Centricity Business How To: Setting up default and other Provider Schedule Lists

Click: Scheduler on Vertical Tool Bar

Click: Provider Schedule tab on Horizontal Tool Bar

The following screen will display

Appointment Settings

Appointment Setting Preview
Name: SPORTS CV NUTRITION
Date: Today

Selection Criteria:
- Criteria
- Include
  - Department
    - SPORTS & CV NUTRITION
From the Actions button: Select “New” or “Edit”. If editing be sure you have the Name of the list you want to edit highlighted.

If you select “New” the New Appointment Setting window will appear

Enter: The name of your Appointments profile that you will develop

Click: Default Setting (if you want this to be your default)

Date: Select either Today or n days in the past or future.
Setting up default and other Provider Schedule Lists (continued)

Provider Schedules Tab

**Sessions:** Select the sessions you want to view when viewing provider schedules

**Show:** Enter the number of schedules of Daily, Weekly, or Monthly you would like to have be your default setting.

Also enter the number of schedules you want to view when you look at a weekly view.

Appointment Manager Tab

Select how you want the appointment list to sort, how you want it to display (hrs in past to hrs in the future), and how often you want the appt. list to refresh.
Selection Criteria

Click: The sort option you want. (Dept/Provider and/or Location)

Department: Choose Department you wish to view schedules in (may add multiple departments to your list but must select them one at a time.)

Provider: Select the providers from this department that you wish to add to your list. (To include all providers from the department leave this blank. If you want more than one but not all providers from the department you must add them one at a time.)

Click: Include

Location: To include specific location click on Location and enter location. Then click on include location.

When your list is set up the way you would like it
Click: the Save button