

How to Add Appointments

First open the Air Evac case to add an appointment. Click the **Add Appointment** button. **Please note multiple appointments can be inputted in one session.**

The screenshot shows the 'AIR EVACUATION REQUEST' form. At the top, it says 'FROM: OKINAWA NAVAL HOSPITAL, JAPAN - OKINAWA'. Below this, there are several fields for patient information: DATE SUBMITTED (December 10, 2013 07:34 AM), AE TYPE (AIR EVAC TO TRIPLER AMC), INPATIENT/OUTPATIENT (Outpatient), PASSPORT (Yes), PATCAT (AD), GOVERNMENT FUNDED (Funded), TYPE OF VISIT (New), DIAGNOSIS (This is an example diagnosis), HISTORY (This is an example history), REQUEST APPOINTMENT TIMEFRAME (12/16/2013 - 12/20/2013), and SPECIALTIES REQUESTED (Cardiology). Below these fields are two sections: 'CONTACT/LOGGING INFO' and 'CONSULT MANAGEMENT'. At the bottom of the form, there is a red bar with the text 'APPOINTMENTS' and a 'PRINT HIDE' link. A red arrow points to the 'Add Appointment' button located below this bar.

The Schedule Appointment window opens, here you can choose a physician from the drop down menu or manually type in their information.

The screenshot shows the 'Schedule Appointment' window. It has a blue header with the title 'Schedule Appointment' and a close button. The main content area is white and contains the following fields:

- 1. Select a physician from the list below: A dropdown menu with 'NONE SPECIFIED' selected.
- Or Type the information below: Department\Specialty: [text input] Provider's Last Name: [text input]
- 2. Select the appointment Date & Time: Date: [text input] Time: [dropdown] : [dropdown]
- 3. NMA Required: [No] [dropdown]
- 4. Estimated LOS: [text input]
- 5. Appointment Details: [text area]

At the bottom of the window, there are three buttons: 'Add Another Appt', 'Submit', and 'Cancel'. There are two red callout bubbles:

- One on the left says: 'Please first look to see if physician is listed.'
- One on the right says: 'If not available in the list fill in the Dept\Specialty and Lastname fields to identify the provider.'

After inputting the provider information, select the date of the appointment, then specify the time, indicate if an NMA is required, the estimated LOS, and finally add any special instructions to the Details field.

Schedule Appointment ✕

1. Select a physician from the list below

2. Select the appointment Date & Time:
Date: Time: :

3. NMA Required:

4. Estimated LOS:

5. Appointment Details:

If patient has an additional appointment click the Add Another Appt button before clicking Submit.

Once all appointments have been added click submit at the last appointment to apply to the case.

After clicking Submit, the appointment is added to the case and a comment is added notifying attached users.