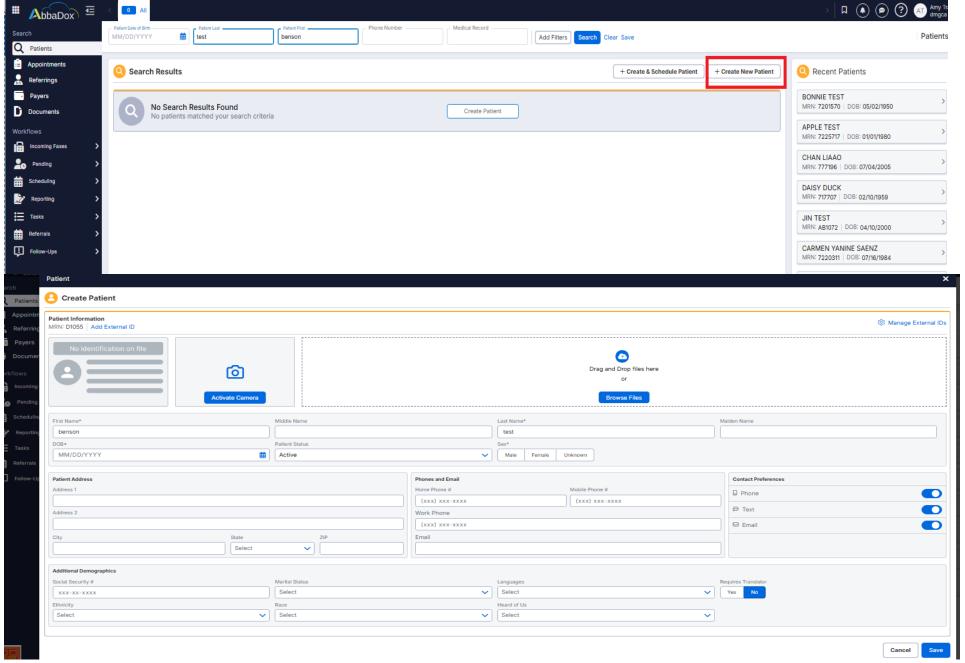
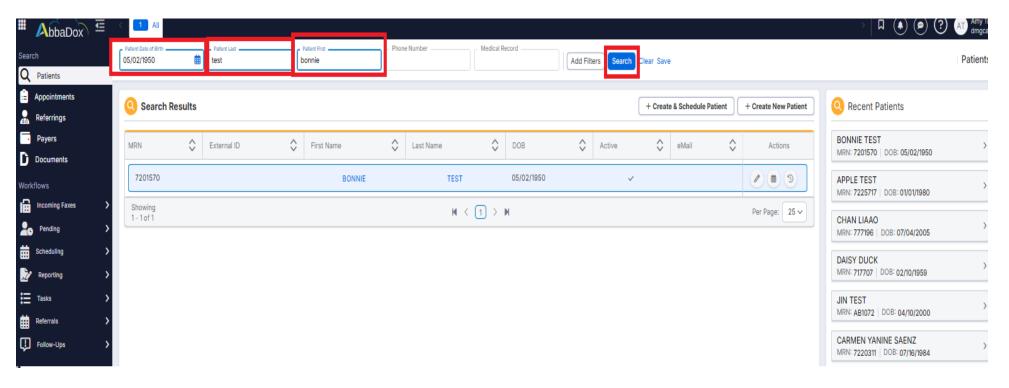
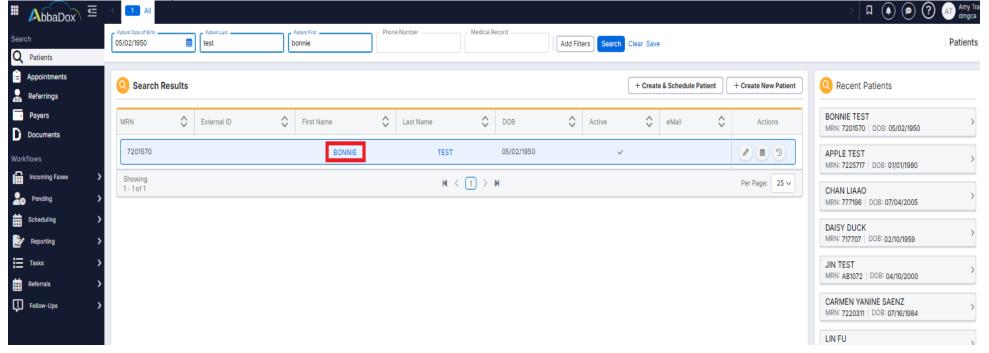
SCHEDULING

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:



