

How to Add Appointments

First open the Air Evac case to add an appointment. Click the **Add Appointment** button. **Please note multiple appointments can be inputted in one session.**

The screenshot shows the 'AIR EVACUATION REQUEST' form. The top section contains patient and case details such as 'DATE SUBMITTED: December 10, 2013 07:34 AM', 'AE TYPE: AIR EVAC TO TRIPLER AMC', and 'SPECIALTIES REQUESTED: Cardiology'. Below this are two side-by-side sections: 'CONTACT/LOGGING INFO' and 'CONSULT MANAGEMENT'. At the bottom of the form, a red bar contains the 'APPOINTMENTS' section, which includes a 'PRINT HIDE' link and a blue 'Add Appointment' button. A red arrow points to this button.

The Schedule Appointment window opens, here you can choose a physician from the drop down menu or manually type in their information.

The 'Schedule Appointment' window is shown with the following fields and instructions:

- 1. Select a physician from the list below:** A dropdown menu currently shows 'NONE SPECIFIED'. A callout bubble on the left says: "Please first look to see if physician is listed."
- Or Type the information below:** Fields for 'Department\Specialty:' and 'Provider's Last Name:' are provided. A callout bubble on the right says: "If not available in the list fill in the Dept\Specialty and Lastname fields to identify the provider."
- 2. Select the appointment Date & Time:** Fields for 'Date:', 'Time:', and a time selection dropdown.
- 3. NMA Required:** A dropdown menu set to 'No'.
- 4. Estimated LOS:** A text input field.
- 5. Appointment Details:** A large text area for additional notes.

At the bottom of the window are three buttons: 'Add Another Appt', 'Submit', and 'Cancel'.

After inputting the provider information, select the date of the appointment, then specify the time, indicate if an NMA is required, the estimated LOS, and finally add any special instructions to the Details field.

Schedule Appointment ✕

1. Select a physician from the list below

2. Select the appointment Date & Time:
Date: Time: :

3. NMA Required:

4. Estimated LOS:

5. Appointment Details:

If patient has an additional appointment click the Add Another Appt button before clicking Submit.

Once all appointments have been added click submit at the last appointment to apply to the case.

After clicking Submit, the appointment is added to the case and a comment is added notifying attached users.