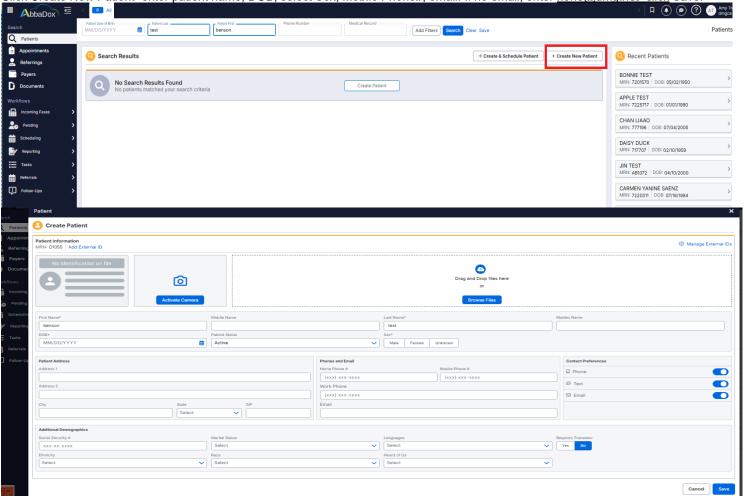
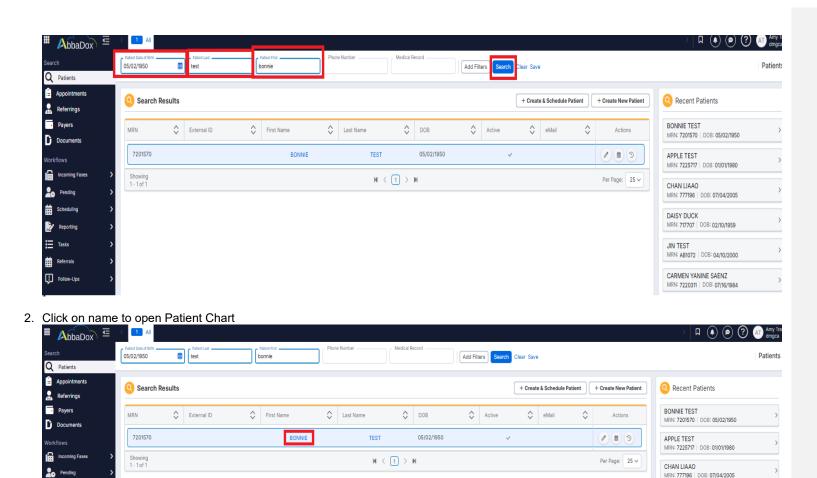
## **SCHEDULING**

1. In the Patient search: enter patient date of birth, last name, first name> click search
Click Create New Patient>enter patient name, DOB, select Sex, Mobile Phone#, email. If no email, enter none@dmg.net>click Save:





Reporting

Tasks

Follow-Ups

DAISY DUCK MRN: 717707 | DOB: 02/10/1959

MRN: 7220311 | DOB: 07/16/1984

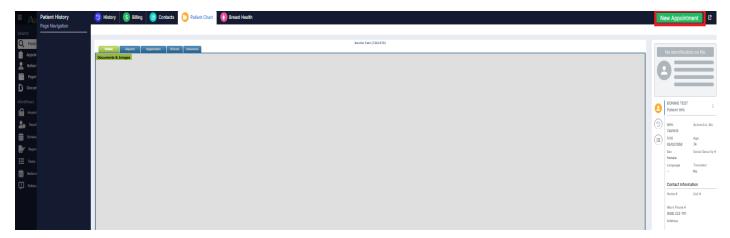
JIN TEST
MRN: AB1072 | DOB: 04/10/2000

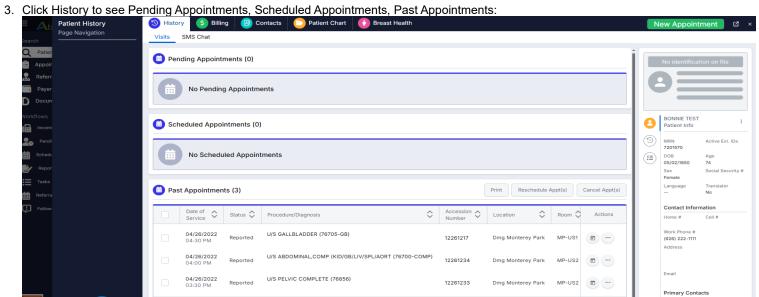
CARMEN YANINE SAENZ

LIN FU

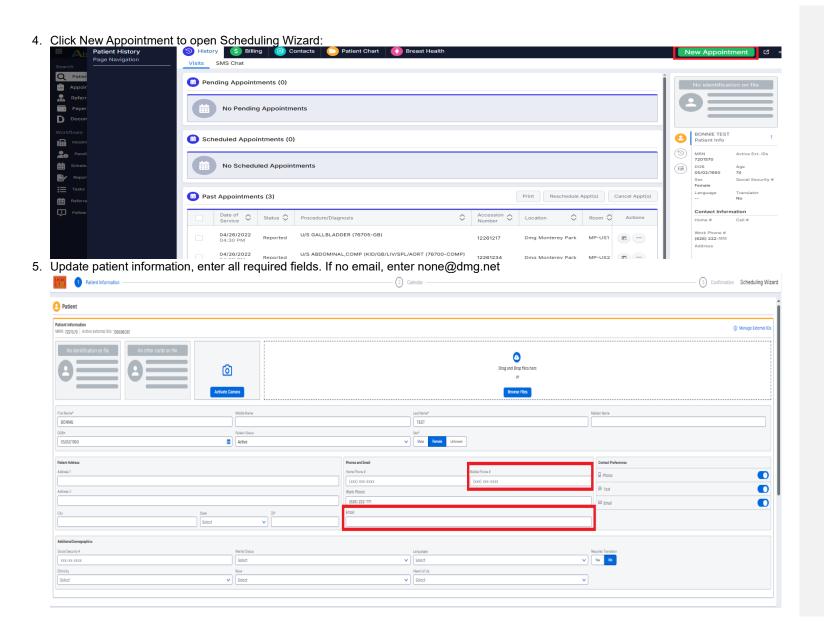
Patient chart to see documents related to the patient:

Order tab:orders, eligibility, authorization. Reports tab:Reports Registration tab: IDs. Eforms tab: Patients exam questionnaires, Patient consent, Tech Worksheets.

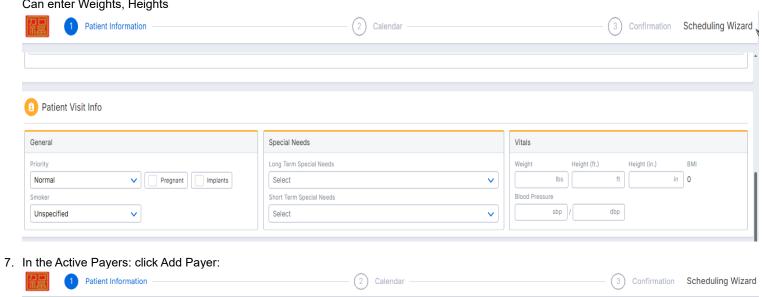


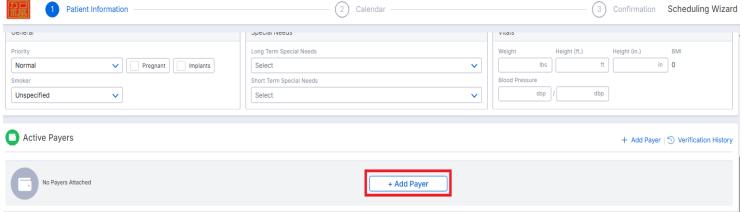


Commented [M1]:

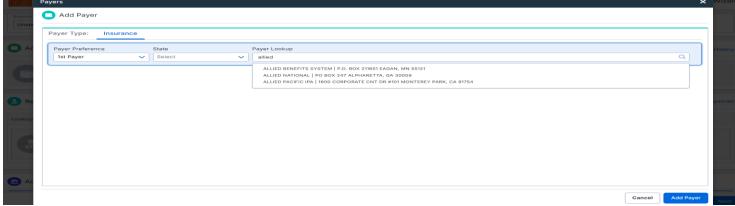


6. In the Patient Visit Info: Can click Implants for patient with implants Can select Special Needs Can enter Weights, Heights

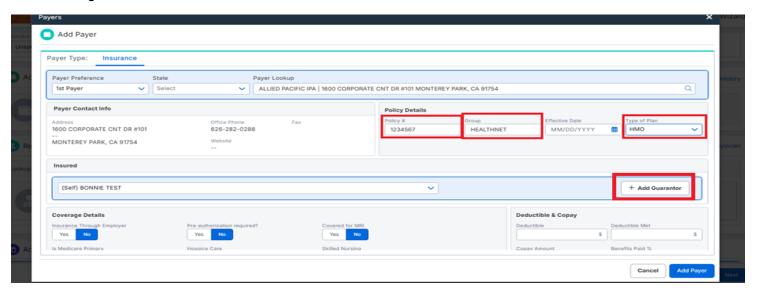




In the Payer Lookup, type payer>select payer>click Add Payer:

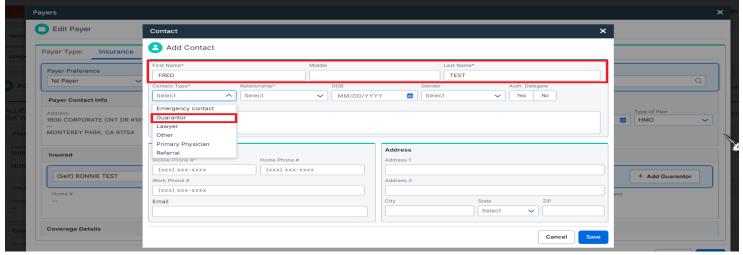


In the Insurance, enter Policy#> select HMO in Type of Plan> Enter Prefix of member id & healthplan name in Representative Spoke With Under Coverage Details:

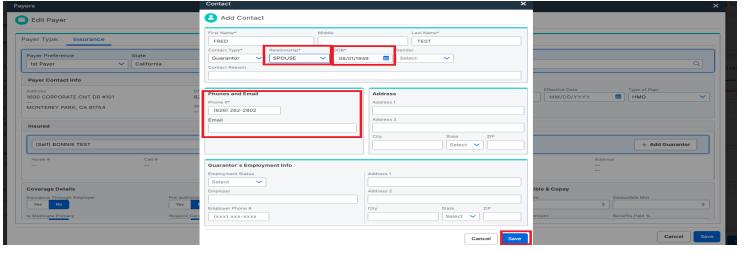


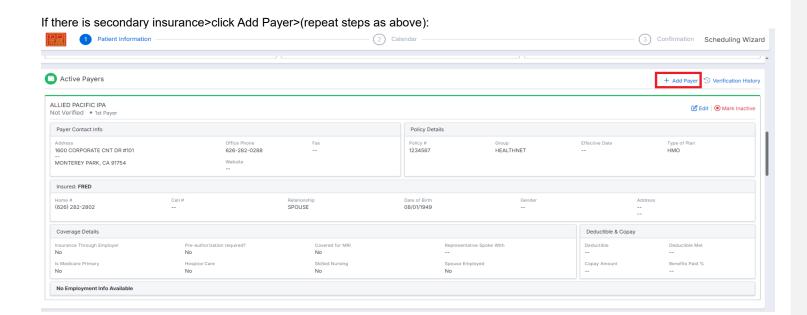
8. Insured is default to Self. If insured name is under spouse/parent, click Add Guarantor:

Enter First Name, Middle, Last Name>select Guarantor to open Add Contact:

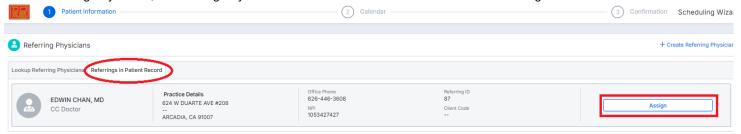


Select SPOUSE, enter DOB, enter Phone>click Save:

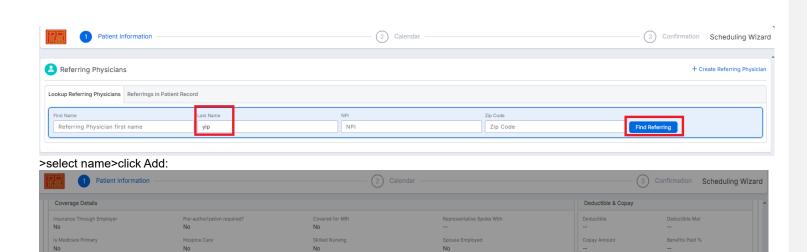




9. In the Referring Physicians, if "Referring Physician in Patient Record" is the same referral>click Assign:



Otherwise click Lookup Referring Physicians>enter name>click Find Referring:



 $M \leftarrow 1 \rightarrow M$ 

City

Per Page: 10 V

877-991-6503 626-288-0889 600 N. GARFIELD AVE #308 MONTEREY PARK, CA 9175-

877-991-6503 626-288-2780 2707 E VALLEY BLVD #106 WEST COVINA, CA 91792

+ Create Referring Physician

No Employment Info Available

Referring Physicians

Lookup Referring Physicians Referrings in Patien

Referring Physician first name

Add Appointment

Referrals

Find Referring

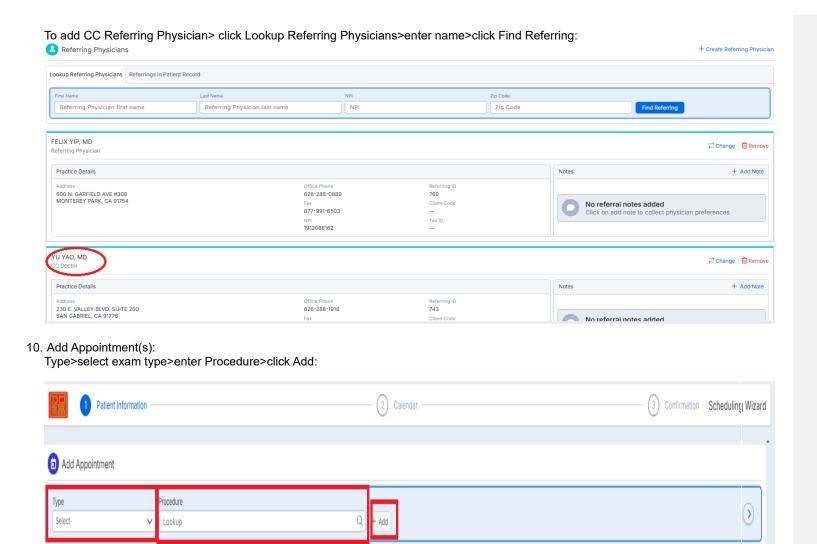
Showing 1 - 2 of 2

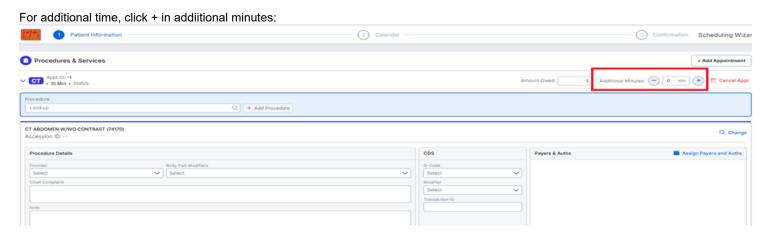
Name

FELIX YIP, MD

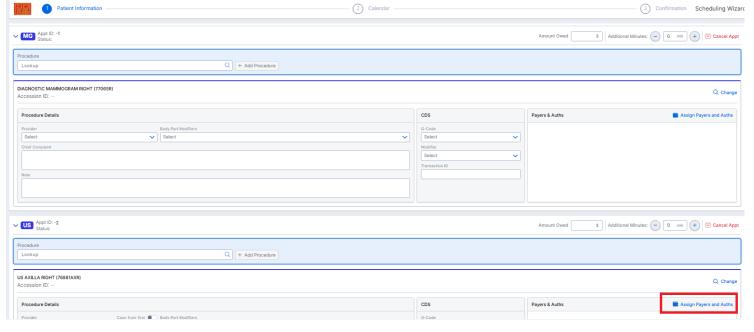
FELIX YIP, MD

Specialty





11. Add second exam> under Add Appointment select Type, select procedure>click Add >click Assign Payers:



12. Check box All Modalities> if have auth, click Add New Auth> enter Authorization#>enter Expiration Date>click Save & Close: Payer & Authorization Select procedure(s) Procedures and Services Payer(s), Auth #s and Status MG DIAGNOSTIC MAMMOGRAM RIGHT (77065R) US US AXILLA RIGHT (76881AXR) Assign Payer & Authorization
Select the payer and add authorization details if necessary for the procedures selected above (1st Payer) - 1234567 | ALLIED PACIFIC IPA | 1600 CORPORATE CNT DR #101 MONTEREY PARK, CA 91754 ✓ Auth Not Required 1234567 Assign Historical Auth (3) Payer's Auths in Visit Add New Auth Effective Expiration ♦ Units 04/14/2025 2025045678 03/01/2025 05/31/2025 0 of 2 US SOFT TISSUE NECK HEAD 04/14/2025 MRA HEAD W/O CONTRAST New 2025045678 03/01/2025 05/31/2025 0 of 2 04/13/2025 2025041234 04/01/2025 06/30/2025 0 of 2 H < 1 > H Per Page: 10 V Payer & Authorization Select procedure(s) Procedures and Services Payer(s), Auth #s and Status DIAGNOSTIC MAMMOGRAM RIGHT (77065R) MG MG US AXILLA RIGHT (76881AXR) Assign Payer & Authorization
