

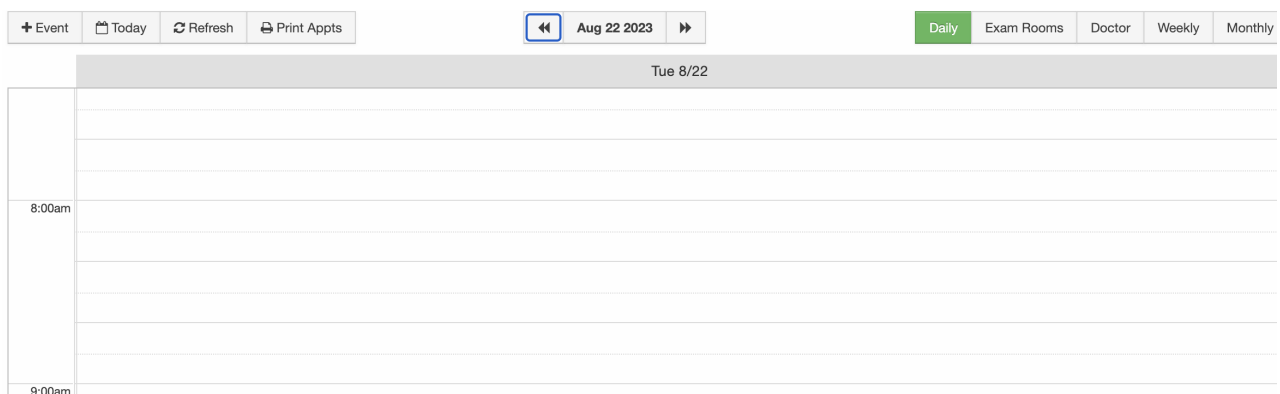
Setting your Exam Room Calendar Increments

07/24/2024 9:12 pm EDT

With the exam room calendar increments, you can adjust the minute increments that appear on your calendar.

In the example below, the increments are set at 10 minutes. If we wanted to schedule an appointment between 8:00 and 9:00, the increments would be

- 8:00
- 8:10
- 8:20
- 8:30
- 8:40
- 8:50



To set the increments, go to **Account > Provider Settings** and select the **General** tab.

Select the dropdown next to Exam Room Calendar Increments. You can select from 5 to 60 minutes depending on what type of appointments best fit your office schedule.

Account Settings

- Profile
- General
- Email
- Medical Billing
- eRx Info
- Services
- Usage
- Sample Data
- Security
- Patient Payments

Calendar Settings

Display flag icon on appointment Display Flag icon on appointments when a patient/appointment has flag(s) associated

Display lock icon on appointment Display Lock icon on appointments when the clinical note is locked

Use new dashboard homescreen Uncheck to go straight to the calendar after logging in

Show user satisfaction survey Uncheck to opt out of user satisfaction surveys.

Default Office Default Office on Calendar

Duration of Exam Default duration of an exam in minutes

Duration of Follow-up Default duration of a follow-up exam in minutes

Examroom Calendar Increments Adjust minute increments on calendar

Date range on Appointment Template Appointment Template (starting from - ending by).

Appointment Templates in more views Daily View, Doctor View and Weekly View

Allow Exam Room Overlaps in an exam room

Global Overlap Checking Disallow overlapping appointments in any office or exam room

Scroll down and select **Update Entire Profile** to save the increment settings.



After saving, your calendar will reflect the increments you set. If you need to adjust the increments in the future, follow the steps above.

