

# WELFORD CHART NOTES NEWSLETTER

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## APPOINTMENT SCHEDULER ENHANCEMENTS *(User's Manual, pgs. 1207-1208)*

Version 6.0 of **Welford Chart Notes** contains a number of new features which make it easier to use the Appointment Scheduler. Let's take a look at them.

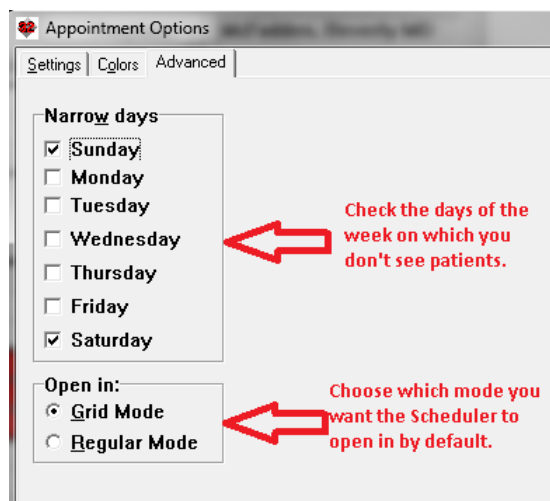
### Grid Mode

- The Appointment Scheduler can show a week's worth of appointment slots at a time which is called Grid Mode. To view appointments in Grid Mode, click on the Grid Mode Button  just to the left of the number of **Days** near the top of the screen. Forbidden time slots are shown in red; Warning time slots are shown in yellow. If you have created any color coded Procedure Types (View\Appointments\Edit\Procedure Types\Color), Appointments are shown in Grid Mode in the background color of the Procedure Type. Starting with version 6.0, any Appointments which have not yet been assigned a Color-Coded Procedure Type are shown in Grid Mode in gray. This allows open slots to appear in white so that they can be readily identified.
- Also starting in version 6.0, if you prefer to have the Appointment Scheduler open in Grid Mode rather than in Regular Mode by default, simply press View\Appointments\Options, click on the **Advanced** tab, check **Open in: Grid Mode**, and press **OK**.

### Narrow Days

If there are certain days of the week when you are never in the office, you can arrange to have the Appointment Scheduler display these days of the week with very narrow columns, so that the other days of the week have wider columns and can display more information. Let's see how to do this:

1. Press View\Appointments\Options.
2. Click on the **Advanced** tab.
3. Place check marks to the left of those days of the week that you wish to have narrow columns in the **Narrow days** list (for example, **Saturday and Sunday**).
4. Press **OK**.



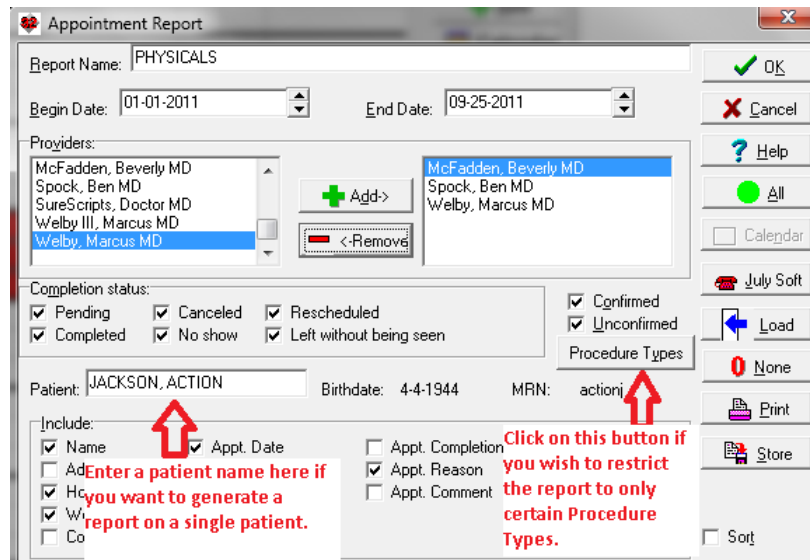
### Next File and Print

If you have pressed View\Appointments\Next Appt. to see the upcoming appointments and previously stored Appointments and no-shows for a particular patient, you can print these results by pressing the **Print** button and can store them in a text file by pressing the **File** button. This may be important for medicolegal purposes or for reporting to outside organizations.

### Report Features

When you run an Appointment Report (View\Appointments\Report), you have a number of additional features:

- When you press **OK** to generate the report, you can then press **File\CSV File** to export the data to a file in CSV (comma-separated variable) format, or press **File\Text File** to export the data in plain text format. This file can then be used by other programs, such as automated telephone calling programs, to notify your patients of their upcoming appointments.



- You can generate an Appointment Report for a single patient, rather than a report on all of your patients, by pressing View\Appointments\Report, clicking on the **Patient** box, and entering the name of a particular patient.
- You can limit the Appointment Report to those appointments that have a particular Appointment Procedure Type by pressing View\Appointments\Report, clicking on the **Procedure Types** button, checking those Procedure Types that you wish to include in the report, and then pressing **OK**. This is handy if you wish to generate, for example, a report of just those appointments that were for complete physicals over a period of time with a particular group of Providers (assuming that you have created a Procedure Type called Complete Physical and have used this when making Appointments).

### Regular Point Size Option

You can adjust the point size of the text in the Appointment Scheduler when it is in Regular Mode. To do so:

- Press View\Appointments\Options.
- Change the value of the **Regular Point Size** box in the lower right corner of the window.
- Press **OK**.

Setting this to a lower number allows you to read more rows of appointments on the screen. Setting it to a higher number makes it easier to read the information, especially if you have limited visual acuity. The number is permitted to vary between 6 and 32; the factory default is 10. Note that this is different from the **Grid Row Size**, **Grid Point Size**, and **Grid Font**, which only apply when the Scheduler is in Grid Mode.

### OCTOBER QUARTERLY UPDATE RELEASED

This month we are releasing the October, 2011 Quarterly update. The update includes new medications, diagnostic terms, drug interactions, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 9300 drug interactions with over 3000 references, over 12,100 Alerts, over 10,000 Web Links, over 7900 Indications, and over 1650 Brochures, including new or revised Brochures on abiraterone, boceprevir, fidaxomicin, ipilimumab, rilpivirine, rivaroxaban, spinosad, telaprevir, tesamorelin, ticagrelor, vilazodone, borderline personality disorder, celiac sprue, depression, diabetes mellitus, hepatitis C, lice, malignant melanoma, mild cognitive impairment, osteoporosis, prostate cancer, pseudomembranous colitis, psoriasis, renal artery stenosis, restless legs syndrome, shingles, sinusitis, sleep apnea, tuberculosis, and others.

### SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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