

ALL SCHEDULING ROLES

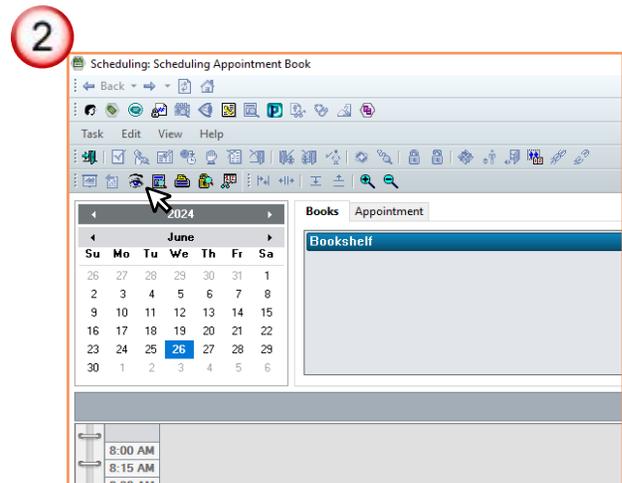
This is a quick guide on how to view the appointment history for a single patient.

1. Open the Scheduling Appointment book  from the AppBar.

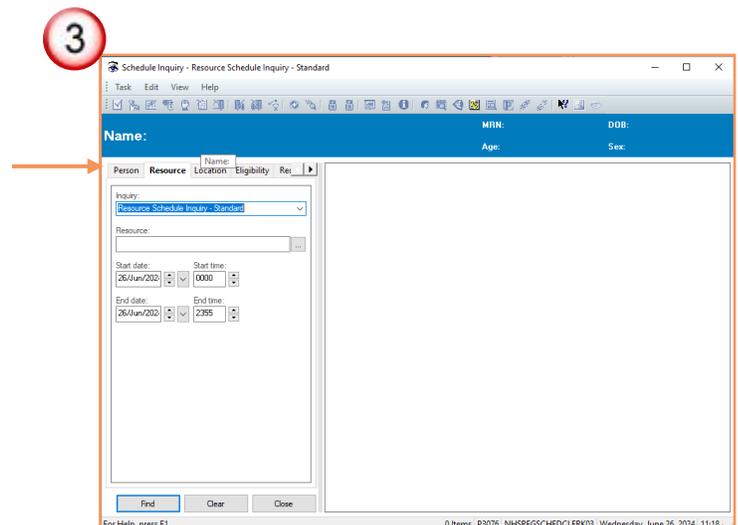


Click Scheduling Appointment Book App

2. From the toolbar, click the **"Person Schedule Inquiry"**  (EyeInTheSky).



3. In the scheduling Inquiry window, select the **"Person"** Tab.



VIEWING APPOINTMENT HISTORY

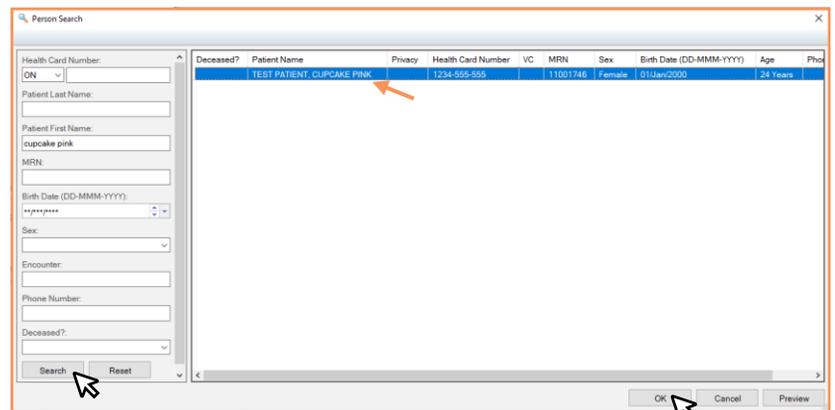
HOSPITAL INFORMATION SYSTEM (HIS)

- Click the **ellipsis (...)** to search for the patient.

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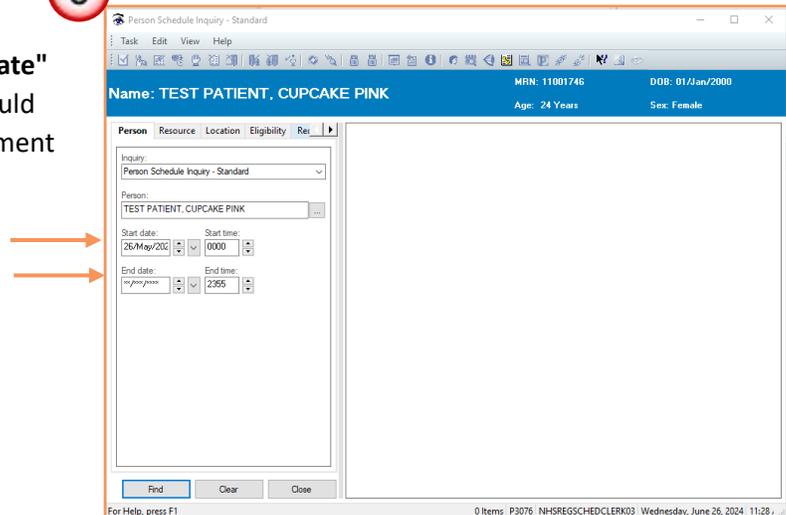
Note: in the Person Search window, enter the patient's name and click **"Search."** Once you confirm the correct patient, click **"OK."**



Person Search window opens

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- Select the **"Start date"** and **"End date"** for the appointment range you would like to see in the patient's appointment History.

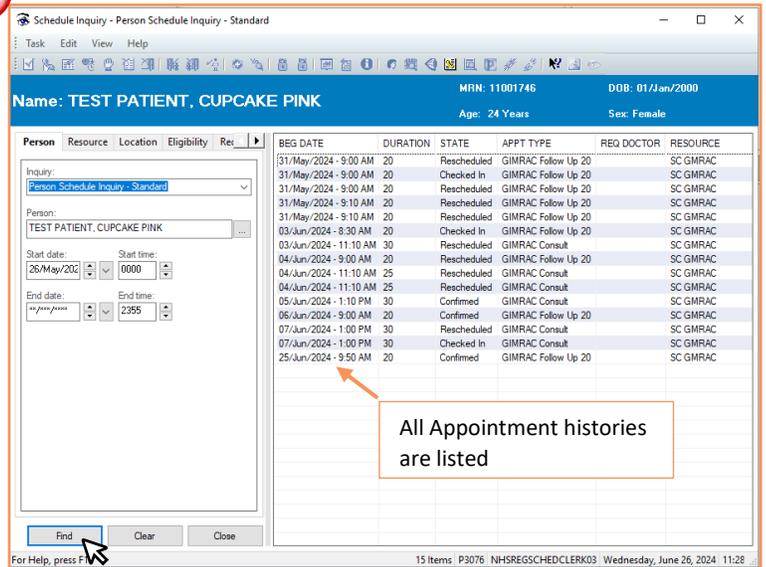


VIEWING APPOINTMENT HISTORY

HOSPITAL INFORMATION SYSTEM (HIS)

- Click **"Find."** The right pane will display all appointment histories for the patient. (ex. confirmed, canceled, checked in, rescheduled, Checked out etc.).

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MRN: 11001746 DOB: 01/Jan/2000
Age: 24 Years Sex: Female

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
31/May/2024 - 9:00 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
31/May/2024 - 9:00 AM	20	Checked In	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
31/May/2024 - 9:00 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
31/May/2024 - 9:10 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
31/May/2024 - 9:10 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
03/Jun/2024 - 8:30 AM	20	Checked In	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
03/Jun/2024 - 11:10 AM	30	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
04/Jun/2024 - 9:00 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
04/Jun/2024 - 11:10 AM	25	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
04/Jun/2024 - 11:10 AM	25	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
05/Jun/2024 - 1:10 PM	30	Confirmed	GIMRAC Consult	SC GMRAC	SC GMRAC
06/Jun/2024 - 9:00 AM	20	Confirmed	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
07/Jun/2024 - 1:00 PM	30	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
07/Jun/2024 - 1:00 PM	30	Checked In	GIMRAC Consult	SC GMRAC	SC GMRAC
25/Jun/2024 - 9:50 AM	20	Confirmed	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC

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