

## Scheduling (Part Two) - Existing Patient Appointments



Incoming appointment requests made by patients will be here in the appointment queue. It will tell you the type of appointment; if they want phone, office, or video; the clinician; and then the date.

	Conserver a secure message
	07/29 @ Jane W. Doe would like to deliver a secure message
	07/29 (c) Jane W. Doe would like to deliver a secure message
	4 Appointment Requests
	Jane Doe requests a Follow Up 30 Diminutes by phone with <u>Army Nett</u> on Oct 25, 14:15 - 14:45
	Jane Doe requests a Follow Up 30 minutes in office with Amy Nett on Oct 31, 15:00 - 15:30
lasks wijoy & Laury	Jane Doe requests a Follow Up 30 minutes by phone with <u>Amy Nets</u> on Oct 24, 15:00 - 15:30
	Jane Doe requests a Follow Up 45 minutes in office with <u>Amy Nett</u> on Oct 24, 14:15 - 15:00
	Jane Doe requests a Follow Up 30
	Dictation Center
	No Completed Transcriptions



There should never be a time when you red X an appointment. If you want to accept it, you do so with the green box, or if you reject it or want to send the patient a message, we do that with the blue box.



Clicking on the date brings up the appointment. It's usually a good idea to go to that day on the schedule. Look at the time the patient wants, and see if there are any changes that need to be made. For example, this patient is requesting the appointment to start at 2:15, which would block out 15 minutes of time.



07729 @ Jan 03.58pm sec	ne W. Doe would like to deliver a cure message		
4 Appol	ntment Requests 👘		
Jane Doe re minutes by p Oct 25, 14:1	quests a Follow Up 30 Carl Carl Carl Carl Carl Carl Carl Carl		
Jane Doe re minutes in o Oct 31, 15:8	Schedule New Event in Calendar	8	🖾 👩 Email Notice 🖉 Reminder
Jane Doe re minutos by d Oct 24, 154	EP Phone - Amy Type Statu	Case Review - AN Case Review - CK	Subject CCFM Appointment Confirmation
Jane Doe no minutes in o	Email will automatically include date/time info - Enter Event Details-	Follow Up - 30 Chiron Follow Up - 30 Office Follow Up - 30 Phone	Please review the <b><u>NEW</u></b> cancellation/rescheduling policy below. Thank you.
Jane Doe re Dictation	This appointment is for: Jane Doe(11/20/1981) <sup>[k]</sup>	Follow Up - 45 Chiron Follow Up - 45 Office Follow Up - 45 Phone Follow Up - 60 Chirop	<ul> <li>Scheduled A PHONE APPOINTMENT:</li> <li>Vour clinician will contact you at your scheduled appointment time at the phone number you provided to</li> </ul>
	From 10/25/2016 14:15 Until 1	Follow Up - 60 Office Follow Up - 60 Phone Follow Up - 15 Chiron	us when you booked your appointment. This initial email notice will go out as soon as you say the appointment and will contain the date and time automatically.
	+ Add New Even	Follow Up - 15 Office Follow Up - 15 Phone	Save as initial notice email default
	Applies To: A. Amar J. Cole C. Kresser	Follow Up - 90 Chiron Follow Up - 90 Office Follow Up - 90 Phone	
	R. Asfour S. Gaertner S. Martin J. N. Jackson J. Mishra Brafman	IC-30 Chiron IC-30 Phone New Patient - SS	
	L. Buckley A. L. Kopelyan Montgomery	Professional Coaching Block	
		Misc Cancelled	

Here, we put EP for established patient, that it is a phone appointment, and the clinician. The patient wants a half-hour phone appointment. In this case, I also need to go into her chart to get her phone number. I copy the preferred phone number and paste it into the body of the appointment. It's already assigned to this patient for the time she wants, but I want it to start at 2:00. Default clinician should already be marked, and here is the confirmation notice and the reminder.



