

Creating an Appointment through the Check-In App

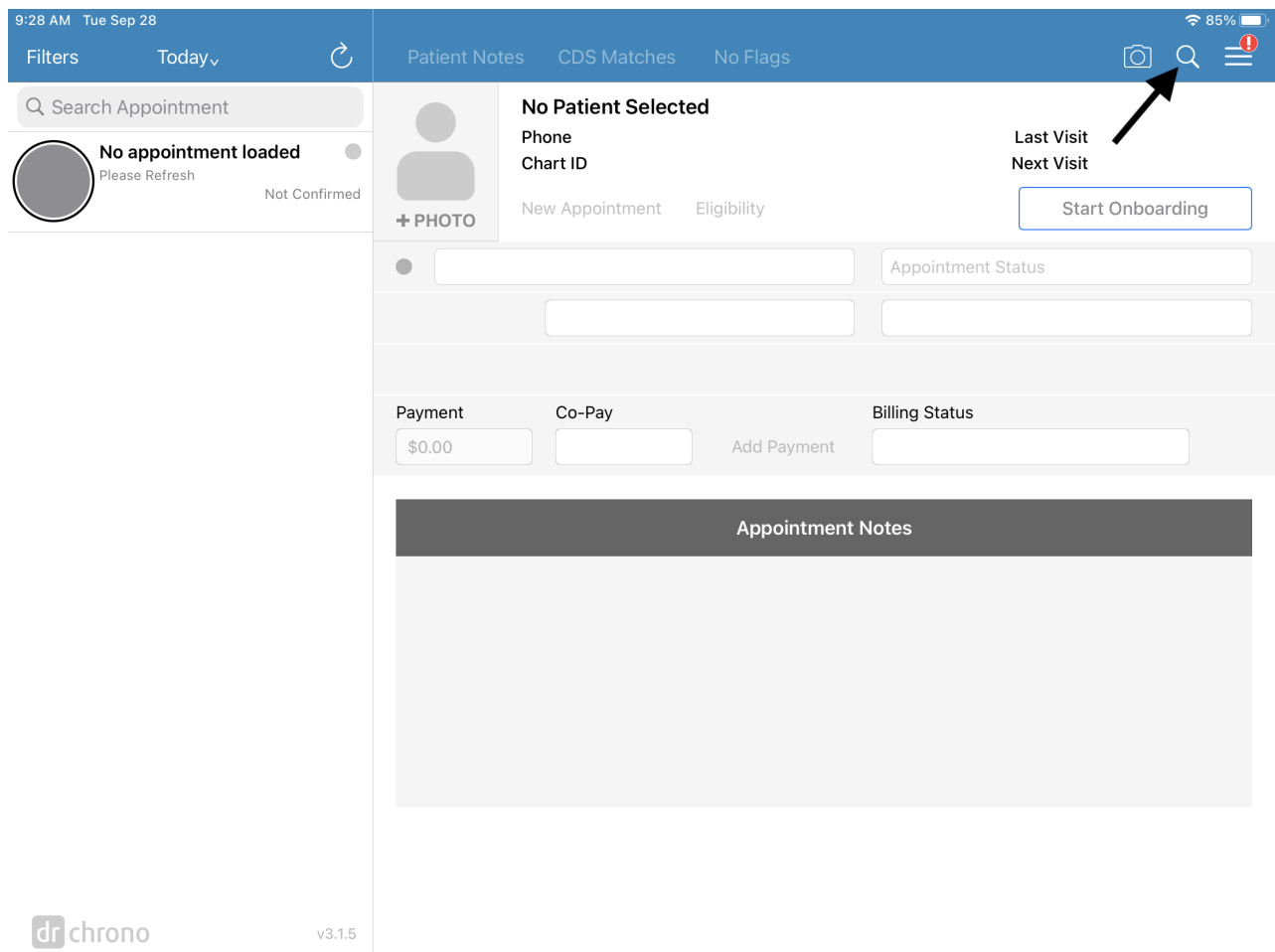
07/24/2024 1:30 pm EDT

You can add appointments on the check-in app from the main screen.

