POSSIBLE ROLES: RECEPTIONIST/CASHIER /CLINIC ASSIST. PROCESS 3.3.0: COMPLETING CLIENT APPOINTMENTS

#	Step	Observations	Menu options or screen information
0	From the previous process (Creating Client Appointments), a new appointment for the selected client will be already created.	D Samad 8:00 N - Gynecologist / MR Specialist 8:15 8:30 8:45 08:45 - Castro,Edith 9:00 9:15	
	Links from Appointment schedule For every appointment you will notice three relevant links: 1) Time Schedule: eg 8:45 in leftmost column	These links do the following different actions: 1) Opens a new Appointment blank form for the selected time (i.e. you can assign more than one appointment to the same hour)	1) New Appointment Category: Date: 2000-11-23
1	Appointment time: eg 8:45 before client's name	Opens the existing Appointment for the Client whose name appears next	2) Existing Appointment Category: 3 Counseling Only - All day event Date: 2009-11-23
	3) Client's name	Opens the client profile (select Visit > Calendar to return to Appt page)	3) Client profile (selecting Name) Description of the Control Marine Corp. Address 65 (Seption Corp.) Address 65 (Seption Corp.) Address 65 (Seption Corp.) Sec. Fernite Balance Do 12/16/4 Balance Do
2	Additional information: Status You can select different status from a standard drop-down menu. Please note the symbol, as it will be displayed next to the Appointment time	* Reminder done * Chart pulled x Cancelled ? No show @ Arrived ~ Arrived late ! Left w/o visit # Ins/fin issue < In exam room > Checked out \$ Coding done % Cancelled < 24h	The + sign indicates that this client's chart has been pulled 8:45 08:45 + Castro, Edith 9:00 9:15 Passing the cursor over the Appt time shows the Visit Category
3	Additional information: Comments You can add relevant comments in the Appointment form. These comments will be displayed by passing the cursor over the client's name	Category: 1 Admission	8.00 IN - Gynecologist / MR Specialist 8.15 8.30 8.45 08.45 - Castro,Edith 9.00 9.15 Age 28 (1980-12-30) Client must bring Mammography results Passing the cursor over the client's name shows Age, DOB and Comments
4	Deleting an Appointment An appointment can be easily deleted by selecting the Delete button located at the bottom of the Appointment form		Save Find Available Delete Cancel