P Phone - Amy	Status: (	ollow Up - 30 Phone	Subject CCFM Appointment Confirmation	
mail will automatically include dat	le/time info		cari soli if they need to.	
555) 123-1235			You will receive an email from Chiron to set up your	
his appointment is for	-	using Dational	account if you have not previously done so . On the day of your appointment, please login to Chiron 10 minutes prior	
ane Doe(11/20/1981) <sup>[x]</sup>		saigh Patient -	at the scheduled time.	
rom 10/25/2016 14:00	Until 10/25	2016 14:30	To log in to Chiron: <a https://patients.chironhealth.com/patient_users/sign_in&gt;https://patients.chironhealth.com/patient_users/sign_i</a 	
is recurring			D-122	
+ Ad	id New Event		APPOINTMENT <td></td>	
pplies To:	C Kineser		Chris Kresser: 2414 Ashby Avenue, Ste. 201, Berkeley,	
A Amar 0 J. Cole	Mu	rphy Schweig	CA 99705	
R. Asfour S. Gaertner	S. Martin	A. Nett K. Turchi	94025	
rafman	J. Milorita	IN POLY ALL	Dr. Sunjya Schweig: (this is located in the Wells Fargo	
L. Buckley A. Kopelyan Mor	L.	Y. Santos	This initial email notice will go out as soon as you save	
			the appointment and will contain the date and time automatically.	
	_	Petched in 0 seconds	Save as initial notice email default	

Since this is a phone appointment, I can take off the messages about office and CHIRON. This is not an initial consult or a case review, so I can take that off the message. She is left with the instructions for the phone and the cancellation policy.

Minbox (1) - laura@fu	nctiona	× V -Schedule - Day Vie	w: 07/	2 × MFwd: WPs	- laura@cofm	Ned ×	COFM - G	oogle Drive	,	Schedule - Day V	ew: 10/2: X Jane W. Doe	×	Jane W. Doe	× C Secure Message	is × Lau	ara
⊢ → C fi 🔒 https://cc	fm.md	-hq.com/calendar.php	?fresh	_login=true#respo	nd									s 🖸	) 🖸 🚼 🥼 🛄 📕	Ξ
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S M T W T F S		Tue, Oct 25, 2016	_	Tue, Oct 25, 2016		Tue,	Oct 25, 2016			Tue, Oct 25, 2016	EP 3-10-16 (SKS)				1 Z	
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9 10 11 12 13 14 15	7:30		7:30		7:30				7:30		EP 4-25-16 (SKS)	- Se				41
16 17 18 19 20 21 22	7:45		7:45		7:45				7:45		Leanna D. Hanson - 07/12/16 EP 5-4-16 (SKS)	5				41
23 24 25 26 27 28 20	8:00		8:00		8:00				8:00		Louise Doubleday - 06/02/16	2				41
30 31 1 2 3 4 5	8:15		8:15		8:15				8:15		EP 5-23-16 (SKS) Ninah Kishbaugh Hofmann - 06/23/	16 3				41
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S. Martin	11.00		11.10	Keele] 9499165440	11.10				11.20							41
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J. Murphy	10.04		12 04	Allow Follow Lip - 60 P	Jaeno a ae	cure mess	sage to Jalle	W. DOUS P	ortal A	ccount		•				41
A. Noti	12:15		12.15	Allow: Follow Lb - 60 P	This mess	age will app	ear in the patie	ent's Portal ad	ccount.	By default, the patient will a	to receive an email notification that there	isa				41
N. Petty	12:30		12:30		income of the	and a star	e Parent Porta	н.				a				41
Y. Santos	12:45		12:45		Title: Ro:	add appoin	tment					a				41
K. Turchi	1:00		1:00		Message	to Patient:										41
ALL	1:15		1:15		Hi Jano,							1				41
	1:30		1:30		We receiv	ed the requ	est for your ap	pointment on	Octobe	or 25th. We will need to mov	e the appointment to 2:00 or 2:30	1.				41
Received Faxes (Unfiled)	1:45		1:45													41
	2:00	[14:00 - 14:30] Jane W. 🖌	2:00									· 🛏				41
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Then, I click Add New Event. Now, I do want to let her know that I changed the time. I'll also offer her the 2:30 slot in case she wants it later, and I can manually move the appointment if she responds, and then send the message.

