

Changing the Provider on an Appointment from the Appointment Window

07/24/2024 1:10 pm EDT

If you need to change the provider or select a different provider for an appointment, you can do so in the **Appointment** tab in the Scheduling Appointment window.

1. Open the appointment window.
2. Select the desired **Provider** from the dropdown menu.
3. Click **Save** or **Save & Close**.



Schedule Appointment




Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Type Appointment Video Visit Walk-in Transition of Care Referral

Patient Statement Balance: **\$335.00** [Generate Statement](#) Credit: **\$190.00** 55 past appointments Primary Insurance: United HealthCare [87726]

Fall Risk:

Provider Jill Smith  

Patient Dr. James Smith   

Reason: Back Pain



Scheduled: 09/07/2022 **Time:** 08:00AM

Duration: 30 minutes Allow overlapping

Notes:

Consent Forms:
 HIPAA Data Use Agreement (default)
 No Show Policy (default)


Supervising - If different to provider -


Office: Office 1  

Profile: -----

Eligibility Profile: -----

Exam: Exam 1

Color: 

Status: Checked In Online 

0h 28m

[View Clinical Note](#)

[View All Appointments](#)

Recurring Appointment A scheduled appointment cannot be converted to a recurring series.
 Arrange a Follow-up Reminder
 View Active Reminders:

[Delete](#) [Save & Close](#) [Save](#) [Cancel](#) 