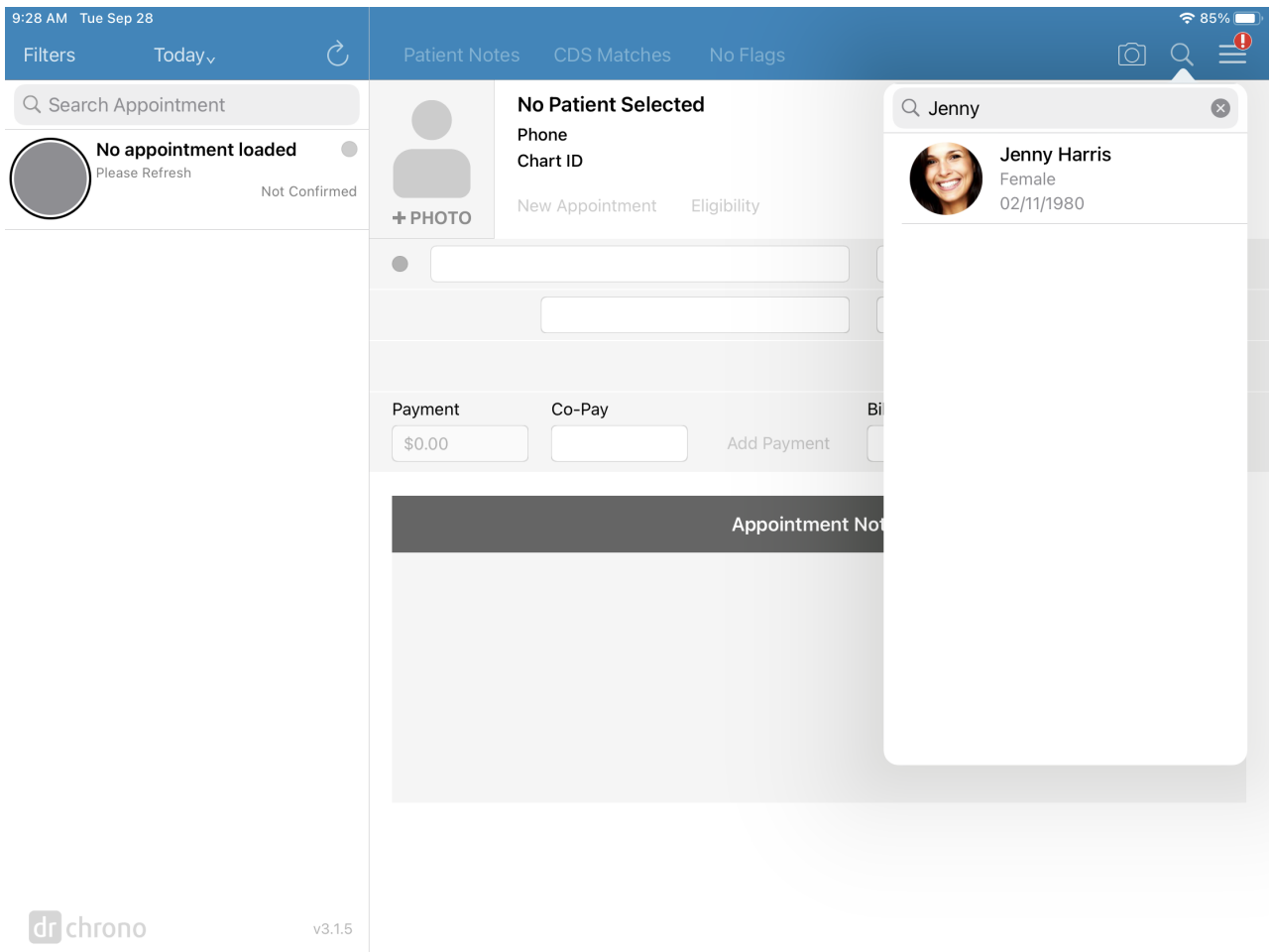
1. Search for the patient you need by tapping on the search icon (