Inbox (1) - laura@fur	ctiona	× Schedule - Day Vie	w: 07/2	× Fwd: WPs - laura	@ccfm	CCFM - Google Drive	,	Schedule - Day View	ew: 10/2 × 🚽 Jane W. Doe ×	a
← → C fi A https://ccf	m.md	hq.com/calendar.php?	fresh	login=true#read_73828	в				2 0 o 🕚 🖉 🚛 :	=
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25 26 27 28 29 30 1	7:00		7:00		7:00		7:00		Bradley Alan Lovett - 05/26/16	
2 3 4 5 6 7 8	7:15		7:15		7:15		7:15		EP 3-14-16 (SKS) 2 Sarah R. Hadley - 06/01/16 8	
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16 17 18 19 20 21 22	7:45		7:46		7;45		7:45		Leanna D. Hanson - 07/12/16 5 EP 5-4-16 (SKS)	11
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A. Amar 15 Minutes	9:30	[09:50-10:00] Emily	9:30		9:30		9:30		Michael S. Roeves - 07/18/16	41
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S. Gaertner	10:30	[10:30 - 11:00] Brit	10.30		10:30	[10:30 - 12:00] n/s FP Meeting /	10:30		Status: Confirmed Subject CCFM Appointment Confirmation	
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C. Kresser	11:00		11:00	[11:00 - 11:45] Robyn /	11:00	12:00jhttps://zoom.us/j/800914189	11:00		Enter Event Details     Cancellation/rescheduling policy below. Thank you.	
S. Martin	11:15		11:15	[11:00 - 11:45] [Pt: Robyn	11:15		11:15		POUBLED A PHONE APPOINTMENT	11
<ul> <li>J. Mishra</li> </ul>	11:30		11:30	Keelal 9433103440	11:30		11:30		Jane This appointment is for: - Assign Patient - Your clinician will contact you at your scheduled	
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N. Petty	12:15		12:15	Allow: Follow Up - 60 Phone	12:15		12:15		Jan Is recurring the appointment and will contain the date and time automatically.	
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	3:00	Allow: Follow Up - 30 Phone	3:00		3:00		3.00		minutes by phone with <u>Amy Nett</u> on	
Imported Lab Results 5	3:15	Allow: Follow Up - 30 Phone	3:15		3:15		3.15		Jane Doe requests a Follow Up 45 I T 3	
	3:30	Allow: Follow Up - 30 Phone	3:30		3:30		3.30		minutes in office with <u>Amy Nett</u> on	
No results to pick up	3:45	Allow: Follow Up - 30 Phone	2:45		3:45		3.45		Jane Doe requests a Follow Up 30 💿 🛐 🎇	
	4:00		4:00		4:00		4:00		minutes by phone with Amy Nett on Oct 18, 15:30 - 16:00	
	4:15		4:15		4:15		4:15		Rupinder Rai - Wants to cancel	
	4:30		4:30		4:30		4:30			
	4,45		e.45		a.45		***		Dictation Center	

Now I can go ahead and green X this appointment request out of here.

Second example: You can click on the date. Again, it should show the date on the calendar here. This is a 30-minute follow-up in office. I still want to open the patient's chart and get her phone number to put on there in case she needs to be contacted, if she doesn't show up, or for any other reason. The date, duration, and patient should all default, as well as Amy, the clinician.



