



Managing Tentative Appointments

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Confirm the appointment as is, or edit the appointment before confirming.	5

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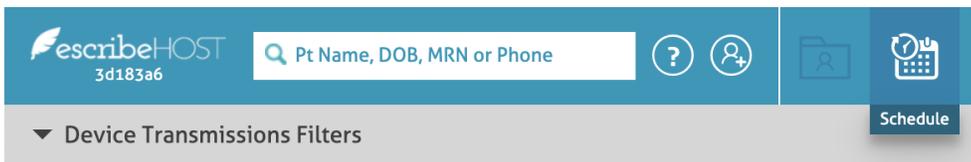
The purpose of this document is to describe the steps for a clinic to manage Tentative Appointments.

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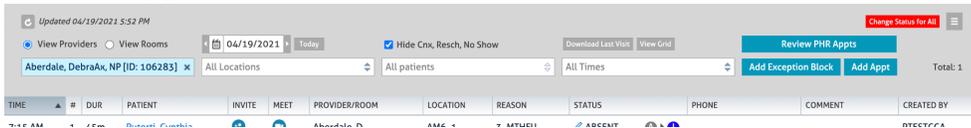
Review and manage tentative appointments requested by patients using the Patient Facing Appointment Selection.

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.

Date/Time	PATIENT	PROVIDER/ROOM	LOCATION	Requested By	PHONE
06/22/2021 1:00 PM	Anna_Doe	John, Doe	AM6_1	DEMO	
05/21/2021 1:15 PM	Anna_Doe	John, Doe	AM6_1	DEMO	
05/20/2021 9:30 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/30/2021 7:15 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/27/2021 7:15 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/27/2021 7:15 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/27/2021 7:00 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/26/2021 7:30 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 9:30 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 8:45 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 8:30 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 8:00 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 8:00 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 7:45 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 7:15 AM	Anna_Doe	John, Doe	AM6_1	DEMO	
04/23/2021 7:15 AM	Anna_Doe	John, Doe	AM6_1	DEMO	

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.

PROVIDER/ROOM	LOCATION	Requested By	PHONE
John, Doe	AM6_1	DEMO	
John, Doe	AM6_1	DEMO	
John, Doe	AM6_1	DEMO	

A popup displays with the **Tentative Appt** details.

Replace Tentative Appt - Wk3Tue

Appointment

Patient: Anna Doe

Provider: John Doe OR Schedule Room

Date: 06/22/2021 Start Time: 1:00 PM

Reason: 3 MONTH FOLLOW-UP Duration: 45 min

Signed Orders: No Orders Comment:

Requested By:

AM:			PM:		
7:00 AM	AM6_1	AAA123	1:00 PM	AM6_1	AAA123
7:15 AM			1:15 PM		
7:30 AM			1:30 PM		
7:45 AM			1:45 PM		
8:00 AM			2:00 PM		
8:15 AM			2:15 PM		
8:30 AM			2:30 PM		
8:45 AM			2:45 PM		
9:00 AM			3:00 PM		
9:15 AM			3:15 PM		
9:30 AM			3:30 PM		
9:45 AM			3:45 PM		

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.

