

Scheduling a Patient Appointment

Objective:

This guide explains how to schedule an appointment for an existing patient using the EHR system.

Steps:

1. Log in to the EHR system using your credentials.
2. Select **Scheduling** from the main menu.
3. Search for and select the patient.
4. Choose the provider and appointment type.
5. Select an available date and time slot.
6. Confirm and save the appointment.

Notes:

- Conflicting appointments will display a warning message.
- Only authorized roles can modify schedules and appointments.

Troubleshooting:

- If no available time slots appear, verify provider availability with their schedule.
- Contact IT support if scheduling errors persist.