

Scheduled appointments overview

Last Modified on 07/09/2020 12:17 pm EDT



Scheduled Visits/Appointments

Overview

The system allows the practice to schedule a Telemedicine visit with a patient at a specific time on a specific date. The workflow is as follows:

- The practice schedules a visit with a patient using the AP system.
- The patient receives an email with the Date/Time of the visit.
- If the patient already has an account on the AP system, he need only log into the application, navigate to his appointment list, and start the visit in the time range of 15mins before or 15mins after his designated appointment time.
- If the patient does NOT currently have an existing account on the system, then the email gives him instructions on how to complete his profile and initiate a visit as above.

Scheduling a Visit

Patients with an Existing Account

1. The user searches for a patient using "Last Name" and clicks on the icon on the right.
2. The user then specifies
 - a. Reason for Visit
 - b. Clinician that will conduct the visit
 - c. The Date and Time of the Visit
3. Clicking "Save" will create the visit appointment and the email will be sent to the patient.

New Patients (No existing account on the system)

1. The user clicks "Add New Patient"
2. The user then specifies:
 - a. Name and Address of Parent
 - b. Contact info for Parent
 - c. Name, Gender and Date of Birth for the Child to be seen
 - d. Reason for Visit
 - e. Clinician that will conduct the visit
 - f. The Date and Time of the Visit
3. Clicking "Save" will create the visit appointment and the email will be sent to the patient, with instructions to complete their profile, etc.