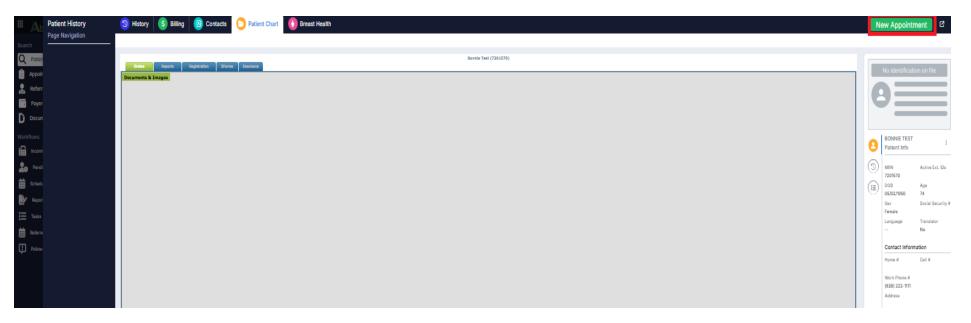


2. Click on name to open Patient Chart



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.

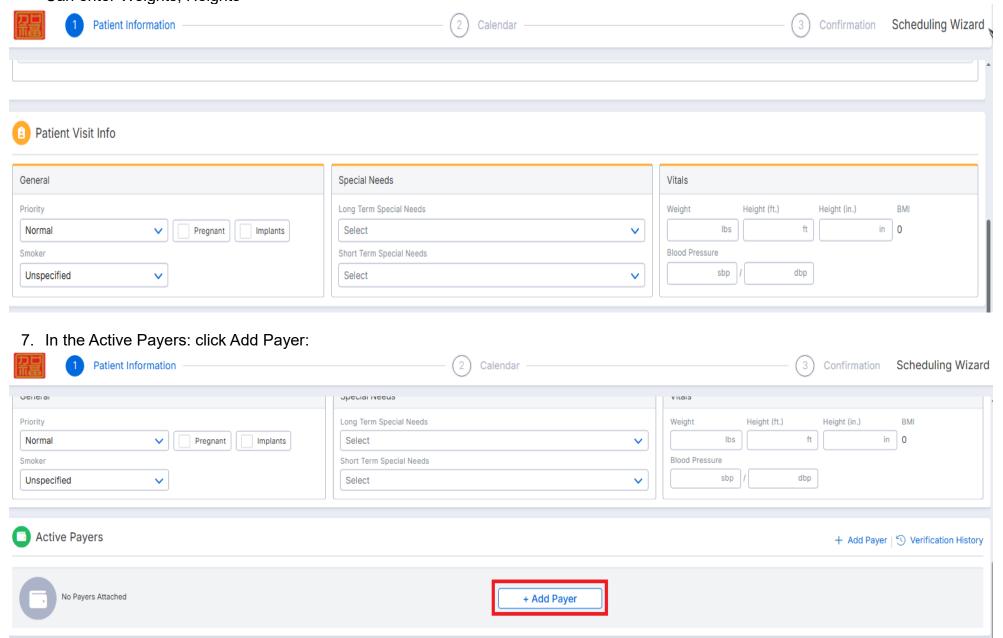


3. Click History to see Pending Appointments, Scheduled Appointments, Past Appointments: \$ Billing History Contacts Patient Chart Breast Health Patient History **New Appointment** Page Navigation Visits SMS Chat Q Patier Pending Appointments (0) No Pending Appointments BONNIE TEST Scheduled Appointments (0) Patient Info MRN Active Ext. IDs No Scheduled Appointments DOB Age (≝€) 05/02/1950 74 Sex Social Security # Female Language Past Appointments (3) Reschedule Appt(s) Cancel Appt(s) Contact Information Accession 🔷 Date of Status 🗘 Procedure/Diagnosis Home # Cell # Service Number Work Phone # 04/26/2022 U/S GALLBLADDER (76705-GB) Reported MP-US1 12261217 Dmg Monterey Park ··· (626) 222-1111 04:30 PM U/S ABDOMINAL, COMP (KID/GB/LIV/SPL/AORT (76700-COMP) 04/26/2022 Reported 12261234 MP-US2 Dmg Monterey Park 04:00 PM 04/26/2022 U/S PELVIC COMPLETE (76856) Reported 12261233 MP-US2 Dmg Monterey Park 03:30 PM Primary Contacts

