

EMR Web Training Script

Course:	Appointments
Learning Objective:	To understand the purpose and basic functionality of the Appointments screen in the Centricity EMR application.
Video Length:	2 minutes 0 seconds

To view the Appointment Screen single click on the Appt button.

The first time you view this page it will be blank, so let's look at how to select your preferences. Click the Select View button in the top right corner. The view types you have are Daily, Split and Weekly. You are able to organize your appointments to show you cancelled and no show appointments by checking the appropriate box. The drop down will hold a list of physician and clinic names. Choose the one you would like to view, click Save as Default and then click OK.

The top of the column shows the physician's name. In the upper right corner you can click Daily, Split and Weekly view buttons to change the view of your current schedule. Notice with the weekly view that the top of each column is the date.

In the upper left corner is a calendar which shows today's date. The arrows will allow you to change that date. The Ellipses button opens a full calendar the single arrows change the month and the double arrows change the year. Choose the date you want to view and click ok. To go back to your current day just click the Ellipses again and click the today button, then ok.

The appointment screen also allows you to view multiple provider schedules in one screen but only from a Daily Type View. Click the Select View button, choose Daily, and then use the drop down menu to select as many as 10 names. Then click Save as Default and then click OK. Now you will see the names at the top of each column.