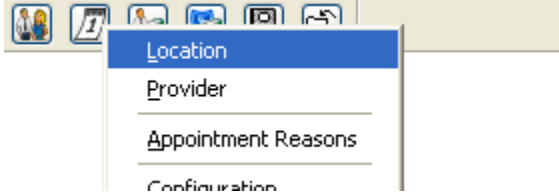


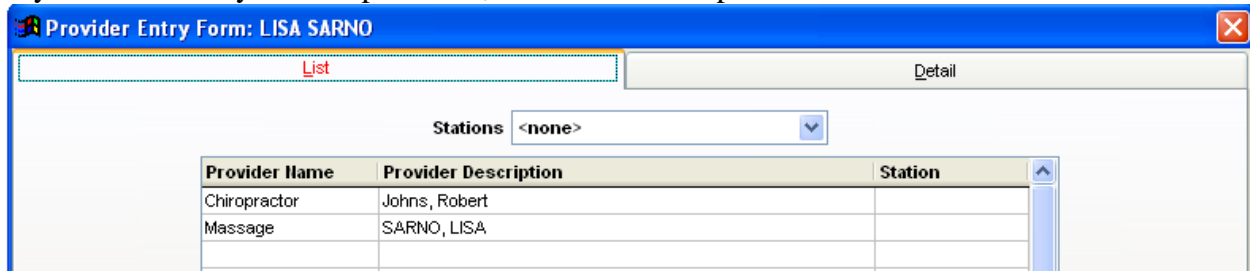
Adding / Editing/ Deleting a Provider

To edit, add, or delete appointment calendars and their preferences, right click on the Appointment Calendar icon and choose **Provider**. A list of all existing calendars appears.




If no calendars are currently set up, Clinic Pro will default you into Add Mode, creating a new Calendar.

If you have already entered providers, this screen will open:



This example shows two doctors. Double clicking on them will bring up the details of that specific doctor.

- Click on the New  button at the top of the main Clinic Pro window to add a new calendar.

The Date Range button allows you to set up the name on the appointment calendar, as well as the dates in which the calendar is active.

Starting Date: 01/08/2008

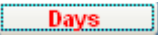
Ending Date: 01/08/2012

Start Date	End Date
01/08/2008	01/08/2012

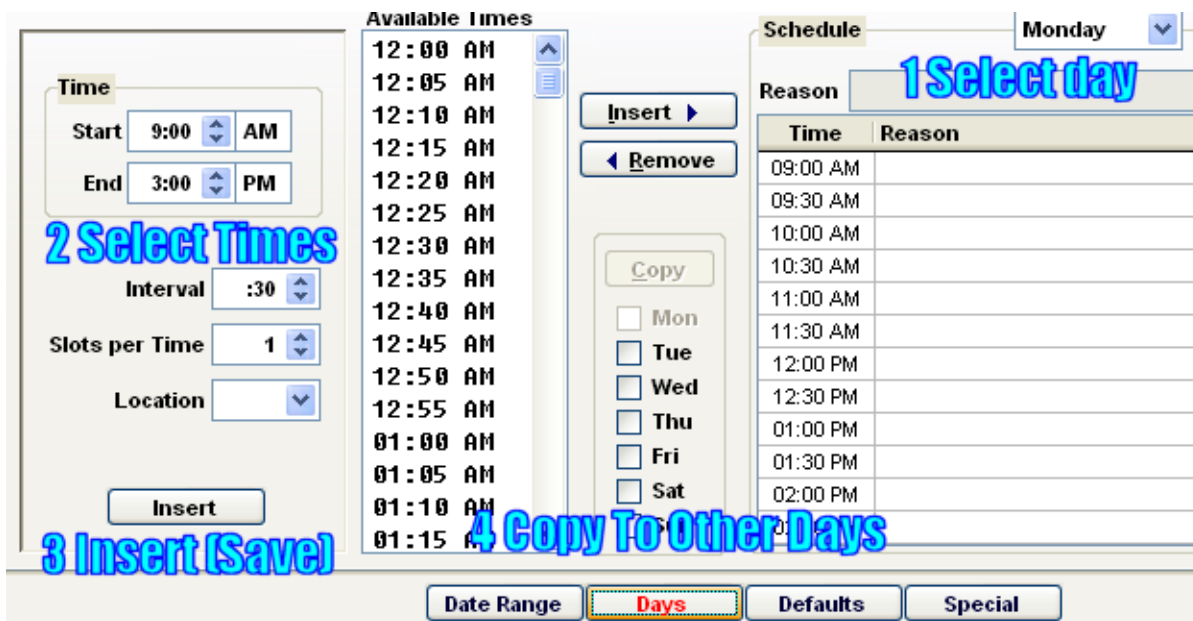
New Save Cancel Delete

- At the top, Input the provider this calendar will be linked to, and the rest of the information will automatically be filled in. If the person this calendar is for is not a Staff Doctor, simply fill in their information in the **First Name, Last Name, Provider, and Work Phone.**
- **Inactive** - The Inactive button, when checked, will hide the selected provider from the main appointment screen. This is useful if a partner doctor stops seeing patients at the practice, for example.
- In the example above, there is one date range currently defined for the provider billing, 01/08/2008 - 01/08/2012. The dates input here are used in the **DAYS** button to define the timeslots available over the specified time range.
- When creating a new provider, it is best to only add one date range, and to put it to a date sometime reasonably far out in the future. In this example, the calendar will end in 2012.
 - To input a date range, click New, select a starting date, an ending date, and choose save.
 - To edit a date range, select it from the table on the right, and modify the ending date, then choose save.
 - To delete a date range, select it from the table on the right, and choose delete.