Chedule New Event In Calendar <ul> <li>EP Office - Amy</li> <li>Type:</li> <li>Follow Up - 30 Office</li> <li>Status:</li> <li>Confirmed</li> <li>Status:</li> <li>Confirmed</li> <li>Subject CCFM Appointment Confirmation appointment are are private around proceeder or appointment.</li> <li>cupit YOU SCHEDULED A CHIRON (VIDEO) Apple number in case of technical difficuties. Make phote number in case of technical difficuties. Make phote number in case of technical difficuties. Make automatically.</li> </ul> This appointment is for: <ul> <li>A anign Patient -</li></ul>	0:45	Frederic D. Kluth - 07/05/16	
EP Office - Amy  Type: Follow Up - 30 Office Status: Confirmed Sta	chedule New Event in Calend	lar (	Email Notice Reminder
Status:       Contrined       Image: Status:       Contrined       Image: Status:	EP Office - Amy	Type: Follow Up - 30 Office	Subject CCFM Appointment Confirmation
This appointment is for: Jane Doe(11/20/1981) <sup>M</sup> From 10/31/2016 15:00 IIII Until 10/31/2016 15:30 IIII From 10/31/2016 15:00 IIII Until 10/31/2016 15:30 IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Email will automatically include da (555) 123-1235	status: Contirmed	appointmentane acute prone number you provide up us when you booked your appointment. <up> <up> <up> <up> <up> <up> <up> <up></up></up></up></up></up></up></up></up>
Is recurring      Add New Event      A Amar     J. Cole     C. Kresser     J. S. Gaertner     S. Gaertner     S. Gaertner     S. Martin     A. Amar     J. Cole     C. Kresser     J. S. Gaertner     S. Gaertner     S. Martin     N. Jockson     J. Mishra     N. Petty     ALL     V. Santos     246   300   315   320   345   400   415   420     Pupinder Rai - Wants to canced     Pupinder Rai - Wants to canced     Pupinder Rai - Wants to canced	This appointment is for: Jane Doe(11/20/1981) <sup>[X]</sup> From 10/31/2016 15:00	- Assign Patient -	Please make sure if you have made a Chiron appointment that you have provided us with a backup phose number in case of technical difficulties. Make used that you have your obtain on during your
A. Amar J. Cole C. Kresser J. S.   A. Amar J. Cole C. Kresser J. S.   R. Astour S. Gaertner S. Martin Murphy Schweig   J. N. Jackson J. Mishra N. Petty ALL   Brafman Y. Santos 20 20   L. Buckley A. L. Y. Santos   246 Jane Doe requests a Follow Up 30 20   315 Jane Doe requests a Follow Up 45   320 Jane Doe requests a Follow Up 45   345 Jane Doe requests a Follow Up 45   4:00 Jane Doe requests a Follow Up 30   345 Jane Doe requests a Follow Up 30   345 Jane Doe requests a Follow Up 30   345 Jane Doe requests a Follow Up 30   4:15 H:15:30   4:15 H:15:30   4:30 H:15:30	Is recurring		This inital email notice will go out as soon as you save the appointment and will contain the date and time automatically.
2.45       Jane Doe requests a Follow Up 30 minutes by phone with Amy Nett on Oct 24, 15:00 - 15:30         3.00       Derequests a Follow Up 30 minutes in office with Amy Nett on Oct 24, 14:15 - 15:00         3.45       Jane Doe requests a Follow Up 30 minutes in office with Amy Nett on Oct 24, 14:15 - 15:00         4.00       Jane Doe requests a Follow Up 30 minutes by phone with Amy Nett on Oct 18, 15:30 - 16:00         4.15       Oct 18, 15:30 - 16:00         4.30       Rupinder Rai - Wants to cancel	Applies To: A. Amar J. Cole R. Asfour S. Gaertner J. N. Jackson Brafman L. Buckley A. Kopelyan Mo	C. Kresser J. S. Murphy Schweig S. Martin A. Nett K. Turchi J. Mishra N. Petty ALL L. Y. Santos	Save as initial notice email default
Jane Doe requests a Follow Up 45 minutes in office with Amy Nett on Oct 24, 14:15 - 15:00       3:45       4:00       4:15       4:15       4:30         Rupinder Rai - Wants to cancel	2.46 3.00 3.15	Jane Doe requests a Follow minutes by phone with Amy Oct 24, 15:00 - 15:30	Up 30 💿 🔀 🔁
4:00     Jane Doe requests a Follow Up 30 minutes by phone with Amy Nett on Oct 18, 15:30 - 16:00       4:15     Oct 18, 15:30 - 16:00       4:30     Rupinder Rai - Wants to cancel	3:30	Jane Doe requests a Follow minutes in office with <u>Amy N</u> Oct 24, 14:15 - 15:00	10p 45 💿 🔀 🔀 lett on
4:30 Rupinder Rai - Wants to cancel	4.00	Jane Doe requests a Follow minutes by phone with Amy Oct 18, 15:30 - 16:00	Up 30 🖸 🏹 🔀 Nett on
	4:30	Rupinder Rai - Wants to cano	201 💭 🔛 🖼 🔯

In this case, this is an office appointment, so I can remove the information about phone appointments and videos. I can also remove the IC and case review language for the cancellations, since this is a follow-up. Add New Event, and she is on the schedule. Now I can green X her request.



🛛 🗶 🗶 Minbox (1) - laura@fur	ictions × Schedule - Day V	iew: 07/2 × MFwd: WPs - laur	a@ccfmed ×	CCFM - Google Drive	× Schedule - Di	ny View: 07/2 ×	lane W. Doe ×		×	Laura
← → C fi A https://ccf	m.md-hg.com/calendar.php	?fresh_login=true#confirm							\$ (	) 🖸 🕅 🧄 🗍 🔲 😑
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J. Bratman	9:45	9:45	9.45		9.45	Frederic D. Kluth	- 07/05/16			ō
L. Buckley	10:00	10:00	10:00		10:00	EP 6-30-16 (SKS	5)			
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S. Gaertner	10:30	10:30	10:30 [10:30 - 12:	00] n/a FP Meeting 🦯	10:30		SHOW ALL			
A Keeshar	10:45	10:45	10:45 [10:30 -		10:45		Felched in 0.06 second			
G Kresser	11:00	11:00	11:00 12:00jhtps:	Schedule New Ever	t in Calendar					
S. Martin	11:15	11:15	11:15	School was the		•	tal Queue			
<ul> <li>J. Mishra</li> </ul>	11:30	11:30	11:30	T	Type:	Case Review - AN	boe would like to deliver a			
L Montgomery	11:45	11:45	11:45		Status:	Confirmed 0	assage			
<ul> <li>J. Murphy</li> </ul>	12 PM	12 PM	12 PM	Email will automatical	ly include date/time info		Vallenfels would like to			
A. Noti	12:15	12:15	12:15	- Citter Crent Desain			accure message			
N. Petty	12:30	12:30	12:30	-			poe would like to deliver a assage			
7. Santos	12:45	12:45	12:45	This appointment is	tor: - A	ssign Patient -	oe would like to deliver a			
K Turchi	1:00	1.00	1:00	From 07/29/2016	15:30 Until 07/29	2016 16:00	essage			
ALL	1:15	1:15	1:15				be would like to deliver a			
	1:30	1.30	1:30	Is recurring			the would like to deliver a			
Received Faxes (Unfiled)	1.45	1.45	1.65		THE R OF THE R. P. LEWIS CO., LANSING, MICH.		assage			
	200 114-00 - 14-301 pla Tanka	0.00	2.00 114-00-14	Auguster Tax	+ Add New Event		nt Requests			
	2-15 [14:00 - 14:30]	246	2-15 [14:00 - 14:	A Amar J.	Cole C. Kresser	1 0 8				
No Paxes Returned	2.20	0.00	2.30		Mi	rphy Schweig	a Follow Up 30			
	2.50	0.00	2.00	R. Astour S.	Gaertner S. Martin	A. Nett K. Turchi	30			
Pax number: 5108498501	100	0.00	2.00	J. N.	Jackson J. Mishra	N. Petty ALL	a Follow Up 45 🛛 🔁 🔀			
Imported Lab Depute	3.00	2.00	3.00	L. Buckley A.	ØL C	Y. Santos	00			
imported cap results 3		0.19	3.19	Kopely	an Montgomery		a Follow Up 30 💿 🔀 🔀			
No secondo la siste un	3:30	3.30	3.30			Oct 18, 15:30 - 1	6:00 Amy Nett on			
No results to pick up	100	100	4.00			Rupinder Rai - Wa	ants to cancel			
	4.00	4.00	4.00		4.00	appointment on W would like to comp	led, 08/10/2016: "/ plete the additional tests that			
	4:15	4:15	4:15		4.15	Dr. Schwoig has re	equested prior to the			
	4:30	4:30	4:30		4.30	apport timera.				
	4:45	4:45	4.45		4:45	Dictation Cer	nter 🖆			
	5:00	5:00	5:00		5:00			1		
	5:15	6:15	5:15		6:15	No Co	mpleted Transcriptions			
	5:30	6:30	5:30		5:30					
	5:45	5:45	5.45		5:45					
	6:00	6:00	6.00		6:00					
	6:15	6:15	6:15		6:15		1			
	6.30	6:30	0.00		6.30					
	6:45	0:45	0.45		6:45					
	7:00	7:00	7:00		7:00					
	7:15	7:15	7:15		7:15		Fetched in 0 second			

If you want to manually schedule an appointment, you can go to any date on the schedule, select the time, and type in your title. You would still put the patient's phone number, assign him or her here, and you would follow the same steps. Whoever's schedule that you click on to schedule the event will be the default here, but you can easily change to a different clinician, and that is scheduled.



