

# Appointment Templates: Associating Offices, Exam Rooms, Dates, and Times with Appointment Profiles

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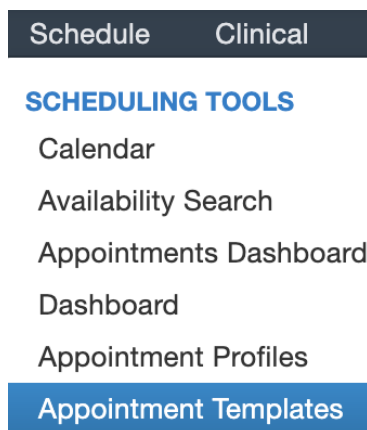
Appointment templates are blocks of time during which a provider usually sees appointments with the same profile. These may have a longer duration than the corresponding profile, in which case they may allow multiple appointments to be booked during that period.

With appointment templates, you may assign offices, exam rooms, days of the week, a start time, and/or a set appointment duration with an appointment profile. If you have an appointment template associated with an appointment profile, additional fields will auto-populate on the schedule. When you click an appointment template on the calendar while creating an appointment, the corresponding fields will automatically fill with the office, exam room, start time, and set appointment duration.

It should be noted that the creator of the Appointment Profile is the "owner" of whatever Appointment Template they create.

To set up your appointment templates, you will need at least one appointment profile created. Once your appointment profile(s) have been created, you may begin setting up your appointment templates by navigating to the **Appointment Templates** page.

1. To access this page, go to **Schedule** and select **Appointment Templates**.



On your appointment templates page, you will see a list of your existing appointment templates.

2. To create a new template, select the **+Add New Template** button.

Appointment Fields
Appointment Profiles
<b>Appointment Templates</b>
Billing Profiles
Billing Statuses
Patient Demographics
Patient Payment Types
Procedures
Procedure Categories
Vital Signs

## Custom Appointment Templates

Show Archived Templates

+ Add New Template

Appointment templates can be populated in Exam Rooms View, Daily View and Doctor View. Customize it at Account Settings -> General -> Calendar Settings

Weekdays	Starts	Duration	Appointment Profile	Exam Room	Office	Updated	
Wednesdays, Sundays	09:00AM	300 minutes	Physical Therapy	Exam 1	drchrono HQ	Nov 10, 2016	<a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a>
Mondays, Thursdays, Saturdays	09:00AM	60 minutes	Physical Therapy	Exam 2	drchrono HQ	Nov 10, 2016	<a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a>
Mondays, Wednesdays, Fridays	12:00PM	60 minutes	Physical Therapy	Exam 3	drchrono HQ	Nov 10, 2016	<a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a>

3. Fill out any of the desired fields you wish to associate with your appointment template. Leave any fields you do not wish to use blank. At the bottom of the page, select an appointment profile and select **Create**.

**Note:** You may not create an appointment template without selecting an appointment profile. Additionally, the information you enter in your appointment template will be cross-referenced with your existing appointment templates. If there is a conflict, you will be unable to proceed.

### Create Custom Appointment Template ×

Office

Exam Room

Week Days  Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

Available from

Available to

Time  press arrow keys to change time

Duration  minutes (5-300) (End Time: 1:00 PM)

Appointment Profile