Effective December 07, 2009 chairs will not be reserved before scheduling a patient. Instead you will go directly to the active tab.

In the Appt. Books screen select the clinic you will be working in.
Select the date to schedule the patient on.

Find a tan space that indicates an available appointment time. Then click in the box that matches the time the appointment will begin.

When the Rolodex screen pops up select your patient from the list.
Select the Appointment Code...

......the Tx Discipline....
....Tx Plan.....

...the Reason or a Note about the appointment...

...then click on “Accept”.....

<table>
<thead>
<tr>
<th>Prov</th>
<th>Seq#</th>
<th>Code</th>
<th>Site</th>
<th>Surf</th>
<th>Description</th>
<th>Appx Date</th>
<th>Plan Auth#</th>
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</thead>
<tbody>
<tr>
<td>$100032</td>
<td>0</td>
<td>D5213</td>
<td>UA</td>
<td></td>
<td>Max partial - 20 minute</td>
<td>10/2009</td>
<td></td>
</tr>
</tbody>
</table>
..to complete making the appointment.

If you have questions please call Dale Jackson at 86497 or email me in AxiUm or rjacks32@uthsc.edu.