ADD TIMESLOTS

The Days button  allows you to setup the actual timeslots that will be available on the calendar.

Take note of the **FOR DATE RANGE:** at the top of this window. This displays the date range (from the previous screen) that is selected and you are now actively editing. To edit a different date range's days, go back to **DATE RANGE** and select the proper date range from the table, then head back to **DAYS**.



Take note of the numbered fields as this is the order in which you will add your specific practice / provider hours.

The **DAYS** page will always default to Monday.

- **#1** Select the schedule day using the drop down arrow.
- **#2** Input the Start time, then the End time. **INTERVAL** – Choose how many minutes will be the interval between appointment times. **SLOTS PER TIME** – this field will cause your appointment times to make rows, instead of across the page in columns. It will also prevent you from effectively designing and implementing appointments for different lengths of time **AT THE SAME TIME**. Using this feature will cause your

Time	Name	
9:00 AM		
9:00 AM		
9:30 AM		
9:30 AM		
10:00 AM		
10:00 AM		

calendar to display like this:

It is recommended that you leave **SLOTS PER TIME** at a default of 1.

- **#3** Click the **INSERT** button at the bottom to create the days schedule.
- **#4** If any other days share the same operational hours as the selected day, check them off in the boxes and select "Copy" to copy this same schedule to those days. To add or delete in individual timeslot select it from the list on the left or the schedule on the right and choose to insert the time, or remove the time.

REPEAT THIS PROCESS FOR THE REMAINDER OF DAYS

DEFAULTS

The Defaults button controls certain default settings for this provider, and is where the user can setup multiple rooms (columns). [Defaults](#)

Various warnings + Alerts to error-proof the appointment entry can be set-up:
Place a check mark in the box of any feature you would like to enable on your Scheduler

Book Time Slot Exclusively for Appointments
 Warn if no Time Slot exist for an appointment
 Warn if Duration of an Appointment is Over One Hour
 Warn when booking Appt for patient not in Database
 Warn when Scheduling an appt. for Provider other than def.
 Warn when booking overlapping appointments
 Go back to current date and time after booking

Maximum number of columns: 1 [Assign column](#)

Schedule By:
 Duration Slots

Superbill

Maximum number of columns:

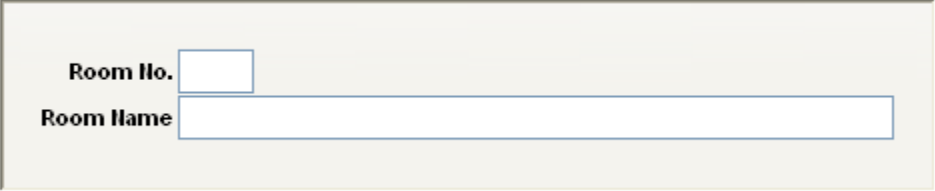
Raise this value to create new rooms (columns), the maximum number allowed is 7. If there is a warning about exceeding scheduler defaults it is because the CONFIGURATION is set to a number LOWER than what you have indicated on columns counter. (See: Configuring the Appointment Calendar.)

Click on the **Assign Column** button to name the columns. By default column "1" will be named Room 1, and so on. Common themes are to change them to room names (x-ray, exam, etc) or doctor names.

Room No.	Room Name

When you click the assign columns button a box will pop out that shows your rooms / columns. If you have not yet done this, the list will be empty.

To begin adding Names for the rooms/columns, click the NEW icon .



A form with two input fields. The first field is labeled "Room No." and is a small rectangular box. The second field is labeled "Room Name" and is a long horizontal rectangular box.

Now, enter the Room No. and then enter the Room Name.

Click "Save." 

Repeat this process for the remainder of your rooms/columns.

Always leave Schedule by as: Duration

Superbill Defaults:

You can print out Superbills for your patients from the Appointment Scheduler. Here are the default settings you can choose to have displayed from the Superbill function of the Appointment Scheduler.



A form titled "Superbill" with two rows of input fields and a "Create Superbill" button. The first row is labeled "#1" and contains the text "C:\VCPRO\LETTERS\CHIRO SUPERBILL BA:" followed by a magnifying glass icon. The second row is labeled "#2" and contains the text "C:\VCPRO\LETTERS\CHIRO SUPERBILL EX" followed by a magnifying glass icon. The "Create Superbill" button is located to the right of the input fields.

Click on the magnifying glass and the VCPRO folder will display.

Choose Letters

Once the Letters folder is open, choose the Superbills you want as a default.