

How to create an appointment (from the Patients page).

An appointment can be created from the Patients page, or from within the Consultation page.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

Instructions :

1. Find and select a patient. Click [here](#) to find out how to do this.
2. Once focused on a particular patient, click the More toolbar button. This moves the toolbar to expose a different set of toolbar buttons.

Open the Appointment page by clicking the Appointment toolbar button. Enter the patient's name in the first input field. Select a doctor from the second input field, the doctor selector. Set the appointment's start time using the date and time input, which is the last input field in the Appointment page. Click the Save toolbar button to save the appointment. To view the list of scheduled appointments, go to the homepage and do one of the following :

- Click the Calendar button on the toolbar.
- Or, use the compact table at the bottom of the homepage to scroll through upcoming appointments. The appointments are listed in chronological order, with the one starting next at the top.

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