Managing Tentative Appointments
Managing Tentative Appointments

Managing Tentative Appointments
Confirm the appointment as is, or edit the appointment before confirming.
Managing Tentative Appointments

The purpose of this document is to describe the steps for a clinic to manage Tentative Appointments.

Managing Tentative Appointments

Review and manage tentative appointments requested by patients using the Patient Facing Appointment Selection.

**NOTE**: APPOINTMENTS_MANAGE permission is required to manage this feature.

Navigate to the Schedule module.

Click the **Review PHR Appts** button.

A popup displays with the list of unreviewed Tentative Appointments. By default, the list is displayed in reverse chronological order.
Click the **Start Review** button to begin reviewing the entire queue.

To review a specific appointment, click that row.

**NOTE**: Clicking the patient link will navigate the user to that Patient's chart, and the tentative appointment popup will be closed.

A popup displays with the **Tentative Appt** details.
Confirm the appointment as is, or edit the appointment before confirming.

At the top right of the popup you can decide to:

- **Close** the Tentative Appointment queue. If you click this button, you go back to the daily schedule and no action is taken on this appointment.
- **Skip** the Tentative Appointment. If you click this button, you skip this appointment and move to the next one in the queue. No action is taken on this appointment.
- **Delete** the Tentative Appointment.
- **Confirm** the Appointment to create a permanent appointment in place of the tentative appointment.