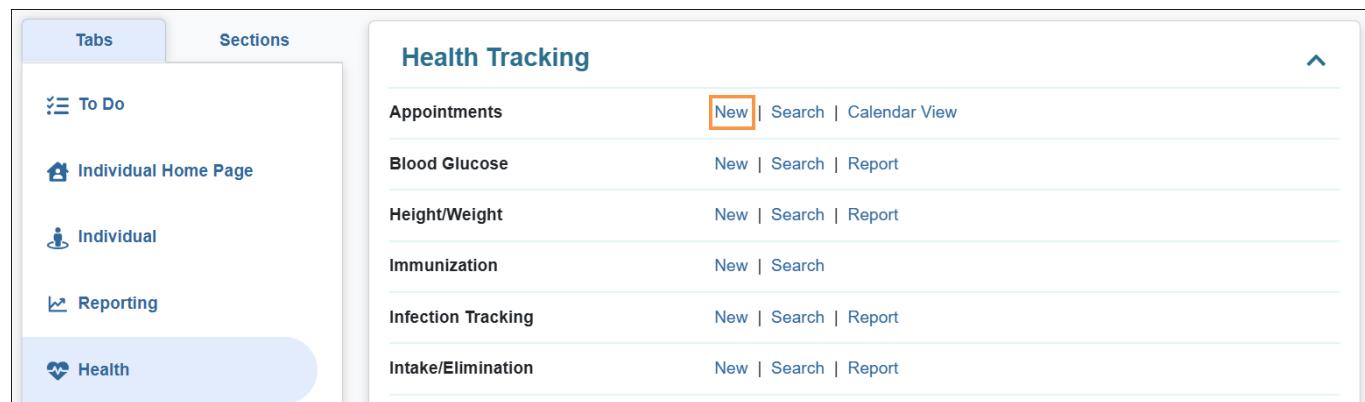


Enter Appointments

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.



The screenshot shows the Therap Global software interface. On the left, there is a sidebar with 'Tabs' (To Do, Individual Home Page, Individual, Reporting, Health) and 'Sections' (Health Tracking). The 'Health Tracking' section is expanded, showing a list of tracking types: Appointments, Blood Glucose, Height/Weight, Immunization, Infection Tracking, and Intake/Elimination. Each item has 'New', 'Search', and 'Report' links. The 'New' link for 'Appointments' is highlighted with a red box.

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
<input type="text" value="abraham"/> 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 -	←
* Begin Time		
End Time		
<hr/>		
* Appointment With		
Consultant		
Hospital		
Other		

- Please Select -

Scheduled

Not Scheduled

Rescheduled

Results Pending

Completed

Cancelled

Missed

Declined

[Search]

[Search]

- 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

Shared Contact Selection List											
<input type="text" value="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
Luis Gabriel / Dr. (Demo Spec)	Anthony Makhoba / Dr. (Ugar)	

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

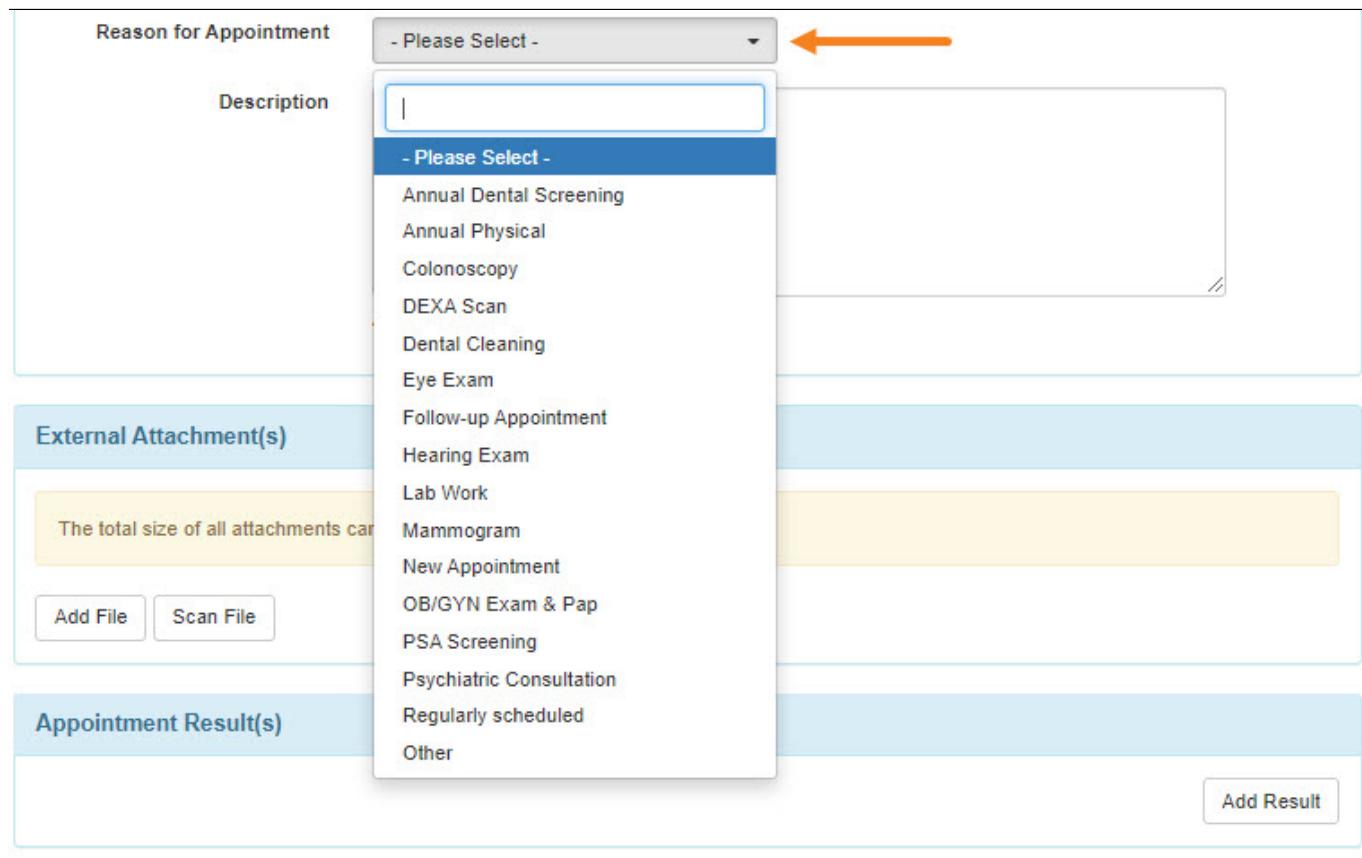
- A list of **Specialty** will be displayed to select the appropriate specialty of the consultant or hospital.

Specialty

X

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	Psychiatry
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 shows a user interface for managing appointments. On the left, there are three sections: 'Reason for Appointment' (with a dropdown menu), 'External Attachment(s)' (with file upload buttons), and 'Appointment Result(s)' (with a 'Add Result' button). A dropdown menu is open over the 'Reason for Appointment' field, listing various appointment types. An orange arrow points to the top of this dropdown menu.

Reason for Appointment	Description
<input type="button" value="- Please Select -"/>	
<input type="text" value=" "/>	
<input type="button" value="- Please Select -"/>	
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	
Other	

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](#)

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