## How do I color code an appointment?

07/24/2024 3:50 pm EDT

1. To color code an individual appointment, first open an existing appointment window or schedule a new appointment.



2. Once you have opened up the appointment window, find the **Color** field on the right half of the page. You can select the color from the colors available.

Select **Save** or **Save & Close** to save the appointment with the new color. Now, when you go back to your schedule, you can see the color reflected in your calendar.

Schedule App	Jointanient									3
Appointment	Billing Eligibility		Vitals Growth		charts	Flags	Log Comm.	Revisions	Custom Data	MU Helper
Ту	pe O Appoi	ntment OVid	deo Visit	Walk-in	Transi	ition of Care	Referral			
Missing Insuran	nce ID # WA	ARNING: This pa	tient is pre-p	opulated sar	mple data.	Patient St	atement Balanc	e: \$550.00 Ge	nerate Statement	Balance: \$550.00
37 past appoint	ments Prin	nary Insurance:	Medicaid of (	Ohio [00164]						
Provider	Brendan Wilberton 🛟 Michelle Harris - 10/14/1999 🔶 🗭 😂				s	upervising	- If different	to provider -	\$	
Patient					Office:	Eastern Offi	ice	: + /		
Reason:	Physical Exam					Profile:	Physical Ex	am	\$	
					4	Eligibility Profile:			\$	
Scheduled:	10/05/2021 Time 01:20PM \$					Exam:	Exam 1		\$	
Duration:	30 minutes Allow overlapping					Color:		6		
Notes:						Status:			¢	
					\$		0h 29m			
Consent Forms:	× HIPAA Data Use Agreement (default) × No Show Policy (default)						€∦ Vie	w Clinical Not	e	
, onno.							View All Appointments		ts	
Recurring Apr	pointment As	scheduled appoint	ment cannot b	e converted to	a recurring s	series.				
Arrange a Foll										

**Note:** You can also set a Default Appointment Color or set colors for specific types of appointments using Appointment Profiles.