

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

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

Select Program For Appointments

All
A
B
C
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U
V
W
X
Y
Z

Filter

15
▼
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. Select an individual from the **Select Individual For Appointments** page.

Select Individual For Appointments

Program: Pre-school (Demo Tangail Special School)

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

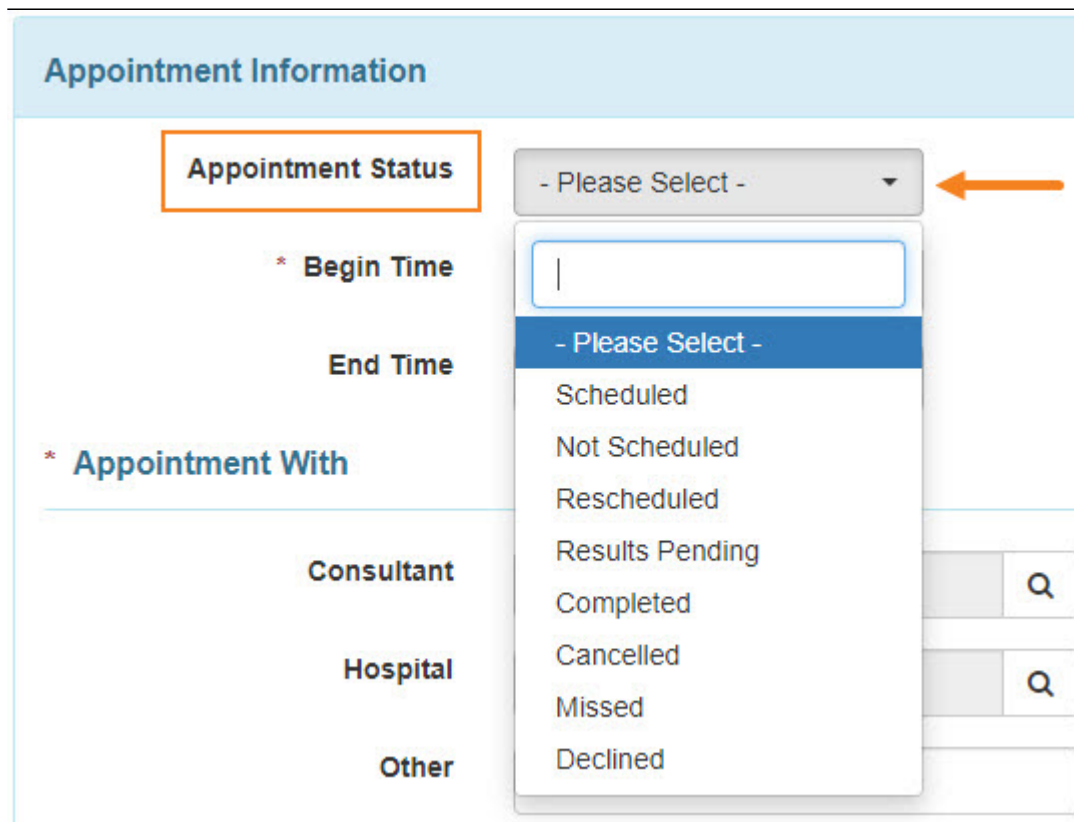
→ *** Reported By**

→ *** 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. A dropdown menu is open, showing the following options: '- Please Select -', 'Scheduled', 'Not Scheduled', 'Rescheduled', 'Results Pending', 'Completed', 'Cancelled', 'Missed', and 'Declined'. An orange arrow points to the dropdown menu. Other fields visible include 'Begin Time', 'End Time', 'Appointment With', 'Consultant', 'Hospital', and 'Other'. The 'Appointment With' field has a search icon (magnifying glass) next to it.