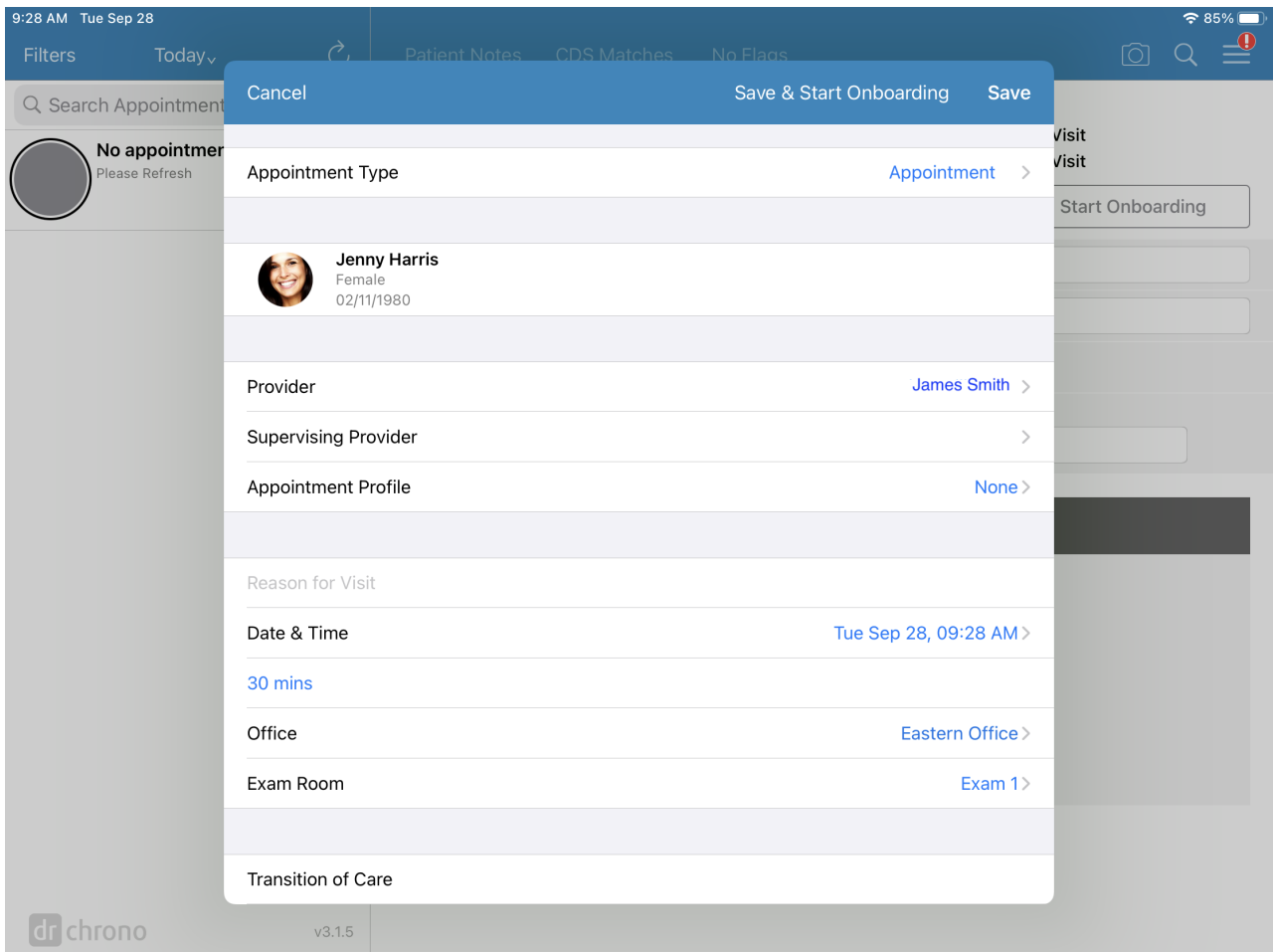
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2. Enter the patient's name.



3. From the screen below you can select the relevant appointment information like provider, exam room, and appointment profile. Tap **Date & Time** to change the date and time of the appointment.



4. You can then use the tools to select the time and date. When finished, select **Save** to save the appointment and return to the main screen. Tap **Save & Start Onboarding** to hand the iPad to the patient for them to check in.

Search Appointment

Cancel Save & Start Onboarding Save

No appointments
Please Refresh

Supervising Provider

Appointment Profile None

Reason for Visit

Date & Time Tue Sep 28, 09:40 AM

Today 2 Weeks 1 Month 3 Months 6 Months 1 Year

Existing Appointments on Sep 28, 2021		
Sat Sep 25	6	37
Sun Sep 26	7	38
Mon Sep 27	8	39
Today	9	40 AM
Wed Sep 29	10	41 PM
Thu Sep 30	11	42
Fri Oct 1	12	43
No Appointments Scheduled		

30 mins

Office Eastern Office

Exam Room Exam 1

Transition of Care