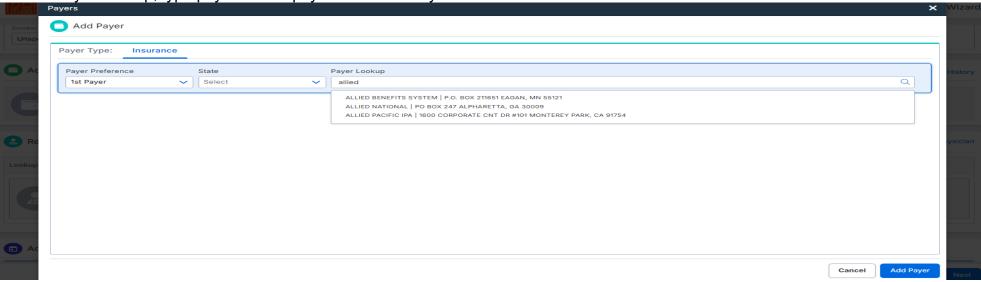
4. Click New Appointment to open Scheduling Wizard: Patient History Patient Chart **New Appointment** Page Navigation Visits SMS Chat Q Patier Pending Appointments (0) No Pending Appointments Scheduled Appointments (0) Patient Info Active Ext. IDs 7201570 No Scheduled Appointments 05/02/1950 Sex Social Security # Female Cancel Appt(s) Past Appointments (3) Reschedule Appt(s) Contact Information Status 🗘 Procedure/Diagnosis Work Phone # **04/26/2022** 04:30 PM U/S GALLBLADDER (76705-GB) 12261217 Dmg Monterey Park MP-US1 (m) (···) (626) 222-1111 04/26/2022 U/S ABDOMINAL,COMP (KID/GB/LIV/SPL/AORT (76700-COMP) 12261234 (F) ... MP-US2 Dma Monterev Park 5. Update patient information, enter all required fields. If no email, enter none@dmg.net Patient Information (3) Confirmation Scheduling Wizard Patient Patient Information Manage External IDs MRN: 7201570 | Active External IDs: 109698361 0 Drag and Drop files here Activate Camera First Name* Middle Name TEST BONNIE D08* ✓ Male 05/02/1950 matter Active Patient Address Phones and Email Contact Preferences • (xxx) xxx-xxxx (xxx) xxx-xxxx Address 2 Work Phone (626) 222-1111 ☑ Email Select Additional Demographics ✓ Select XXX-XX-XXXX Select Heard of Us Select ∨ Select ✓ Select

In the Patient Visit Info:

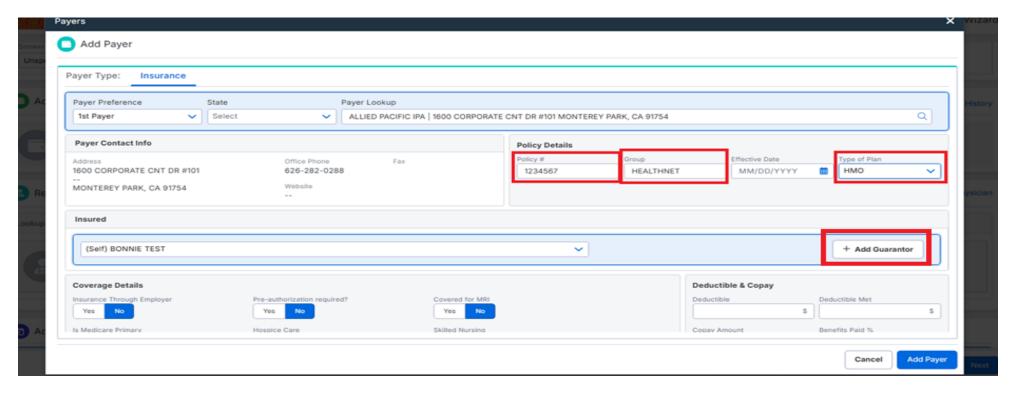
 Can click Implants for patient with implants
 Can select Special Needs
 Can enter Weights, Heights



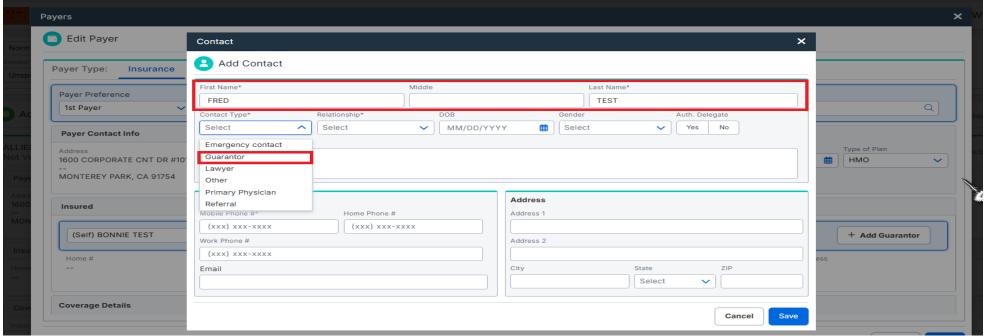
In the Payer Lookup, type payer>select payer>click Add Payer:



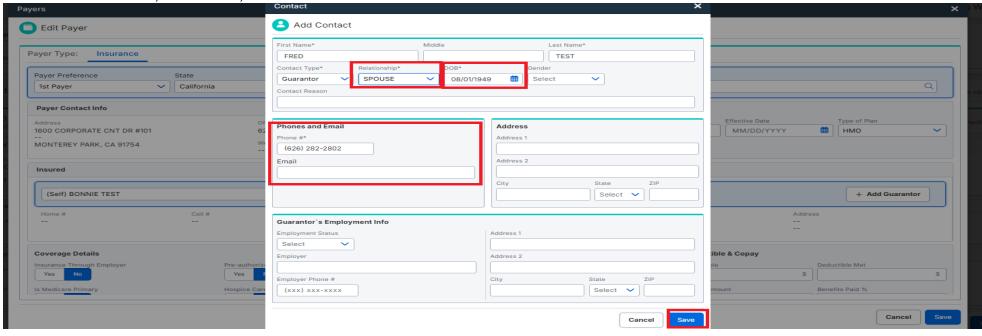
In the Insurance, enter Policy#> select HMO in Type of Plan> Under **Coverage Details:**Enter Prefix of member id & healthplan name in Representative Spoke With:



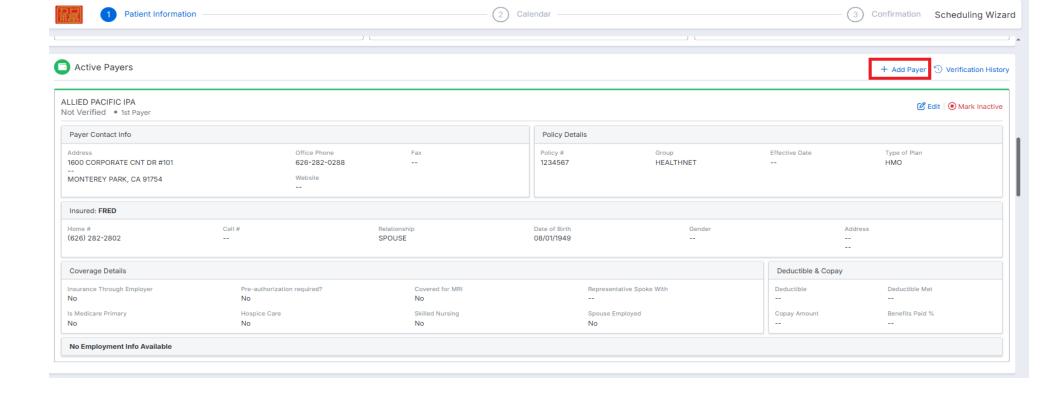
8. Insured is default to Self. If insured name is under spouse/parent, click Add Guarantor: Enter First Name, Middle, Last Name>select Guarantor to open Add Contact:

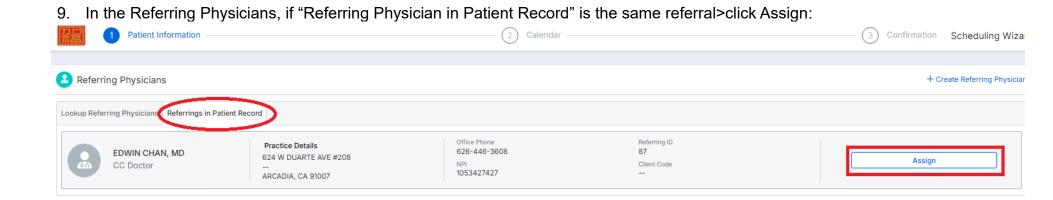


Select SPOUSE, enter DOB, enter Phone>click Save:

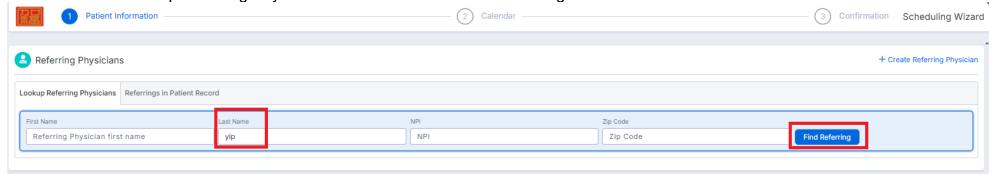


If there is secondary insurance>click Add Payer>(repeat steps as above):

