WELFORD CHART NOTES NEWSLETTER

Volume 50, No. 2 ◆ **August, 2016**

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**NEW APPOINTMENT SCHEDULER OPTIONS** *(User's Manual, pgs. 1383-1384)*

Version 6.7 introduces some new Options for the Appointment Scheduler. Let's try them out:

Confirm Change Completion Option: Some users accidentally change the Completion status of an appointment and don't notice they have done so. For example, you might have a patient with a Pending appointment, and when calling the patient to confirm the appointment, you accidentally flag it with a Completion of something else like Completed, which means that the appointment no longer appears on the Appointment display (unless you have checked its Completion level in Appointment**Options\Completion Status to Display**). This may then result in another patient being given the same appointment slot, with both showing up at the same time for one slot.

Each user can choose to be asked to confirm any change made to the Completion status, so that the user must make a second step before the appointment Completion is changed. This takes an extra second or two, but helps prevent the inadvertent overbooking scenario described above.

1. Press View\Appointments**Options**.
2. Click on the **Advanced** tab.
3. Check **Confirm change Completion** and press **OK**.
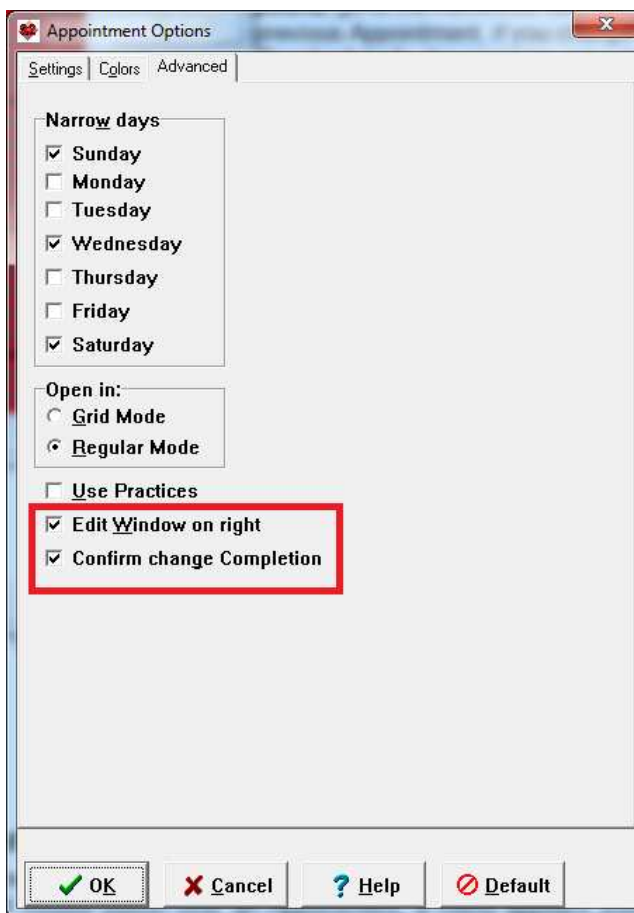
Now, let's see this in action:
1. In the Appointment Scheduler, press **Add\Appointment**.
2. Record a new appointment for a patient, setting a **Completion** to **Pending** and press **OK**.
3. Double-click on that appointment you just edited, or
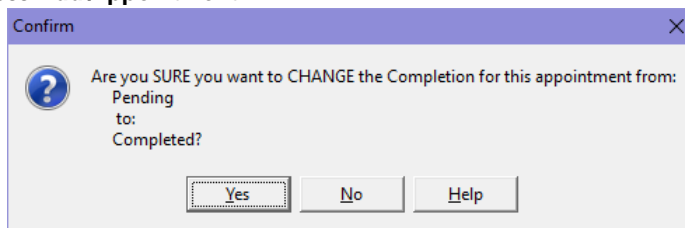
highlight it and press **Edit\Appointment**.
4. Change the **Completion** to **Completed** and press **OK**.
5. Notice that the program now asks you to make sure you meant to change it from **Pending** to **Completed**. If you meant to do so, press **Yes**; otherwise press **No**.

**Appointment Edit Window on Right Option**
Prior to version 6.7, when you press View\Appointments**Add** or **Edit**, the window which opens always appears centered on the screen. However, some users wish to have this window on the right side of the screen, so that they can see other things on the left side of the screen to do so:
1. Press View\Appointments**Options**.
2. Click on the **Advanced** tab.
3. Check **Edit Window on Right** and press **OK**.

Appointment Right Click for Completion Menu Option
Prior to version 6.7, when you press View\Appointments and click your right mouse button on an appointment, a menu appears showing you the possible values for Completion. You can then choose a new Completion from that menu to change the Completion without having to double-click the appointment and change the Completion field. However, some users dislike this feature, because they accidentally end up clicking their right mouse button on an appointment and changing the Completion unintentionally. To disable this feature:
1. Press View\Appointments\Options.
2. Uncheck **Right Click for Completion** box and press **OK**. If you do so, then pressing your right mouse button over an appointment instead brings up a menu which reads "Copy/Cut/Paste"
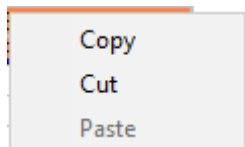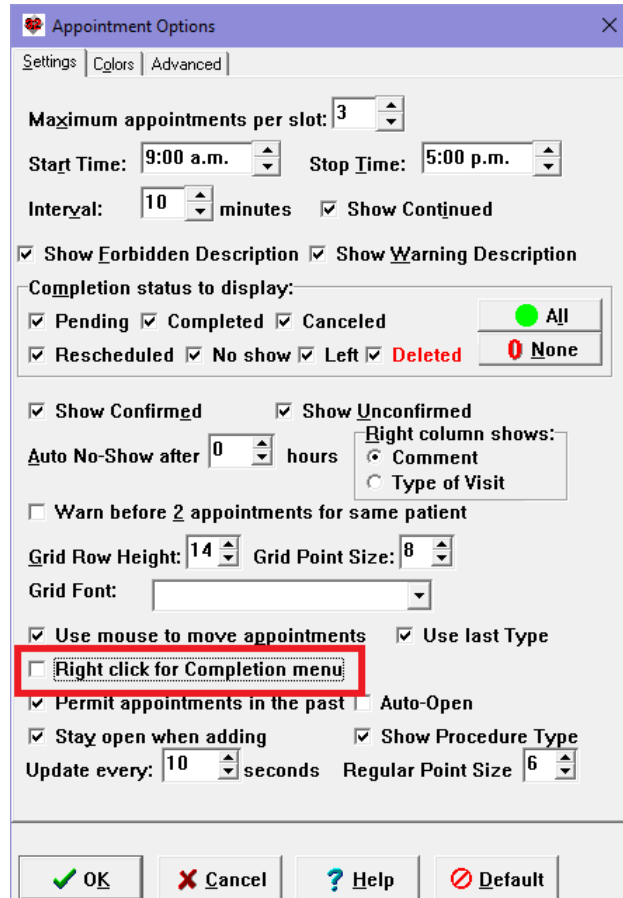
which you can use to copy, cut, and paste that appointment to another location in the appointment grid (same as **Edit**\Copy, Cut Paste, and the Copy\Cut\Paste buttons at the bottom right of the window). If instead you leave this Option checked, then the **Completion** menu appears when you right-click on the appointment (which also lets you assign a Location to the patient).
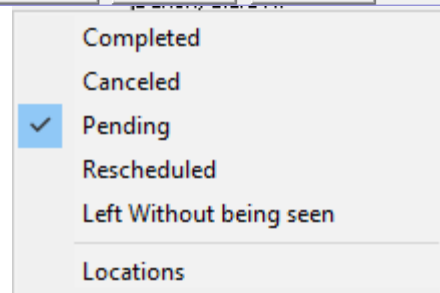
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4