

Appointment Calendar

Last Modified on 22/06/2021 2:20 pm ACST

Overview

A Calendar view is simply a view of the calendar that providers or locations can be assigned to. When the view is selected, the providers and locations that are members of the view will show in the calendar.

Use the drop-down in the top right-hand corner of the appointment calendar to select a calendar view.

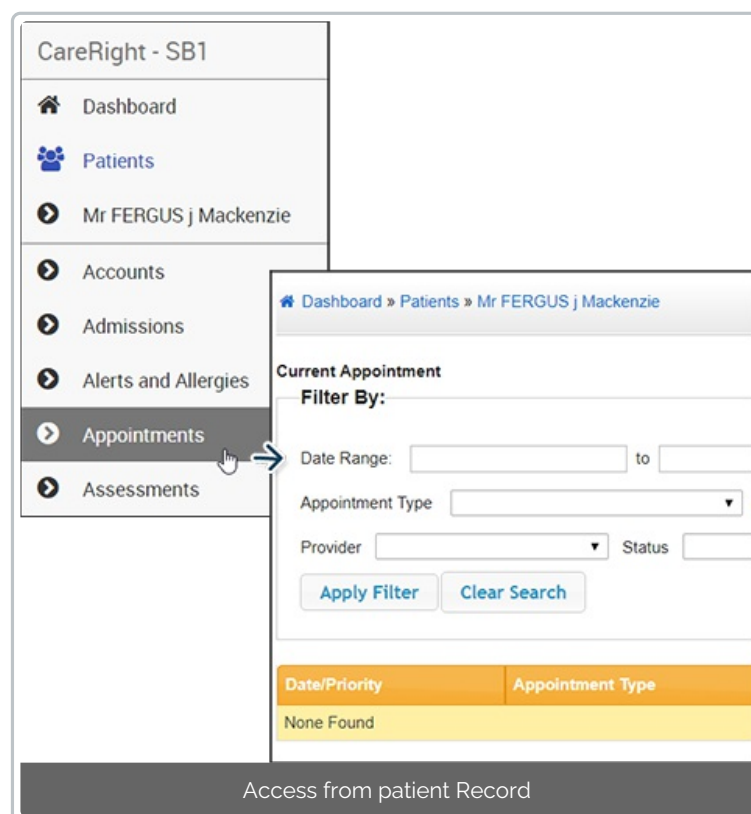
Calendar views are fully configurable and can be set up by your System Administrator. Refer to [Calendar Views](#) in the System admin guide.

1. Appointment Calendar - Access

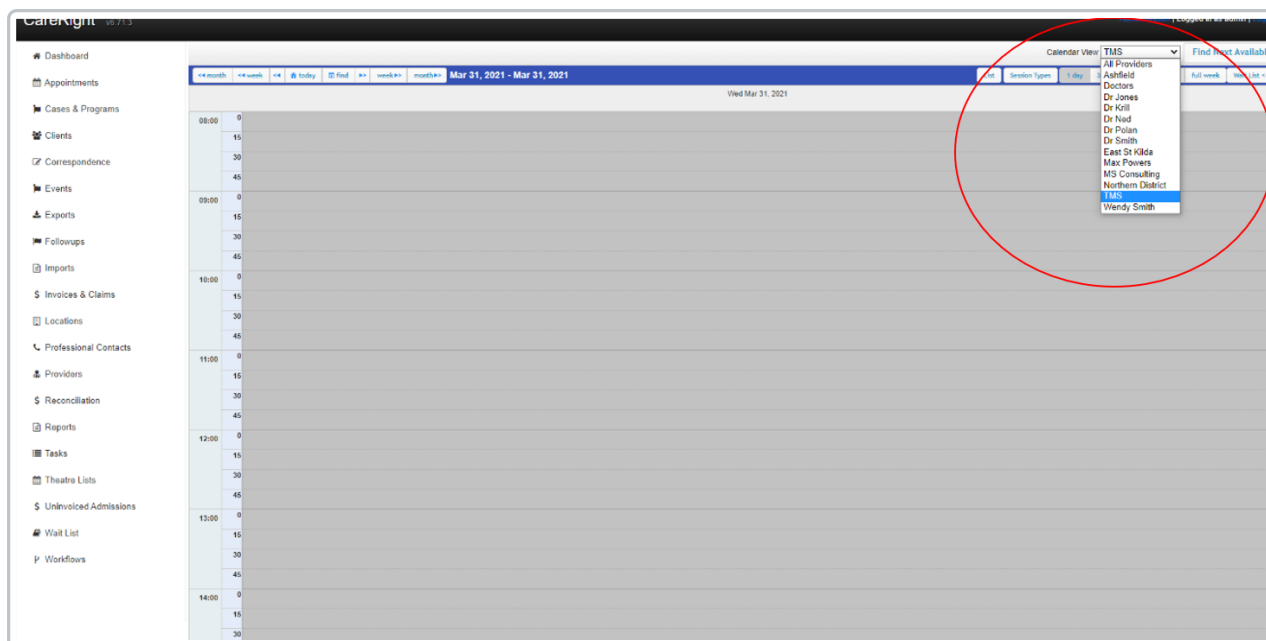
There are two ways to access the Appointments system.