 Select the payer and add authorization details if necessary for the procedures selected above ✓ Auth Not Required 1234567 (1st Payer) - 1234567 | ALLIED PACIFIC IPA | 1600 CORPORATE CNT DR #101 MONTEREY PARK, CA 91754 Assign Historical Auth (3) Payer's Auths in Visit Add New Auth 2025043789 Comments + Add Comment | @ View All Comments (9) Appointment Comments Only Billing Cancel Apply

13. Click Next to open Scheduler Manager> On Scheduler Manager>click Preferred Time or First Available> Preferred Location>click Search>select time slots>click Schedule: Scheduling Manager Procedures/Services manual Scheduling Allow double-booking Account for Provider Schedule? Date Range MG 04/14/2025 • 09:30 AM Dmg San Gabriel Preferred Time First Available Yes No Upcoming 7 Days Preferred location DIAGNOSTIC MAMMOGRAM RIGHT (77065R) Dmg San Gabriel Mon Tue Wed Thu Fri Sat Sun All Time Range US 04/14/2025 • 10:00 AM Dmg San Gabriel Morning Afternoon Evening After Hours All Search Clear (ii) Monday, April 14, 2025 US AXILLA RIGHT (76881AXR) Dmg San Gabriel 08 AM 01 PM 09 AM 10 AM 11 AM 12 PM 10:00 AM 11:00 AM 01:25 PM 09:30 AM 10:15 AM 11:15 AM SG-MAMM02 12:00 PM 01:40 PM 77065R 09:45 AM 10:30 AM 11:30 AM 01:55 PM 10:45 AM 11:45 AM 10:00 AM 11:00 AM SG-US1 08:00 AM 09:30 AM 10:30 AM 11:30 AM 10:00 AM 11:00 AM 01:15 PM SG-US4 08:00 AM 09:30 AM 12:45 PM 10:30 AM 11:30 AM 01:45 PM US 76881AXR 10:00 AM 01:15 PM SG-US2 11:00 AM 12:45 PM 09:30 AM 10:30 AM 01:45 PM 10:00 AM 11:00 AM 01:15 PM SG-US3 09:30 AM 12:45 PM