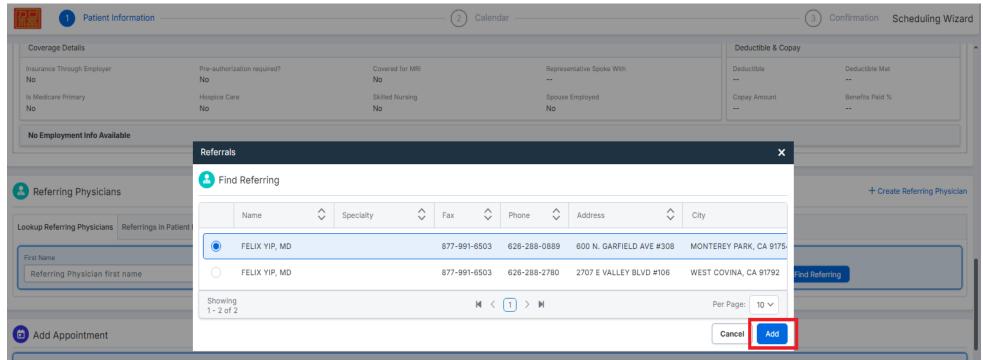




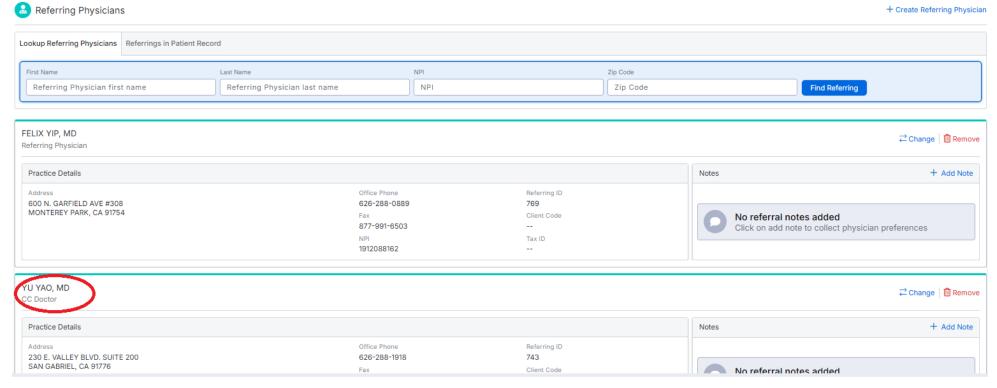
Otherwise click Lookup Referring Physicians>enter name>click Find Referring:



>select name>click Add:

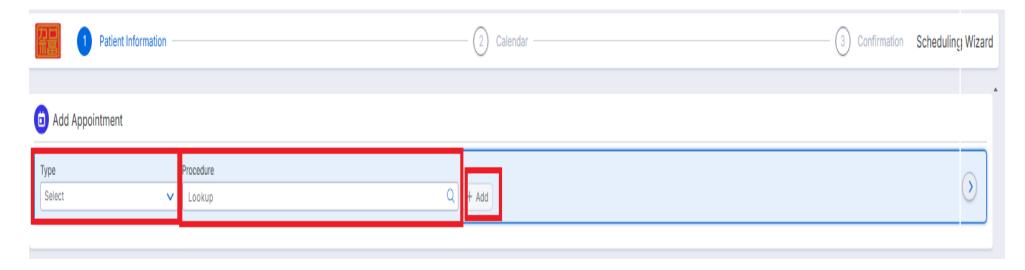


To add CC Referring Physician> click Lookup Referring Physicians>enter name>click Find Referring:

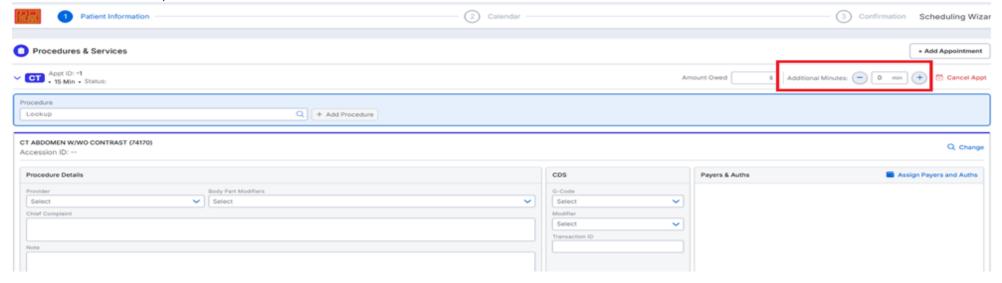


10. Add Appointment(s):

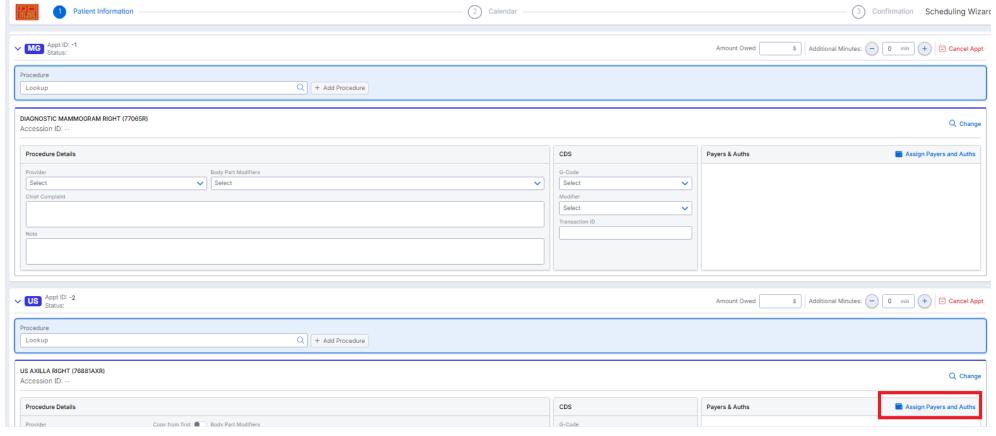
Type>select exam type>enter Procedure>click Add:



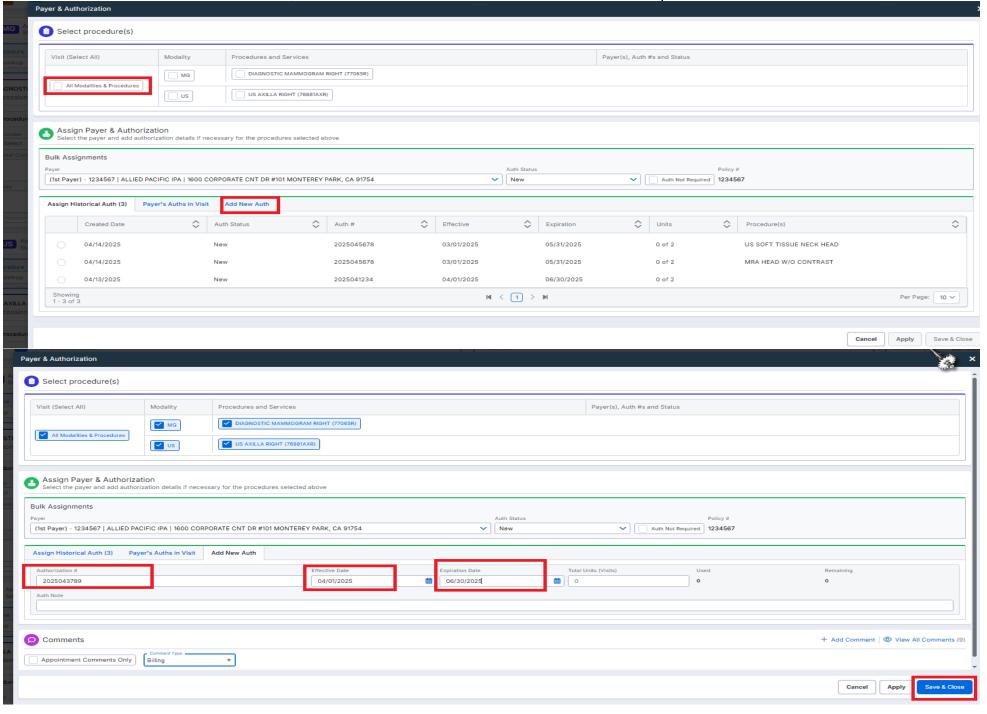
For additional time, click + in additional minutes:



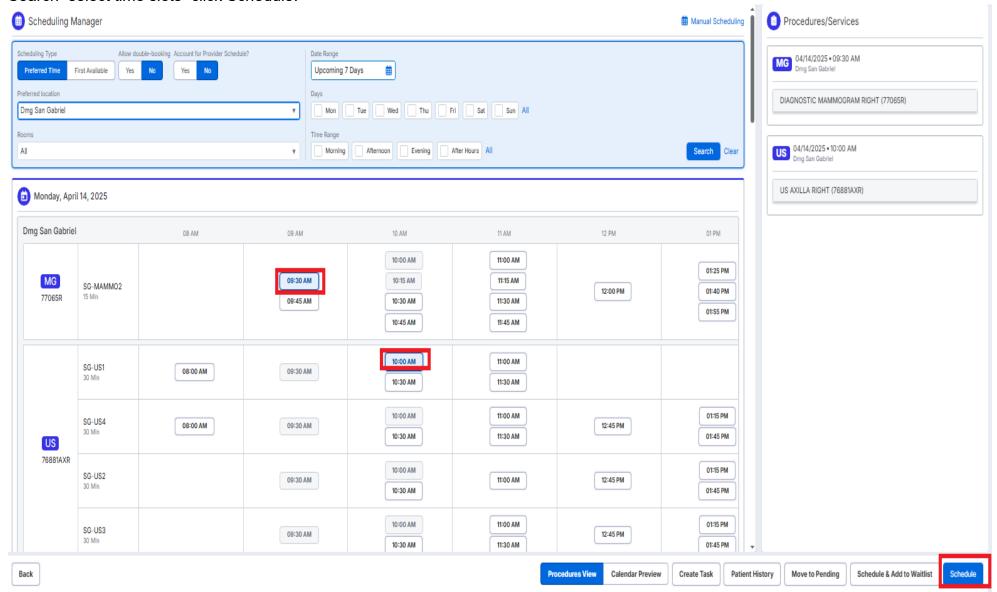
11. Add second exam> under Add Appointment select Type, select procedure>click Add >click Assign Payers:



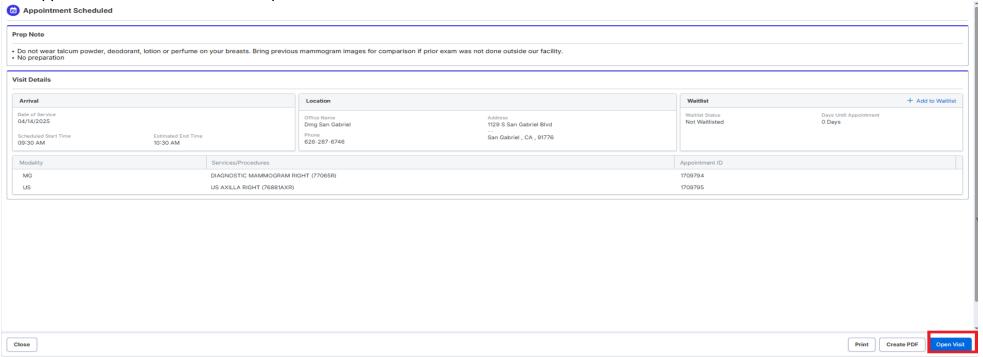
12. Check box All Modalities> if have auth, click Add New Auth> enter Authorization#>enter Expiration Date>click Save & Close:



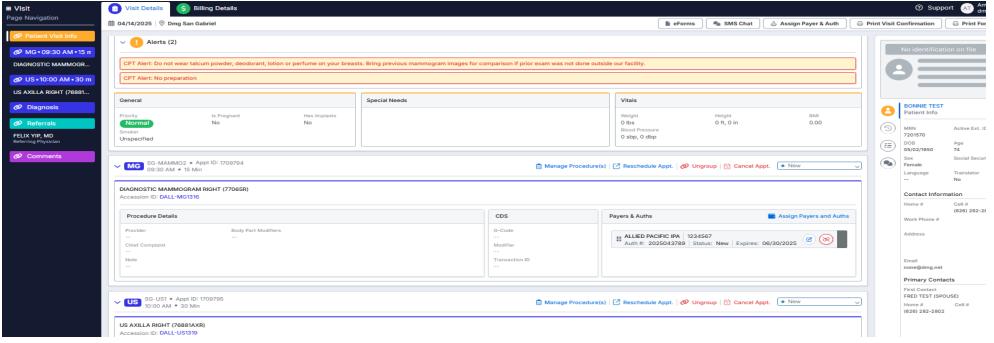
13. Click Next to open Scheduler Manager> On Scheduler Manager>click Preferred Time or First Available> Preferred Location>click Search>select time slots>click Schedule:

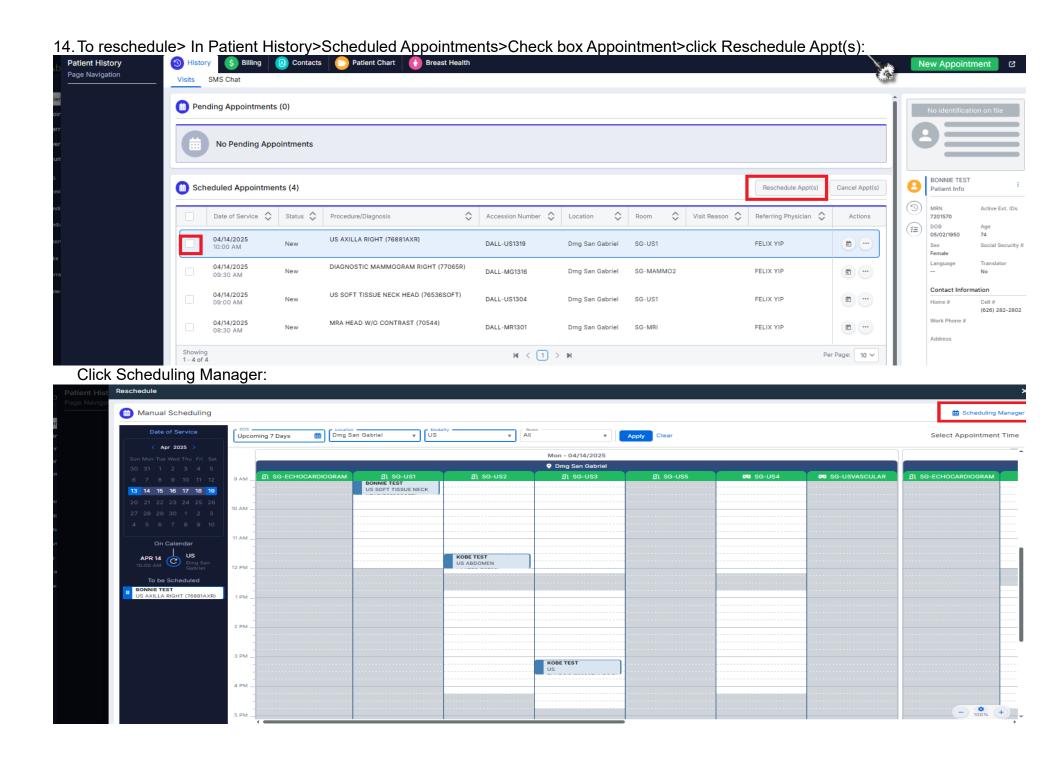


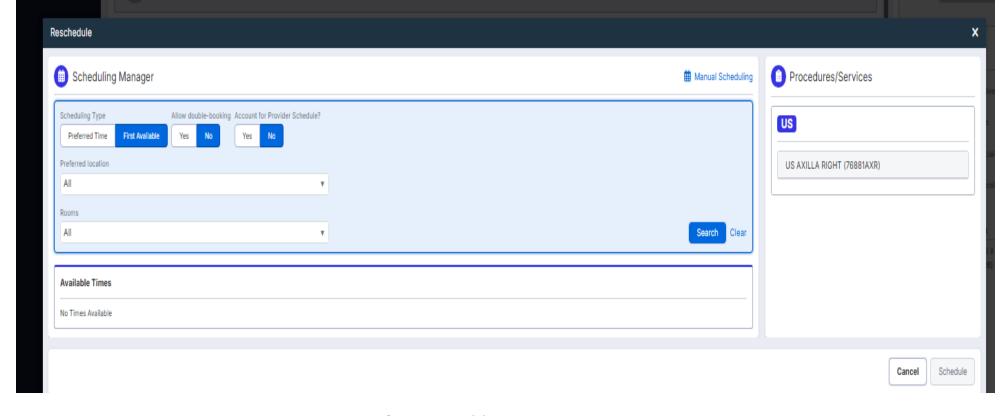
Appointment is scheduled>click Open Visit:

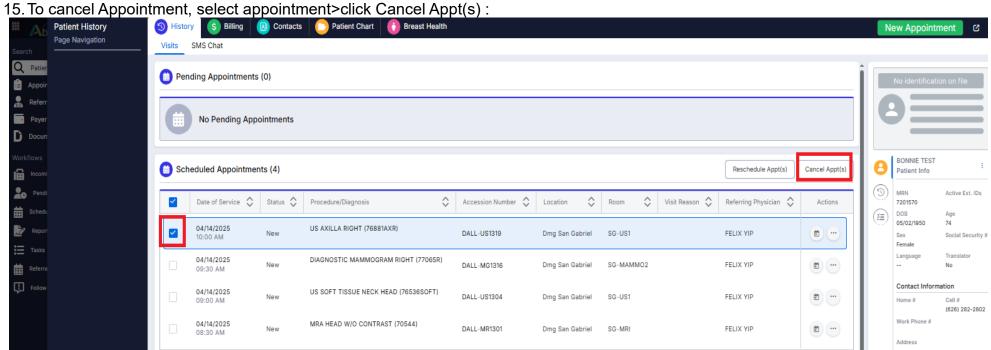


Visit Details:









select cancellation reason>enter cancellation note>click Confirm:

