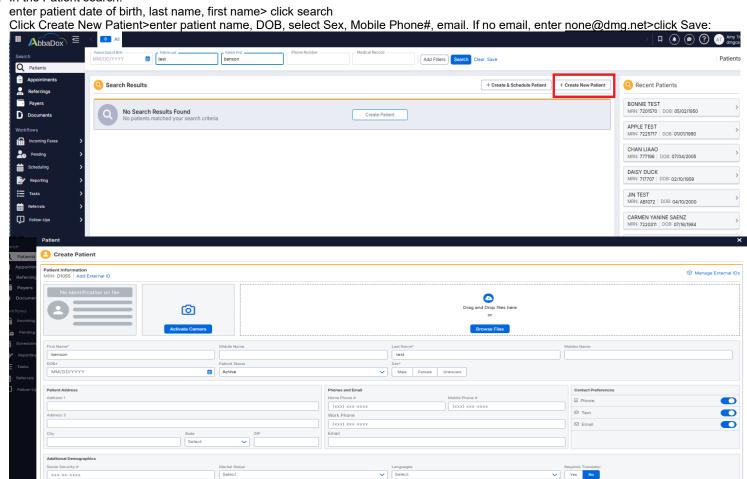
SCHEDULING

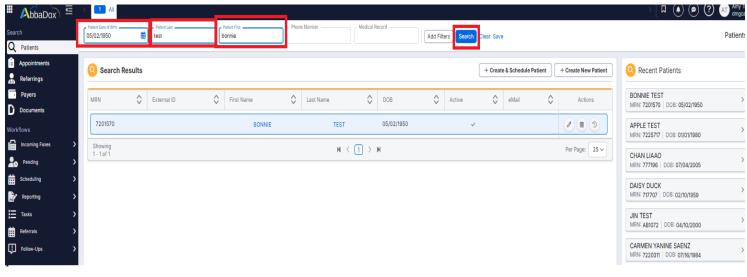
1. In the Patient search:

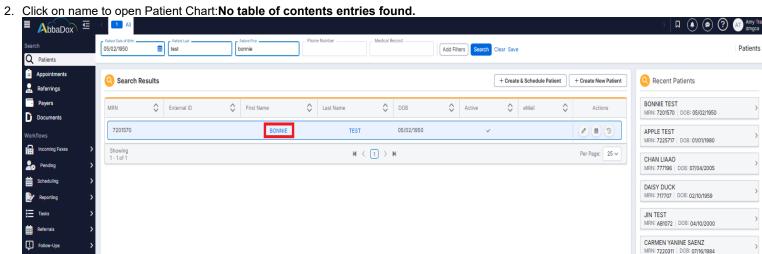


Heard of Us
Select

Cancel

Race Select

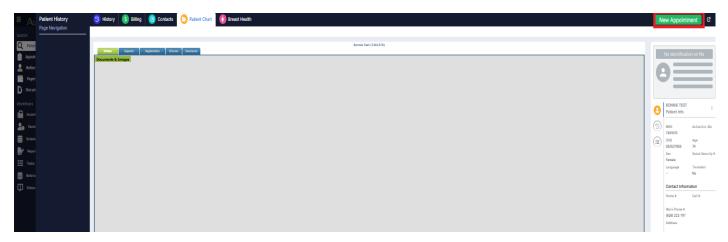




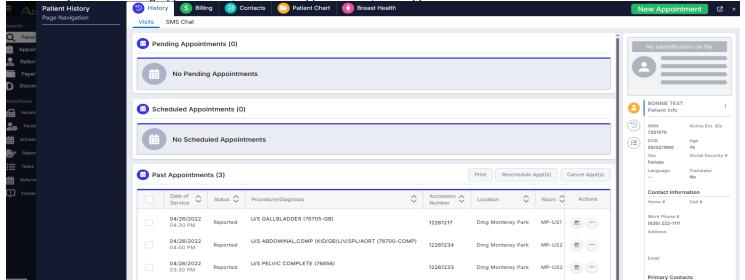
LIN FU

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.



3. Click History to see Pending Appointments, Scheduled Appointments, Past Appointments:



Commented [M1]:

4. Click New Appointment to open Scheduling Wizard:

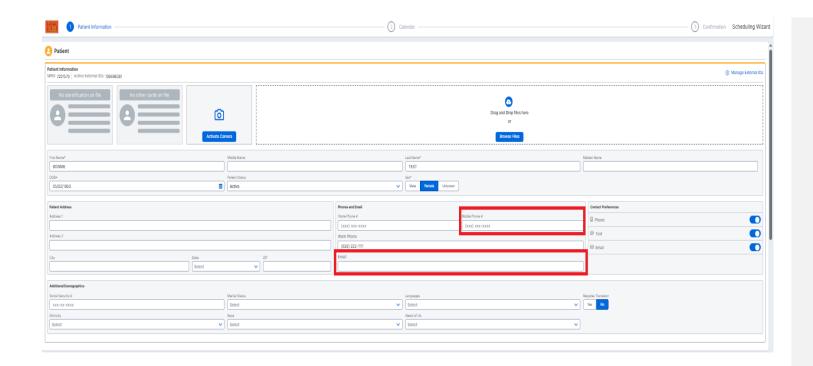
Patient History
Page Navigation

Page Navigation

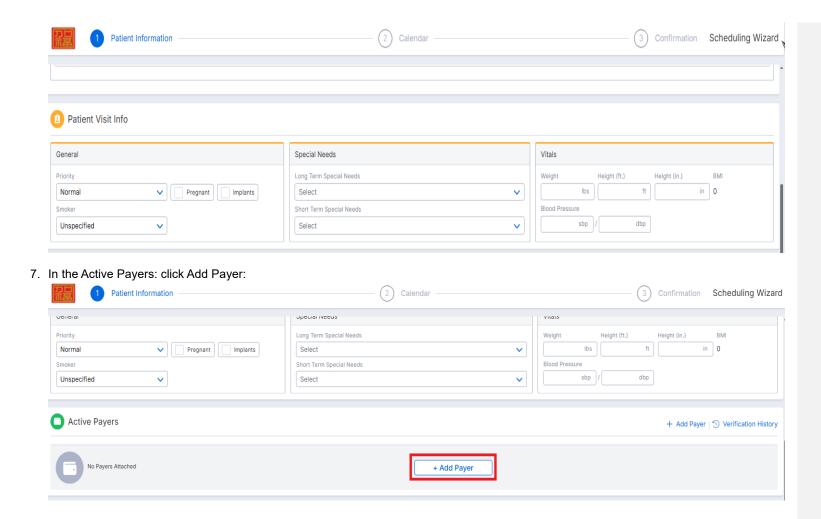
SMS Chat

Page Navigation Visits SMS Chat m Pending Appointments (0) No Pending Appointments Scheduled Appointments (0) No Scheduled Appointments **#** Past Appointments (3) Print Reschedule Appt(s) Cancel Appt(s) Contact Information Work Phone # (626) 222-1111 U/S GALLBLADDER (76705-GB) U/S ABDOMINAL,COMP (KID/GB/LIV/SPL/AORT (76700-COMP) 12261234

04/26/2022 Reported 5. Update patient information, enter all required fields. If no email, enter none@dmg.net



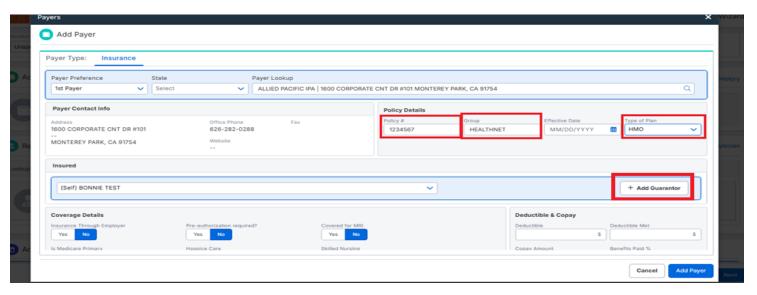
6. In the Patient Visit Info:
Can click Implants for patient with implants
Can select Special Needs
Can enter Weights, Heights



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

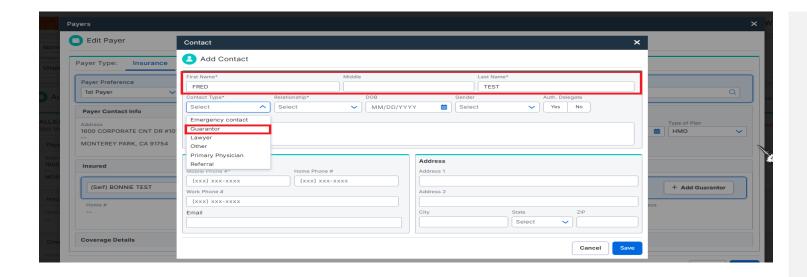


In the Insurance, enter Policy# select HMO in Type of Plan Enter Prefix of member id in Representative Spoke With Under Coverage Details:

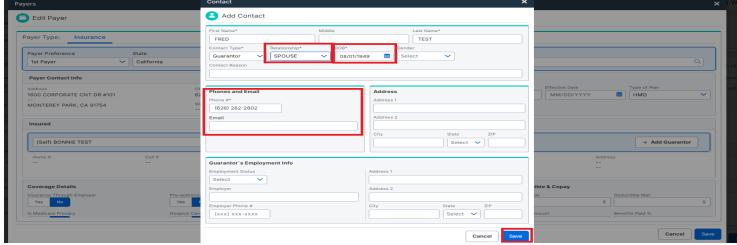


8. Insured is default to Self. If insured name is under spouse/parent, click Add Guarantor:

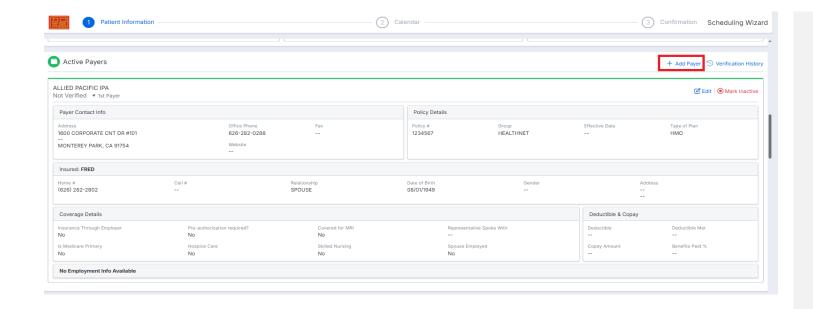
Enter First Name, Middle, Last Name>select Guarantor to open Add Contact:



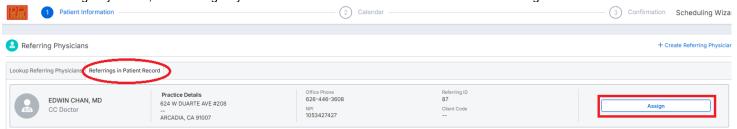
Select SPOUSE, enter DOB, enter Phone>click Save:



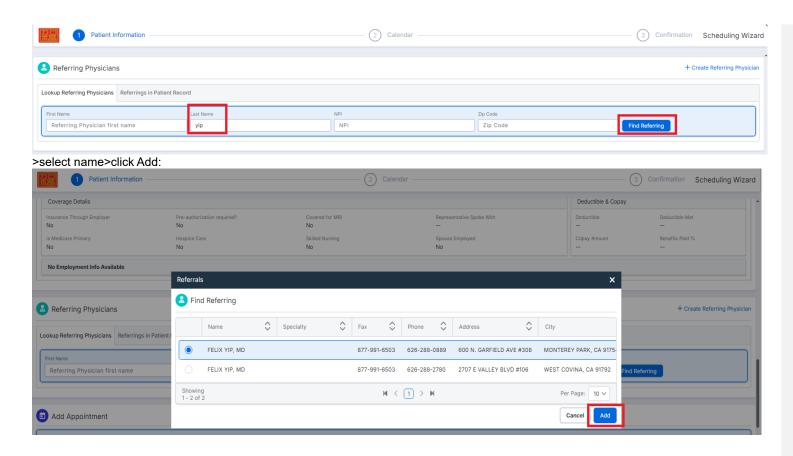
If there is secondary insurance>click Add Payer>(repeat steps as above):



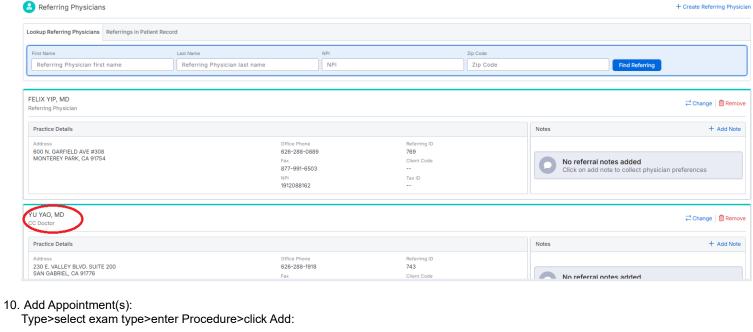
9. In the Referring Physicians, if "Referring Physician in Patient Record" is the same referral>click Assign:

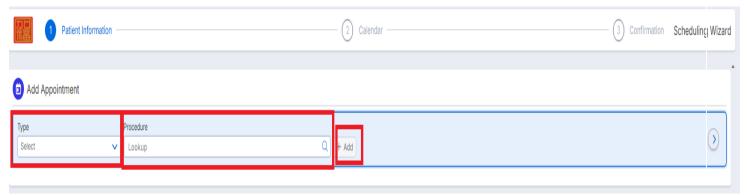


Otherwise click Lookup Referring Physicians>enter name>click Find Referring:

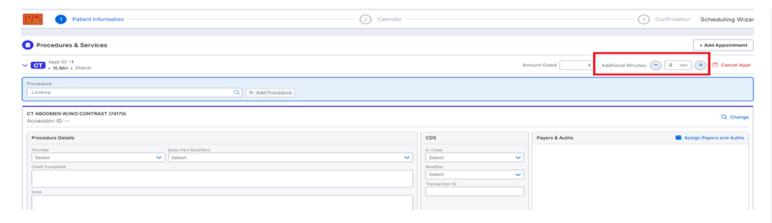


To add CC Referring Physician> click Lookup Referring Physicians>enter name>click Find Referring:



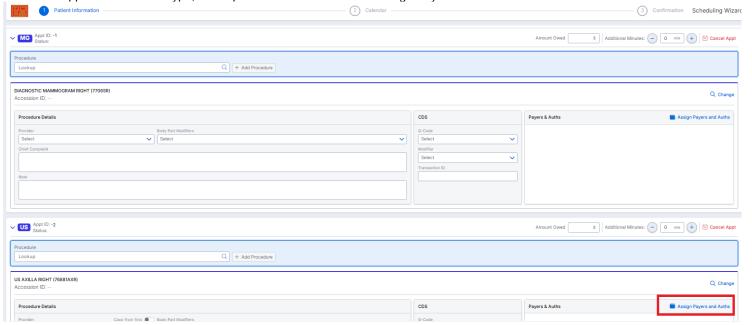


For additional time, click + in additional minutes:



11. Add second exam:

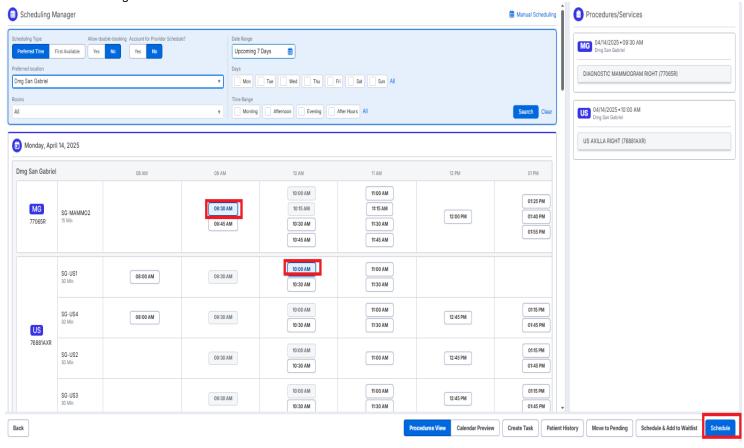
under Add Appointment select Type, select procedure>click Add >click Assign Payers



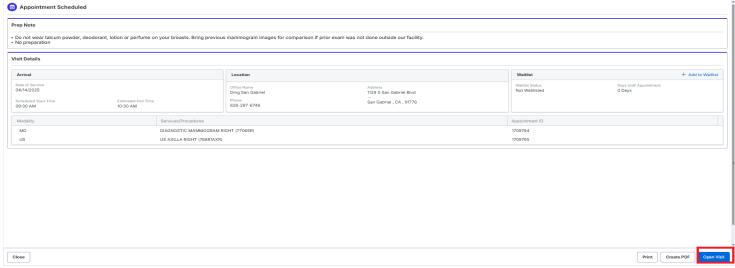
Check box All Modalities:> if have auth, click Add New Auth> enter Authorization#>enter Expiration Date>click Save & Close: Select procedure(s) DIAGNOSTIC MAMMOGRAM RIGHT (77065R) US AXILLA RIGHT (76881AXR) Assign Payer & Authorization
Select the payer and add authorization details if necessary for the procedures selected above Bulk Assignments (1st Payer) - 1234567 | ALLIED PACIFIC IPA | 1800 CORPORATE CNT DR #101 MONTEREY PARK, CA 91754 ✓ Auth Not Required 1234567 Assign Historical Auth (3) Payer's Auths in Visit Add New Auth 04/14/2025 2025045678 03/01/2025 05/31/2025 0 of 2 US SOFT TISSUE NECK HEAD New 05/31/2025 0 of 2 MRA HEAD W/O CONTRAST 04/14/2025 New 03/01/2025 2025045678 H < 1 > H Cancel Apply Save & Close Payer & Authorization Select procedure(s) DIAGNOSTIC MAMMOGRAM RIGHT (77065R) All Modalities & Procedures US AXILLA RIGHT (76881AXR) ✓ us 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 Auth Note Comments Appointment Comments Only Billing Cancel Apply Save & Clo

12. Click Next to open Scheduler Manager:

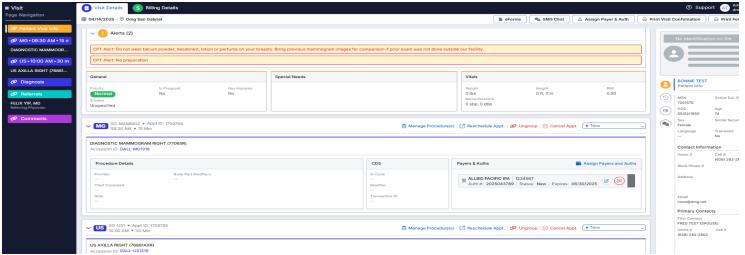
> On Scheduler Manager>click Preferred Time or First Available> Preferred Location>click Search>select time slots>click Schedule:



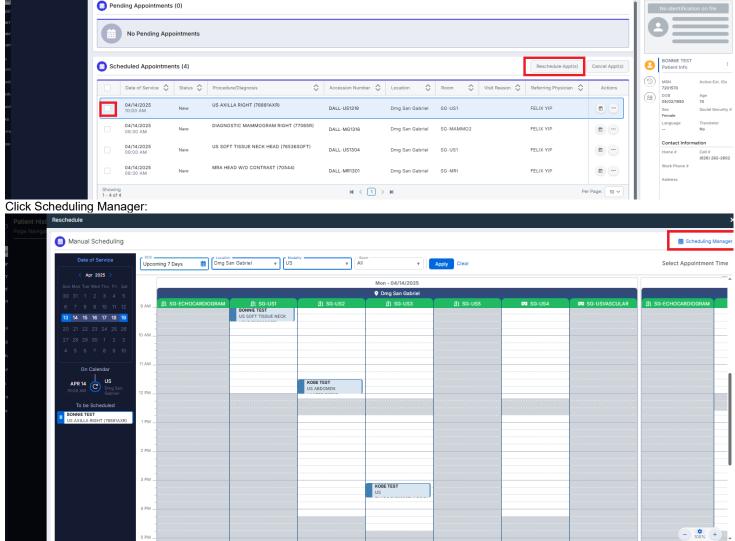
Appointment is scheduled>click Open Visit:

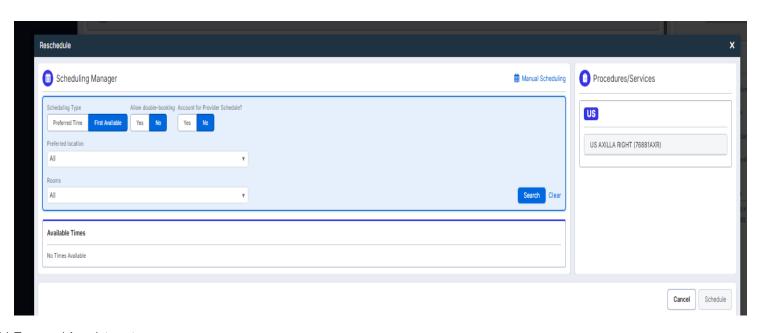


Visit Details:

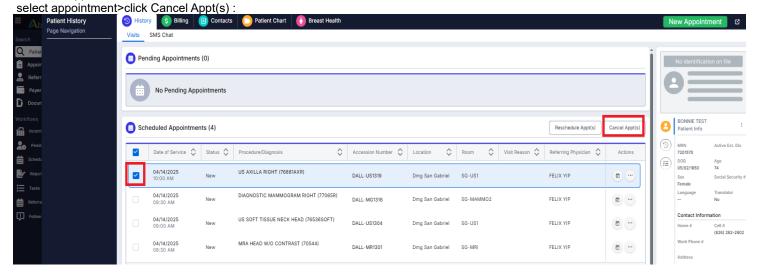


13. To reschedule: New Appointment Visits SMS Chat m Pending Appointments (0) No Pending Appointments BONNIE TEST Patient Info Scheduled Appointments (4) Cancel Appt(s) Date of Service 🗘 Status 🗘 Procedure/Diagnosis ♦ Accession Number ♦ Location ♦ Room ♦ Visit Reason ♦ Referring Physician ♦ Actions





14. To cancel Appointment:



select cancellation reason>enter cancellation note>click Confirm:

