

## 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													
Individual													
<b>Health</b>	<h2>Health Tracking</h2> <table> <tr> <td>Appointments</td><td>  <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Calendar View</a> </td></tr> <tr> <td>Blood Glucose</td><td> <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a> </td></tr> <tr> <td>Height/Weight</td><td> <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a> </td></tr> <tr> <td>Immunization</td><td> <a href="#">New</a>   <a href="#">Search</a> </td></tr> <tr> <td>Infection Tracking</td><td> <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a> </td></tr> <tr> <td>Intake/Elimination</td><td> <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a> </td></tr> </table>	Appointments	 <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Calendar View</a>	Blood Glucose	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>	Height/Weight	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>	Immunization	<a href="#">New</a>   <a href="#">Search</a>	Infection Tracking	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>	Intake/Elimination	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>
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Intake/Elimination	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>												
Agency													
Admin													
Settings													

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
<input type="text" value="Filter"/> <span>15 Records</span>																										
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																						

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

## Select Individual For Appointments

Program: Pre-school (Demo Tangail Special School)

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.

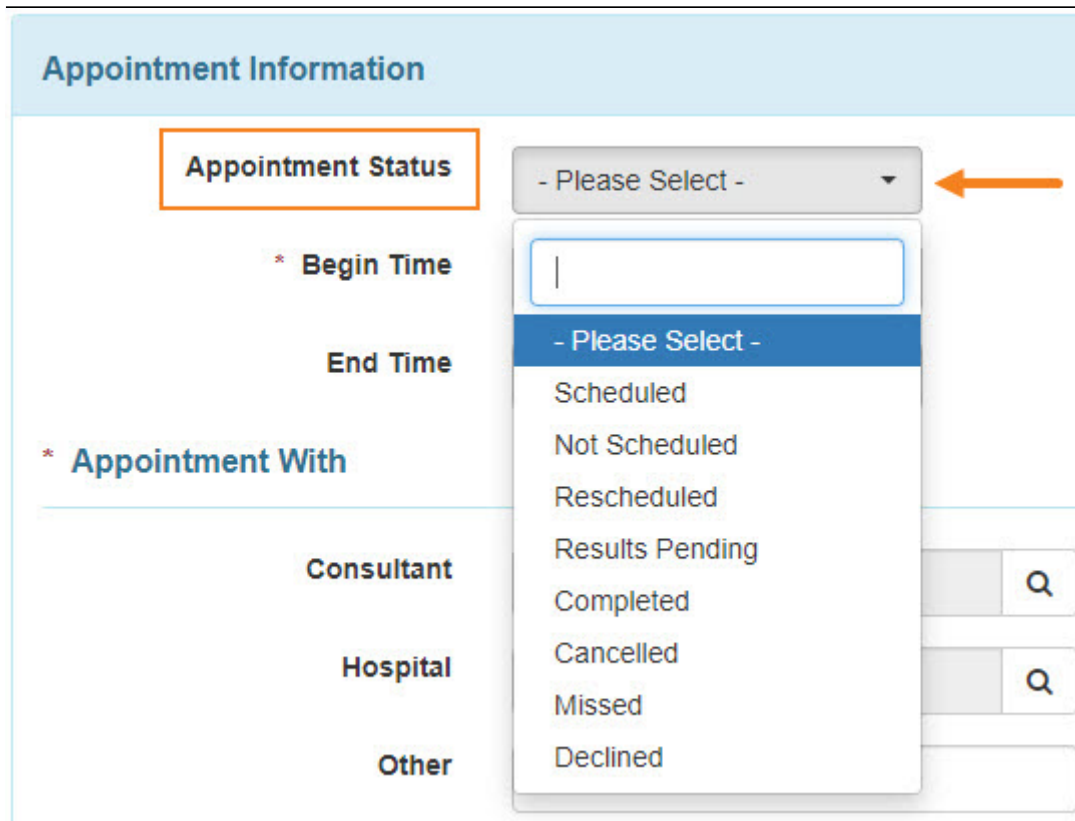
## Appointments New i

General Information

Individual: Rahman Abdur i  
 Program: Pre-school  
 Time Zone: Asia/Manila  
 \* Reported By:   
 \* Date:    
 Notification Level:

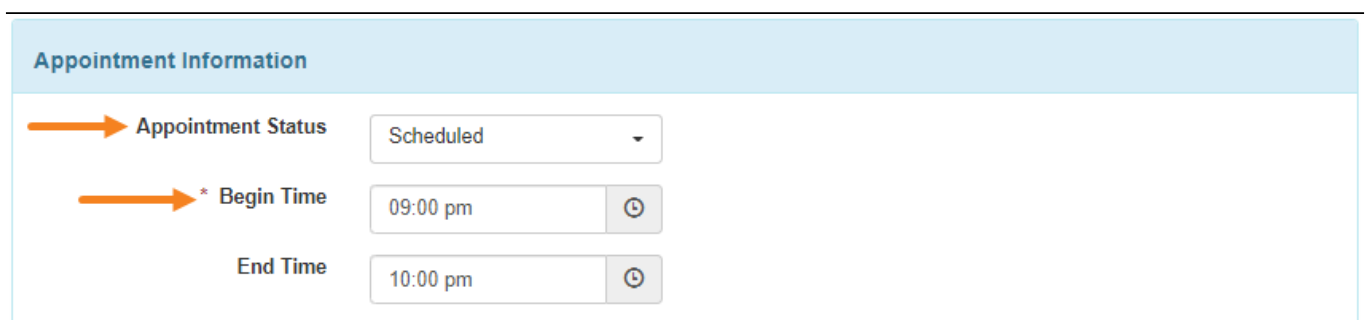
Fields mark with a **Red Asterisk (\*)** must be filled in.

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



The screenshot shows the 'Appointment Information' section of a form. The 'Appointment Status' field is highlighted with an orange box. An orange arrow points to the dropdown menu, which is open, showing a list of status options: '- Please Select -', 'Scheduled', 'Not Scheduled', 'Rescheduled', 'Results Pending', 'Completed', 'Cancelled', 'Missed', and 'Declined'. Other fields visible include 'Begin Time', 'End Time', 'Appointment With', 'Consultant', 'Hospital', and 'Other'.

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



The screenshot shows the 'Appointment Information' section of a form. The 'Appointment Status' field is set to 'Scheduled'. The 'Begin Time' field is set to '09:00 pm' and the 'End Time' field is set to '10:00 pm'. Orange arrows point to the clock icons next to the 'Begin Time' and 'End Time' fields, indicating where to click to set the time.

- 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

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	1111111111	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	<a href="#">View Details</a>
Dr.	Joseph	Patel	Childrens Dental Care	SC-DEMOTPHL-HBU4NH8Y8MULP	Hospital	Dentist		street 234, Bangladesh	708-345-8765	Active	No	<a href="#">View Details</a>

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

Location Type

Address

Street 1

Street 2

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.

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 search bar and 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 'External Attachment(s)' area, which includes a text box for a description, a note about the total size of attachments, and 'Add File' and 'Scan File' buttons. At the bottom is the 'Appointment Result(s)' section with an 'Add Result' button.

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		<a href="#">Edit</a>   <a href="#">Remove</a>
Lab Results		<a href="#">Edit</a>   <a href="#">Remove</a>

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 \(Without Followups\)](#)