CLINICAL

How To Create An Appointment From Your Calendar



To create an appointment from your schedule, follow the steps below,

1. From the Staff Calendar screen, click and drag your mouse on the calendar timeslot you want to book.



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- 2. In the New Entry Type pop-up, select the New Service Entry radio button.
- 3. Click OK.

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New Entry Type	
O New Calendar Entry	
New Service Entry	
New Primary Care Entry	
O New Resource Entry	
	3
	OK Cancel

COUNTY SAN LUIS OBISPO

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- 4. In the Service Notes screen, click the drop-down menu in the program field and select the appropriate program
- 5. Click the drop-down menu in the Procedure field and select the appropriate procedure.
- 6. Click the drop-down menu in the Location field and select the appropriate location.
- 7. Click in the Total Duration field and enter the duration of the appointment.

Progress Note	(MH)						Ē	: 2
Effective 11/21/202	2 Status New		Author	Clinician, Robert				
Service Note	Billing Diagnosis Warnings							
Service								
Status	Scheduled		Start Date	11/21/202	2 🛗 🕶			
Program	Outpatient MH Adult	~ 4	Start Time	08:30 AM				
Procedure	Therapeutic Behavioral Services	~ 5	Travel Time		Minutes			
Location	Community Mental Health Center	~ 6	Face to Face Time		Minutes			
Clinician	Clinician, Robert		Documentation Time		Minutes	7		
			Total Duration	60	Minutes			
Cancel Reason		\sim	Attending			~		
			Referring			\sim		



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8. Click the Save icon. Click the X icon to close the screen.

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