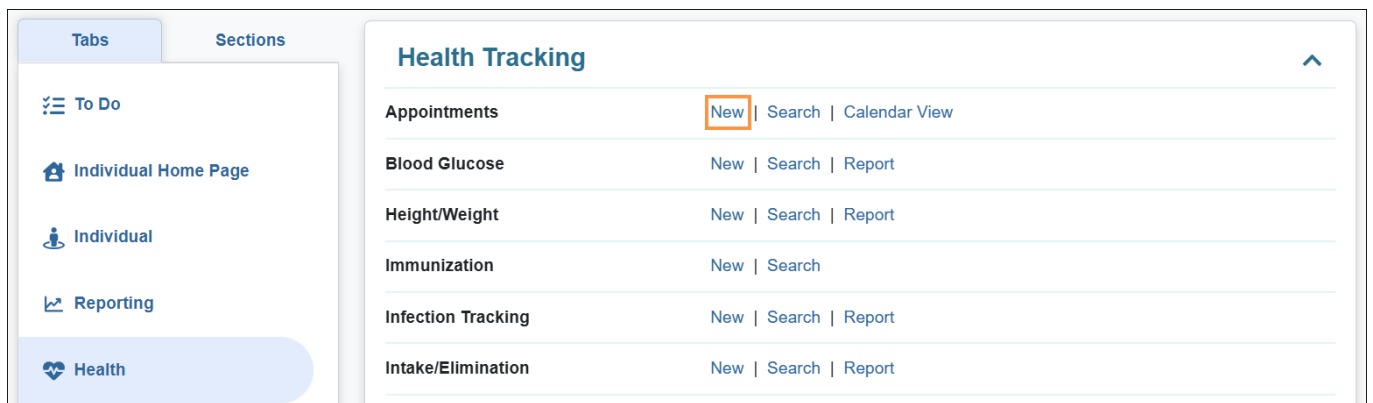


Enter Appointments

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.



Health Tracking	
Appointments	New Search Calendar View
Blood Glucose	New Search Report
Height/Weight	New Search Report
Immunization	New Search
Infection Tracking	New Search Report
Intake/Elimination	New Search Report

2. 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

15 Records

Last Name	First Name	Individual ID	Birth Date
Abraham	Paul		05/17/2010
Abraham	Isaac		02/01/2011
Bruce	Abraham		07/01/2020
Patrick	Abraham		01/05/2013
Rahman	Abraham		

Showing 1 to 5 of 5 entries (filtered from 282 total entries)

3. General Information:

- **Program:** Auto-selected. The field shows a list of the user's active Program(s). If an individual has a 'Default Individual Program' configured or is enrolled in only one program, that program will be auto-selected in this field.
- **Reported by:** Auto-selected. If you are entering data on behalf of another user, you may select his/her name from the drop down list.
- **Date:** Enter the date the appointment is scheduled for by clicking on the calendar icon.
- **Notification Level:** Auto-selected. This field specifies a Notification Level for the information entered and can be changed.

General Information

Individual Isaac Abraham ⓘ

* Program (Demo) Academic Activities ▼

Time Zone Africa/Kampala

* Reported By Imran Rahman, Academic Coordinator- ▼

* Date 12/01/2025 📅

Notification Level Low ▼

Fields mark with a **Red Asterisk (*)** must be filled in.

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

Appointment Information

Appointment Status

- Please Select -

- Please Select -

Scheduled

Not Scheduled

Rescheduled

Results Pending

Completed

Cancelled

Missed

Declined

* Begin Time

End Time

* Appointment With

Consultant

Hospital

Other

- 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

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.

To learn more about Shared Contacts, click [here](#).

* Appointment With

Consultant



Consultant

Shared Contact Selection List

Gabriel

15

Records

Title	First Name	Last Name	Organization Name	Form ID	Type	Specialty	NPI Number	Address	Primary Phone	Status	Link
Dr.	Luis	Gabriel	Demo Special Children School	SC-DEMOTPHL-LCD4NDHZ6833U	Doctor	Speech Therapy		Demo Street No., Philippines	11111111111	Active	No

Showing 1 to 1 of 1 entries (filtered from 25 total entries)

Previous

1

Next

- 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



Hospital




Other

Hospital

Shared Contact Selection List

<input type="text" value="Filter"/>											15	Records
Title	First Name	Last Name	Organization Name	Form ID	Type	Specialty	NPI Number	Address	Primary Phone	Status	Linked	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

5. 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	<input type="text" value="Physical Therapy"/>	<input type="button" value="Q"/>	
Location Type	<input type="text" value="Hospital"/>		
Address	<input type="text" value="11/A, Road 2, Dhaka-1212"/>	<input type="text"/>	
	Street 1	Street 2	
	<input type="text" value="Dhaka"/>	<input type="text" value="State"/>	<input type="text" value="Bangladesh"/>
	City	State	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

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

The screenshot displays a web form for scheduling an appointment. The 'Reason for Appointment' section features a dropdown menu currently set to '- Please Select -'. An orange arrow points to this dropdown. The dropdown menu is open, showing a list of appointment reasons: Annual Dental Screening, Annual Physical, Colonoscopy, DEXA Scan, Dental Cleaning, Eye Exam, Follow-up Appointment, Hearing Exam, Lab Work, Mammogram, New Appointment, OB/GYN Exam & Pap, PSA Screening, Psychiatric Consultation, Regularly scheduled, and Other. Below this section is the 'Description' field. The 'External Attachment(s)' section includes a note about file size limits and buttons for 'Add File' and 'Scan File'. The 'Appointment Result(s)' section has an 'Add Result' button.

Reason for Appointment	Description
- Please Select -	

External Attachment(s)

The total size of all attachments cannot exceed 10MB.

Appointment Result(s)

7. **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

8. 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 \(Without Followups\)](#)