- 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

Q

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

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

City

State

Zip Code

Country

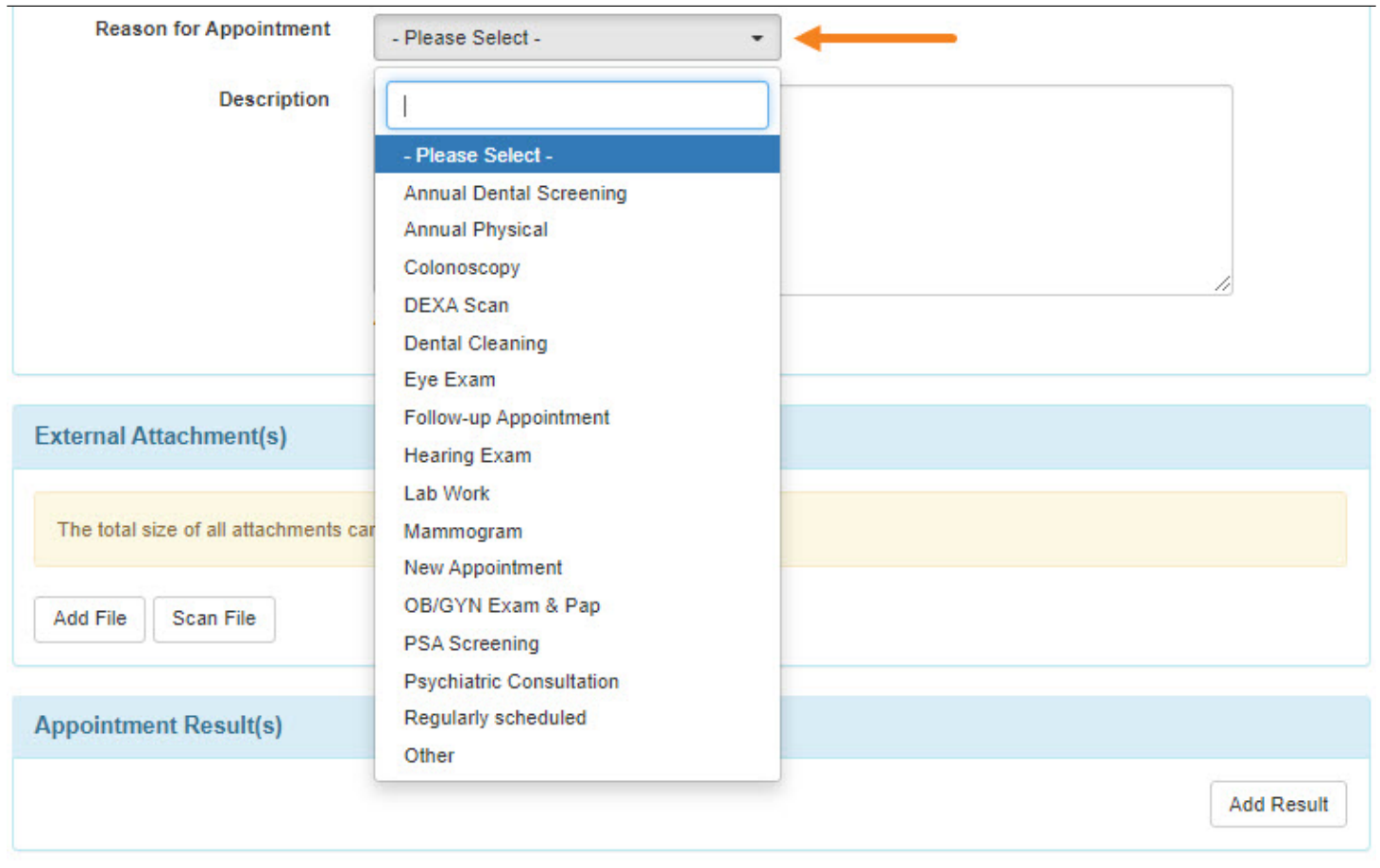
- A list of **Specialty** will be displayed to select the appropriate specialty of the consultant or hospital.

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 shows a web form for scheduling an appointment. The 'Reason for Appointment' dropdown menu is open, displaying a list of appointment types. An orange arrow points to the dropdown menu. The form includes sections for 'Description', 'External Attachment(s)', and 'Appointment Result(s)'.

Reason for Appointment	Description
- Please Select -	
- 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	

External Attachment(s)

The total size of all attachments cannot exceed 10 MB.

Add File Scan File

Appointment Result(s)

Add Result

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](#)

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