You can access it via:

- The **Appointments** menu item from the main CareRight dashboard; or,
- From a patient record - Search for the **Patient** and select **Appointments** from the menu to see a patient's appointments.



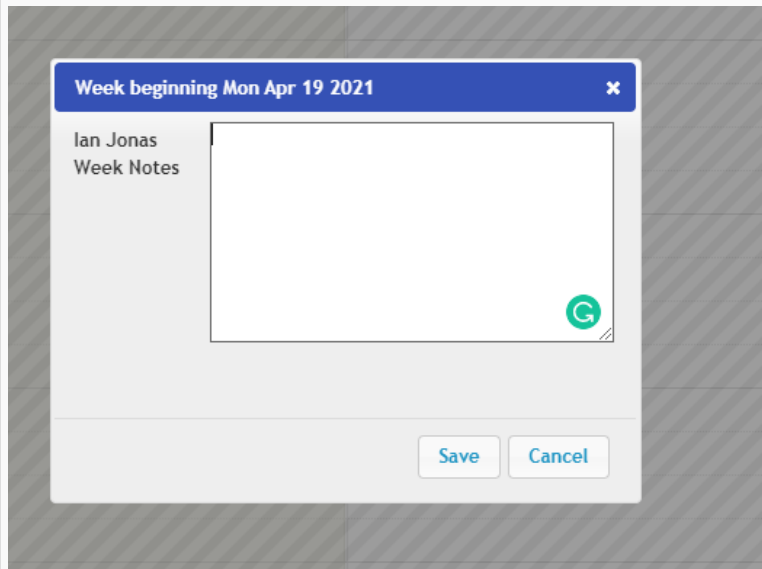
2. Appointment Calendar preview



When you enter the Appointments calendar, you will notice an orange bar at the top of the screen. A description of what each of these buttons does is below.

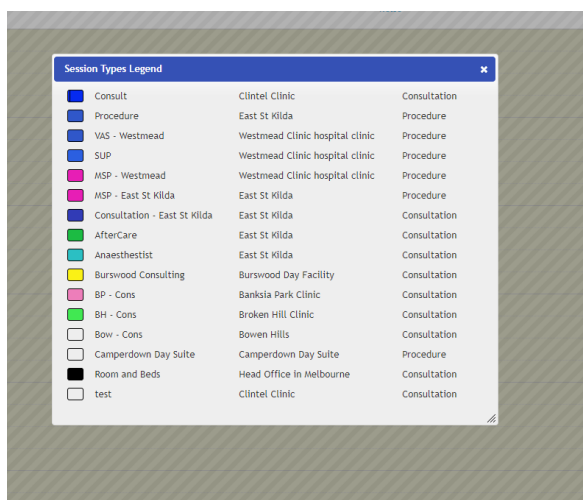
| | |
|--|---|
| | <p>These buttons allow you to navigate to different dates in the calendar. Go back, display today, find a date or go forward.</p> |
| | <p>This tells you the date range you are viewing.</p> |
| | <p>Select a Calendar View to display. These views can be configured by your system administrator. Refer to Calendar Views System admin guide.</p> <p>Only those Providers with Can Schedule appointments enables will appear on this list, Please review the Provider setup in System Admin Guide.</p> |
| | <p>View the appointment list screen - this gives you various options such as viewing appointments for specific calendar views, certain days and also allows bulk sending of SMS messages to an appointment list.</p> <p>Refer Send Bulk SMS in Appointment - List View</p> |
| | |

Week Notes



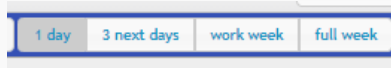
Clicking Week Notes displays notes for the week. "Week Notes" text is red if there are notes to view.

Session Types



| Session Types Legend | | |
|------------------------------|---------------------------------|--------------|
| Consult | Clintel Clinic | Consultation |
| Procedure | East St Kilda | Procedure |
| VAS - Westmead | Westmead Clinic hospital clinic | Procedure |
| SUP | Westmead Clinic hospital clinic | Procedure |
| MSP - Westmead | Westmead Clinic hospital clinic | Procedure |
| MSP - East St Kilda | East St Kilda | Procedure |
| Consultation - East St Kilda | East St Kilda | Consultation |
| AfterCare | East St Kilda | Consultation |
| Anaesthetist | East St Kilda | Consultation |
| Burswood Consulting | Burswood Day Facility | Consultation |
| BP - Cons | Banksia Park Clinic | Consultation |
| BH - Cons | Broken Hill Clinic | Consultation |
| Bow - Cons | Bowen Hills | Consultation |
| Camperdown Day Suite | Camperdown Day Suite | Procedure |
| Room and Beds | Head Office in Melbourne | Consultation |
| test | Clintel Clinic | Consultation |

Session Types displays a legend matching the calendar sessions to a colour.



Choose the time period to display on the calendar: 1 Day, 3 days, work week (5 days), or a full week (7 days).

This displays or hides the Wait List. You can then drag and drop appointments from the Wait List to the calendar. Refer to [Wait List](#)

| | |
|--|---|
| <div data-bbox="478 156 624 206">Wait List <<</div> | for more information. |
| <div data-bbox="635 257 898 329">Find Next Available</div> | Click this to find the next available appointment. Refer to Find next available appointment for more information. |