10:45		10:45 [10:30 -	10:45	Felched in 0.06 seconds
11:00		11:00 12:00]https://zoom.us/j/800914189	11:00	
11:15		11:15	11:15	Patient Portal Queue '
11:30		11:30	11:30	07/29 (a) Jane W. Doe would like to deliver a
11:45		11:45	11.45	03-57pm secure message
12 PM		12 PM	12 PM	07/29 (a) Jennifer Wallenfels would like to 03:57pm deliver a secure message
12:15		12:15	12:15	07729 Jane W. Doe would like to deliver a
12:30		12:30	12:30	03:57pm secure message
12:45		Edit Event in Calendar	*	07/29 @ Jane W. Doe would like to deliver a secure message
1:00		EP - Sunjya	Type: Cancelled	07/29 (a) Jane W. Doe would like to deliver a
1:30			Send Cancellation Email	07/29 G Jane W. Doe would like to deliver a
1:45		s	tatus: Confirmed	C3.58pm secure message
2:00		(555) 123-1235 I		Schedule Email Reminder
2:15			6	
2:30		This appointment is for:		Subject Upcoming Appointment Reminder
2:45		Jane Doe(11/20/1981)[×]		This is a reminder for your upcoming appointment.
3:00		From 07/29/2016 17:00 Until	07/29/2016 17:30	cancellation/rescheduling policy below. Thank you.
3:15		Edit This Event	ete This Event	For every appointment, we ask that you go to the
3:30		Applies To:		Questionnaires section of your Portal and complete the Appointment Update form for your clinician, at least 48
3:45		A. Amar J. Cole C. Kress	er 🗍 J. 🛛 S.	hours prior to your appointment.
4:00		P Asfaur C Caastaar C Martin	Murphy Schweig	<u>IF YOU SCHEDULED A PHONE APPOINTMENT:</u>
4:15		J. N. Jackson J. Mishra	N. Petty ALL	<ap <="" td=""></ap>
4:30		Brafman	0	Reminder will be sent 1 hours before the
4:45		L. Buckley A. L.	Y. Santos	appointment wore: If there is less time than this before the appointment it will be sent within the next hour
5:00	[17:00 - 17:30] Jane W. /	Koperyan montgomery		
5:15	[17:00 - 17:30] [Pt: Jane W.	Originally created by Laura Montgomery at 07/29	/2016 at 18:04	<u>8</u>
5:30		5:30	5:30	No Completed Transcriptions
5:45		5.45	5:45	<u>E</u>
E-00		0.00	6.00	2

To cancel an appointment, you can click on it to either edit it or mark it as cancelled. When we cancel the appointment, we do put a note here: the date we're canceling it and why.

4:00		4:00
4:15		4:15
4:30		4:30
4:45		4.45
5:00	[17:00 - 17:30] Jane W. Dor	5.00
5:15	[7:00 - 17:30] [Pt: Jane W.	5:15
5:30	Doe] (CANX 7-29-16 LM) Per	5:30
5:45	pt (555) 123-1235	5.45
6:00	(555) 123-1233	e-00
6:15		6:15
6:30		6:30
0.45		8.45

Edit the event, and now you can see on the schedule it is only a small sliver. If you hover on it, it will show you the original appointment.



12.15	12.1			and the second sec	
12.13	12.1			Jane W. Doe would like to deliver a secure message	
12.00	12.3	·		Jame W. Doe would like to deliver a	
Edit Event in Calendar	1/20			secure message	
EP - Sunjya	Type:	Cancelled	0	Jane W. Doe would like to deliver a secure message	
	Status:	Confirmed		Jane W. Doe would like to deliver a	
(CANX 7-29-16 LM) Per pt				secure message	
(555) 123-1235			2	4 Appointment Requests	5
This appointmen	t is for:		- 10		- 1
Jane Doe(11/20/	1981) <sup>[X]</sup>		274	Sabadula Email Deminder	
From 07/29/2016 17:00	Until 07/2	9/2016 17:30		Schedule Email Reminder	
Edit This	Event Delete Thi	s Event	Subj	ect Upcoming Appointment Reminder	
Applies To:			This	is a reminder for your upcoming appointment	nt.
A. Amar J. Cole	C. Kresser	J. 🛛 S.	cand	cellation/rescheduling policy below. Thank ye	ou.
	N C Madia	A Not Schweig	For	every appointment, we ask that you go to the	
N Jackson	J Mishra	N Pathy ALL	Que	stionnaires section of your Portal and comple	ete the
Brafman	J. Marina	In Four C Pas	hour	intment update form for your clinician, at les rs prior to your appointment.	85148
L. Buckley A.	0L (	Y. Santos	0.01	E YOU SCHEDULED & PHONE APPOINTN	AENT:
Kopelyan	Montgomery		10		
Driginally created by Laura Montp	omery at 07/29/2016 at	16:04	Edit Log Remi	inder will be sent 264 hours before	the
07-29-16 16:05: Edited by Laura Mon	teomery: notes became "(	CANK 7-29-16 LM) Per pl	appo	sintment Note: If there is less time than this t	before
type became "Cancelled" (was Folio	w Up - 60 Chiron);	Ŧ	appo	intment it will be sent within the next hour	
530	5:30		_		L B
5.45	5:45				Ē
8-00	6-00				12

If you ever needed to check anything, you can also click the Edit Log to see who created the task, when they changed it, and what changes they made.