11:30 AM

01:45 PM

Calendar Preview

Create Task Patient History

Move to Pending

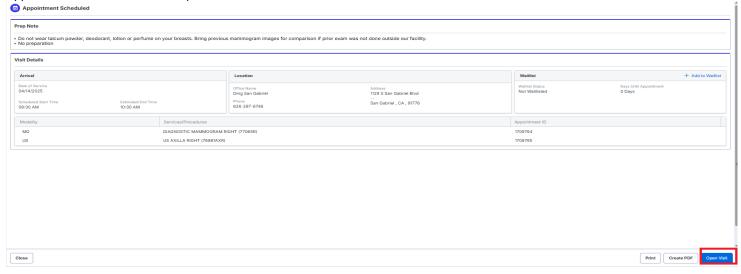
Schedule

Schedule & Add to Waitlist

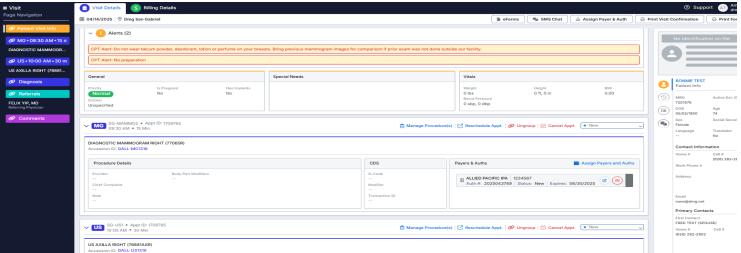
10:30 AM

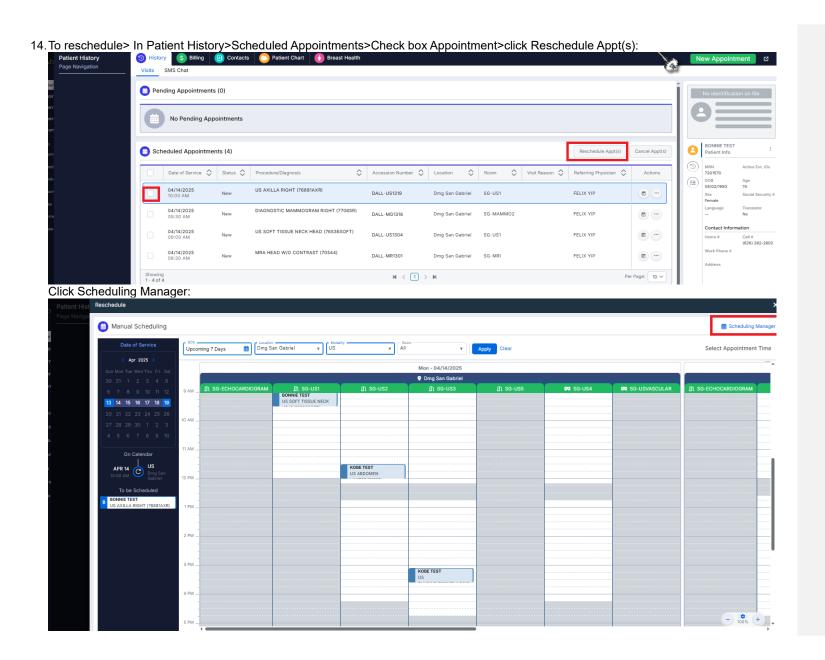
Back

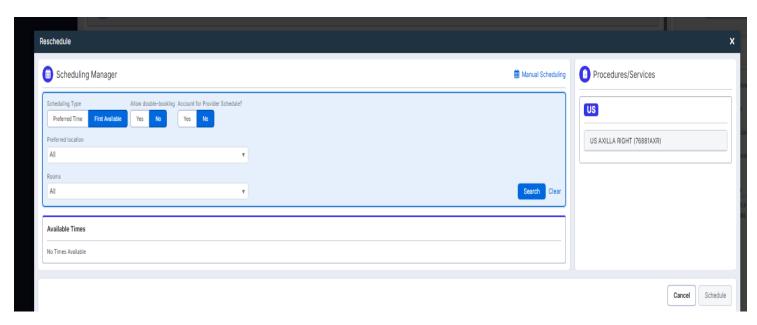
## Appointment is scheduled>click Open Visit:



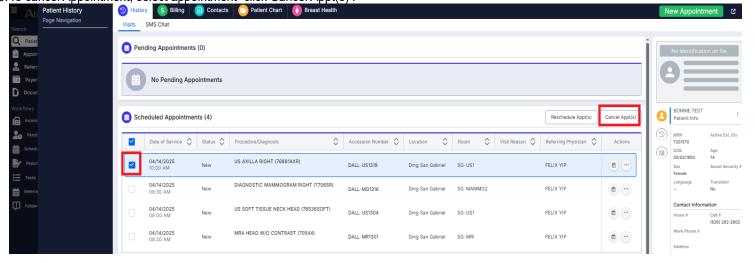
## Visit Details:







15. To cancel Appointment, select appointment>click Cancel Appt(s):



## select cancellation reason>enter cancellation note>click Confirm:

