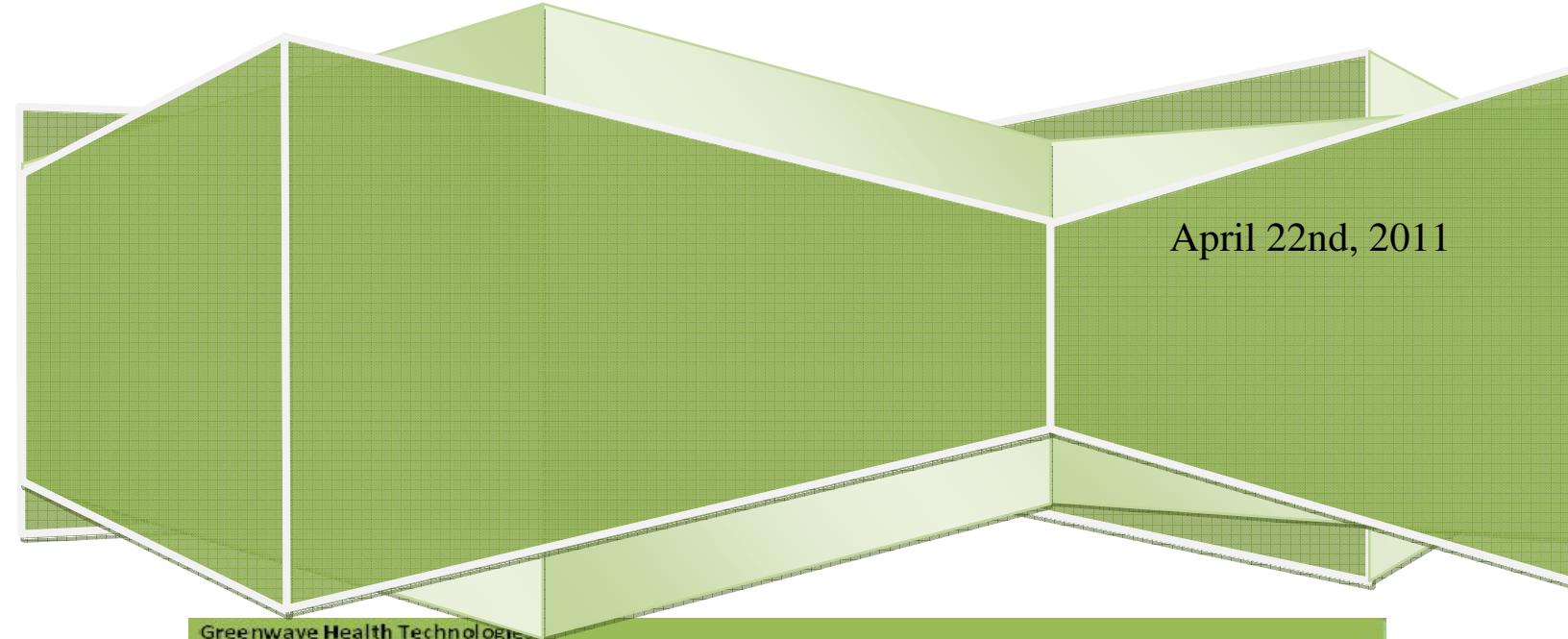


# Scheduling System

## USER GUIDE



April 22nd, 2011

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# About this Guide

## Purpose

The intent of this guide is to provide a guideline for the instruction of SCHEDULING Application. It will provide an idea to the user about recording new patient data or even retrieving reports based on existing data.

## Audience

The intended audience for this document includes but is not limited to the Practice front office, medical assistants responsible for the training, maintaining and scheduling patient records.

## Prerequisites

The expectation is that the users knowledge base should meet if not exceed the following:

- Basic understanding and navigation within a MS Windows environment with IE- version7 or higher
- Working knowledge of scheduling applications

## LOGIN TO SCHEDULER

- 1) Type <https://www.greenwaveps.com/gwehr/> in the address bar of Internet explorer browser.
- 2) Always click this button to have a compatibility view.



- 3) To access the Scheduler Application, every practice has its own User ID and Password.

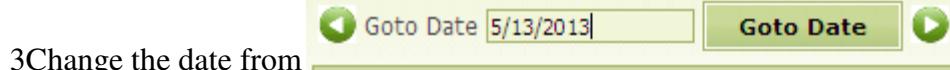
## How to view the Scheduler?

This provides a summarized view of the Facility, Providers, and Resource & Appointment selected in the Settings Bar.

1. Once an appointment is set, the user can go to the **Schedule View** tab.

2. Click **Settings**  to customize the Locations, Resources according to the preference of the user.

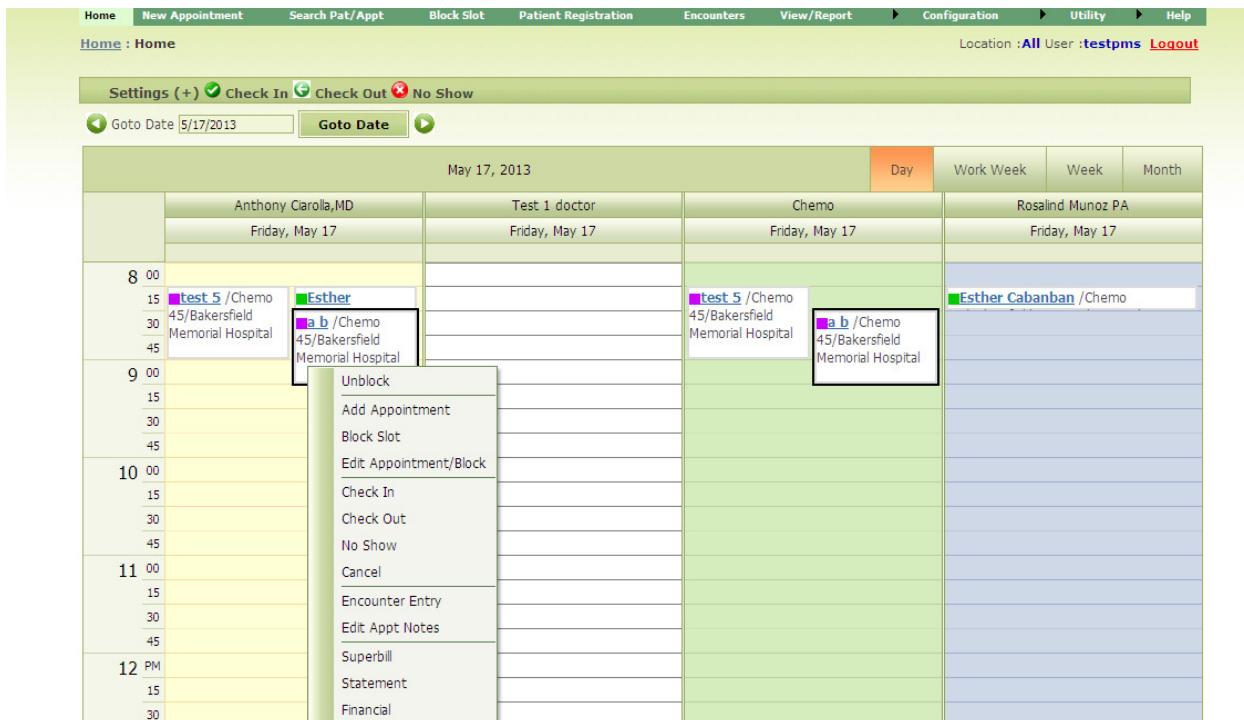
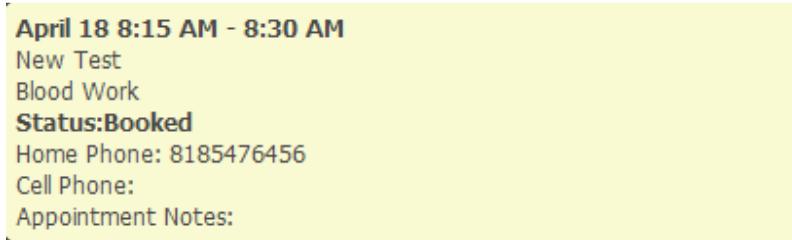




3 Change the date from

4. The user can also drag a scheduled appointment or a blocked slot to change the appointment time.

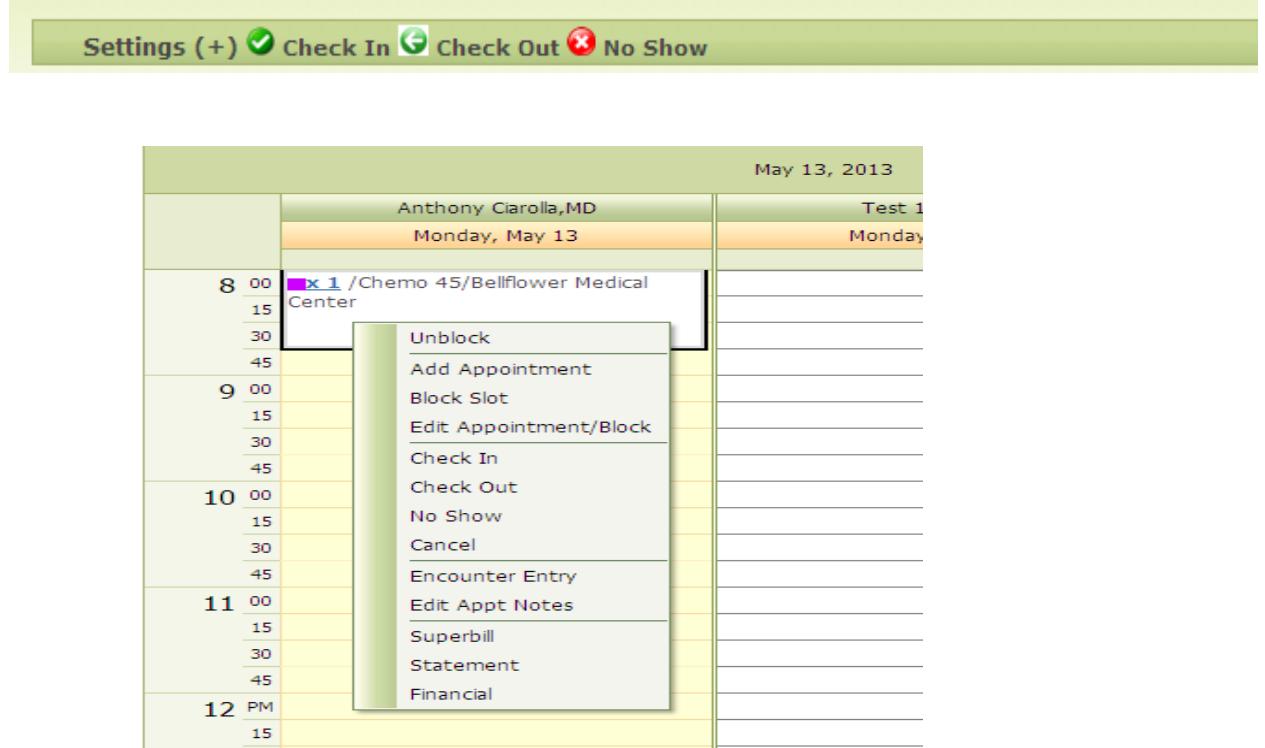
5. The tool tip enables to view the complete details of the appointment scheduled.(Hold the cursor on the appointment scheduled.)



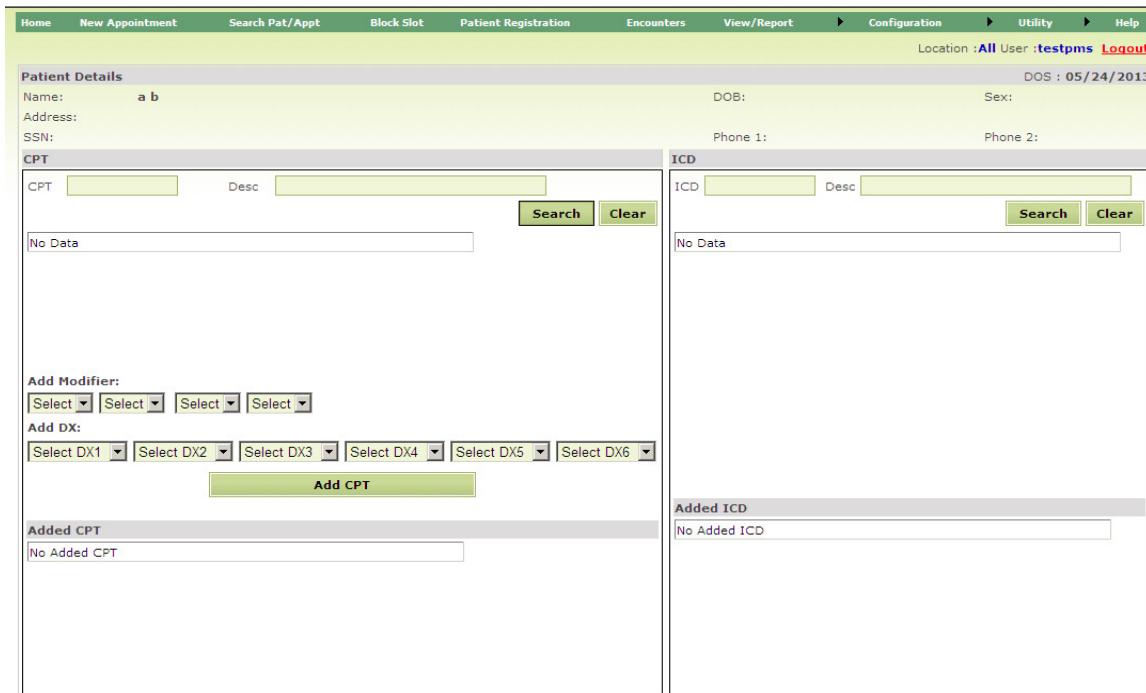
7. Right click on any given appointment to change the status of the scheduled appointment.

- Click **Unblock** to unblock a blocked slot
- Click **Add appointment** to schedule another appointment at that time.
- Click **Block Slot** to block a slot
- Click **Edit/Appointment/Block** to edit a scheduled appointment or a blocked slot.
- Click **Edit patient** to modify the demographics of the patient scheduled.

- Click **Check In, Check Out, No show, Cancel** to change the status of the appointment.(the following icons would be displayed once the status of the appointment is changed..)



- Click **Encounter Entry** to enter the ICD/ CPT codes along with the Modifier for the encounter.



- Click **Edit Appointment Notes** to change the appointment notes.



Patient Name a b  
Appt Date/Time 05/24/2013:08:30 AM - 09:15 AM  
Facility Bakersfield Memorial Hospital  
Doctor Anthony Ciarolla,MD  
Appt Type Chemo 45  
Notes  
Make Encounter

Practice :Test

- Click on **Superbill, Statement and Financial** to generate the documents.
- The user can also define the view according to **Day or Workweek ,Week or Month**

### Day View



May 13, 2013

	Anthony Ciarolla,MD	Day	Work Week	Week	Month
8:00	✓ 1 /Chemo 45/Bellflower Medical Center				
15					
30					
45					
9:00					
15					
30					
45					
10:00					
15					
30					
45					
11:00					
15					

## WorkWeek View

## Week View

## MonthView

Home   New Appointment   Search Pat/Appt   Block Slot   Patient Registration   Encounters   View/Report   ▶ Configuration   ▶ Utility   ▶ Help

[Home](#) : [Home](#)      Location :All User :[testpms](#) [Logout](#)

Settings (+)   

May – June, 2013						Day	Work Week	Week	Month		
Anthony Ciarella,MD											
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday						
May 13	14	15	16	17	18						
 <a href="#">x 1</a> /Chemo 45/Bellflower Medical Center				 <a href="#">test 5</a> /Chemo 45/Bakersfield Memorial Hospital							
				 <a href="#">Esther Cabanban</a> /Chemo 15/Bakersfield Memorial Hospital	19						
				 <a href="#">a b</a> /Chemo 45/Bakersfield Memorial Hospital	 <a href="#">Esther Cabanban</a> /Chemo 15/Bakersfield Memorial Hospital						
				<a href="#">Show more</a>	<a href="#">Show more</a>						
20	21	22	23	 <a href="#">x 1</a> /Chemo 45/Bellflower Medical Center	 <a href="#">a b</a> /Chemo 45/Bakersfield Memorial Hospital						
						26					
					 <a href="#">a b</a> /Chemo 45/Bakersfield Memorial Hospital						
27	28	29	30	31	June 01						
				 <a href="#">test 5</a> /Chemo 45/Bakersfield Memorial Hospital							
				 <a href="#">Esther Cabanban</a> /Chemo 15/Bakersfield Memorial Hospital							

## New Appointment

### How to SET a New APPOINTMENT from Scheduler View?

Once a new patient data is entered in the Scheduling system, an appointment can be made for that particular patient.

1. Click the tab **New Appointment**



The screenshot shows a top navigation bar with several tabs: Home, New Appointment (which is highlighted in green), Search Pat/Appn, Block Slot, Patient Registration, Encounters, View/Report, Configuration, Utility, and Help. Below the navigation bar, the URL is shown as 'Home : New Appointment' and the location is 'All User :testpms Logout'.

2. Type the name of the patient in the **Select Patient** field and click search icon.
3. When the user selects the patient, the phone no: is displayed beside the name field.
4. All the insurances of the selected patient are displayed here.
5. The insurances which are not authorized will be displayed in red with the comment **Authorization Required**
6. If the insurance is authorized then the red remark will not appear.

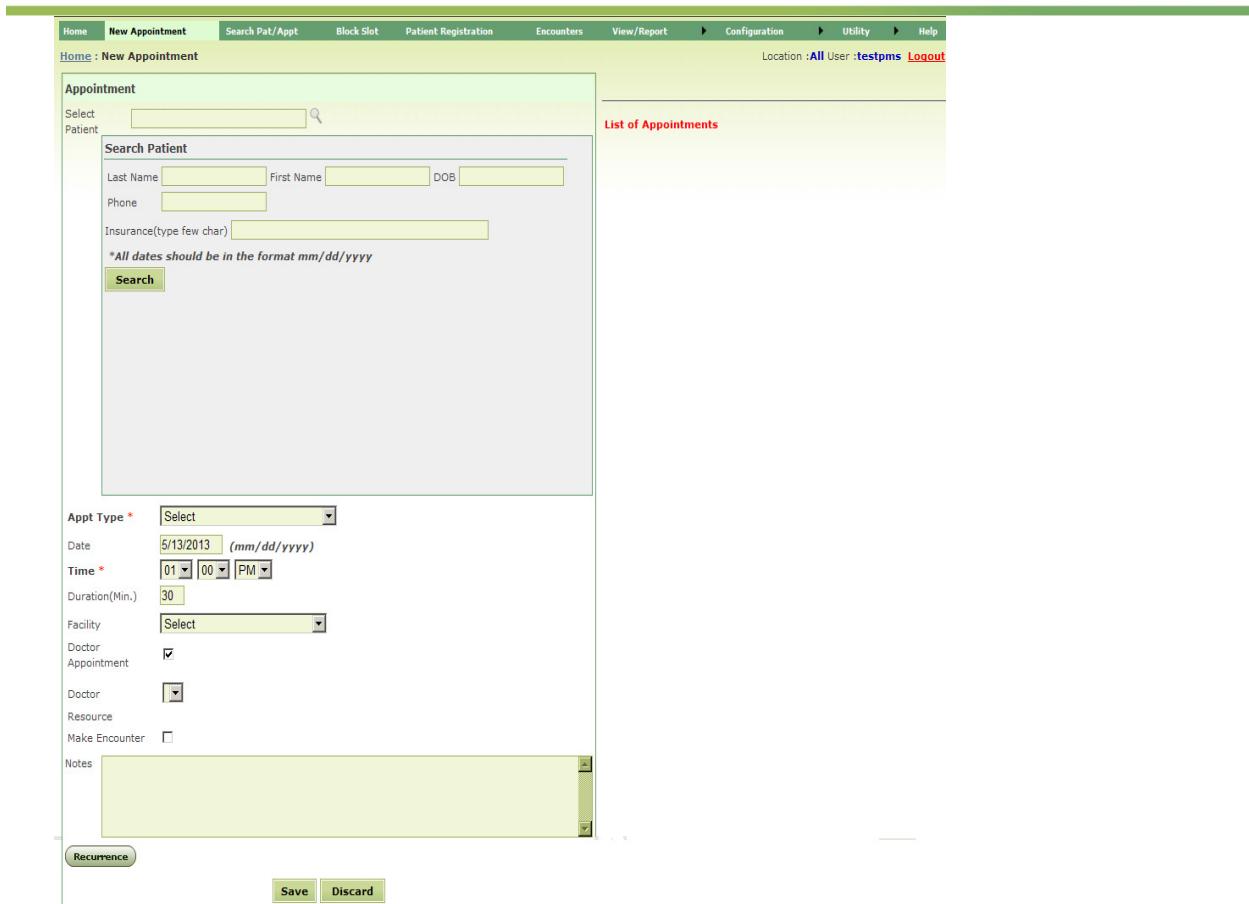
### List of Appointments

7. Details of any appointment of the selected patient is displayed in the right side.

List of Appointments						
Date	Start	End	App Typ	Doctor	Facility	User
12/28/2011	10:15 AM	10:45 AM	Chemo 30	Anthony Ciarolla,MD	Bakersfield Memorial Hospital	test
12/27/2011	09:15 AM	09:45 AM	Chemo 30	Anthony Ciarolla,MD	Western Pacific Cancer Medical Group Inc	test

5. Fill in the relevant details to schedule an appointment

6. Click **Save** to save data.



**NB:** If an appointment is set at a **back date** then it can **only be cancelled** and not edited

## How to set a Recurrent Appointment?

### 1. Creating New Recurrence Appointment:

- While creating a new appointment, if you want to make a recurrence appointment, click on the **Recurrence** button at the bottom of the page after entering the common appointment related information.

**Appointment**

Select Patient  Home Ph: (111) 111-1111

Primary-Aetna[7472]  
Secondary-Cigna HMO[7473]  
Tertiary-Blue Cross of California[7474]

**Appt Type \***

**Date**

**Time \***

**Duration(Min.)**

**Facility**

**Doctor Appointment**

**Doctor**

**Resource**  Chemo  Rosalind Munoz PA

**Make Encounter**

**Notes**

**List of Appointments**

No Appointments

- A recurrence window will appear on clicking of **Recurrence** button

**Appointment Recurrence**

**Appointment Time**

Start

Duration

**Recurrence Pattern**

Daily  Weekly

Every  day(s)

Exclude Weekend

**Range Of Recurrence**

End After:  occurrences

End By:

**Appointment Recurrence**

**Appointment Time**

Start

Duration

**Recurrence Pattern**

Daily  Weekly

Recur Every  Week(s) On:

Sunday  Tuesday  Thursday  Saturday

Monday  Wednesday  Friday

**Range Of Recurrence**

End After:  occurrences

End By:

- There are **two “Recurrence Pattern”** options, **Daily** and **Weekly**.
- You can enter a specific interval days (for daily recurrence) or week (for weekly recurrence) between appointments. Enter that number of days(or weeks) in **“Every  day(s) ”** or **“Recur Every  Week(s) On: ”**
- For daily recurrence check the checkbox **“Exclude Weekend”** if you wish your appointments not to be scheduled on weekends.
- For weekly recurrence check the weekdays on which you wish your appointments to be scheduled.

- There are **two “Range Of Recurrence”** options. Either you can enter number of occurrences (i.e., number of appointments) or you can enter a specific date by which the recurrence appointments will be scheduled.

## 2. Editing Recurrence Appointment:

Right click on an appointment and click on “Edit Appointment/Block” link. That appointment will be shown in edit mode. Click on the “Save this appointment only” button to make changes to that particular appointment only.

**Appointment**

Select Patient

Primary-Aetna[7472]  
Secondary-Cigna HMO[7473]  
Tertiary-Blue Cross of California[7474]

Appt Type \*

Date

Time \*

Duration(Min.)

Facility

Doctor Appointment

Doctor

Resource  Chemo  Rosalind Munoz PA

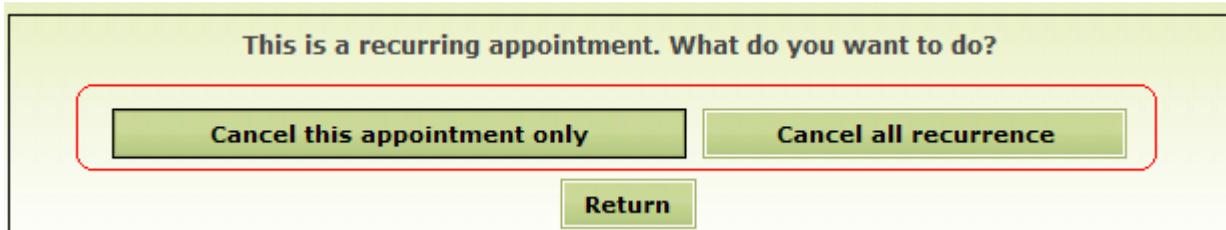
Make Encounter

Notes

- Click on the “Save all recurrence” button to make changes to all the appointments included in the recurrence series.
- Click “Discard” button to escape from the edit window without making any changes.

### 3. Cancelling Recurrence Appointment:

- Right click on an appointment and click on “Cancel” link.



- Click on the “Cancel this appointment only” button to cancel that particular appointment only.
- Click on the “Cancel all recurrence” button to cancel all the appointments included in the recurrence series.
- Click on the “Return” button to back to home page without cancellation on appointment.

## Search Tab

Select **Search Pat/Appt** from the search Tab.

- Click the **Select** option to view the appointments for the patient selected.
- Click **Set appointment** to modify the appointment of the patient.
- Click **Edit** to modify the patient demographics.

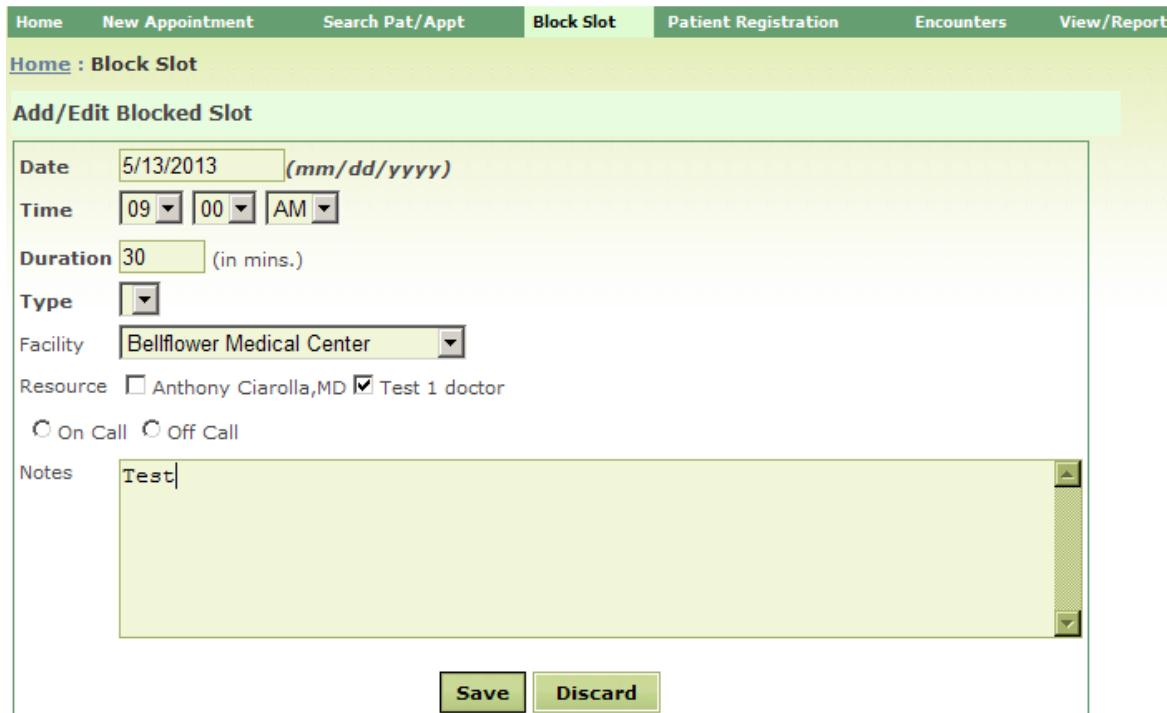


Patient	DOB	Address	City	Zip	Phone	Select	Set Appt	Edit
test ,barun	01/01/1960	1, ABC Ave.	Glendale	78003	2345678901	<a href="#">Select</a>	<a href="#">Set Appt</a>	<a href="#">Edit</a>
test ,mohana	10/11/1989	456, jkhgfd	hgfdsgf	678953	(786) 765-4323	<a href="#">Select</a>	<a href="#">Set Appt</a>	<a href="#">Edit</a>
Test ,Stest K	09/10/1980					<a href="#">Select</a>	<a href="#">Set Appt</a>	<a href="#">Edit</a>
Test Last ,Test First TM	01/01/1945	Test Address 1	CT	11111	(111) 111-1111	<a href="#">Select</a>	<a href="#">Set Appt</a>	<a href="#">Edit</a>
test-tirtha ,test	01/01/1977	add	mmmmmm	99999	87877877787	<a href="#">Select</a>	<a href="#">Set Appt</a>	<a href="#">Edit</a>

## Block Slot

### How to Block & Unblock a Slot of time?

Click the Tab **Block slot**



Home New Appointment Search Pat/Appt **Block Slot** Patient Registration Encounters View/Report

[Home : Block Slot](#)

**Add/Edit Blocked Slot**

Date: 5/13/2013 (mm/dd/yyyy)

Time: 09 ▾ 00 ▾ AM ▾

Duration: 30 (in mins.)

Type: ▾

Facility: Bellflower Medical Center ▾

Resource:  Anthony Ciarolla, MD  Test 1 doctor

On Call  Off Call

Notes: Test

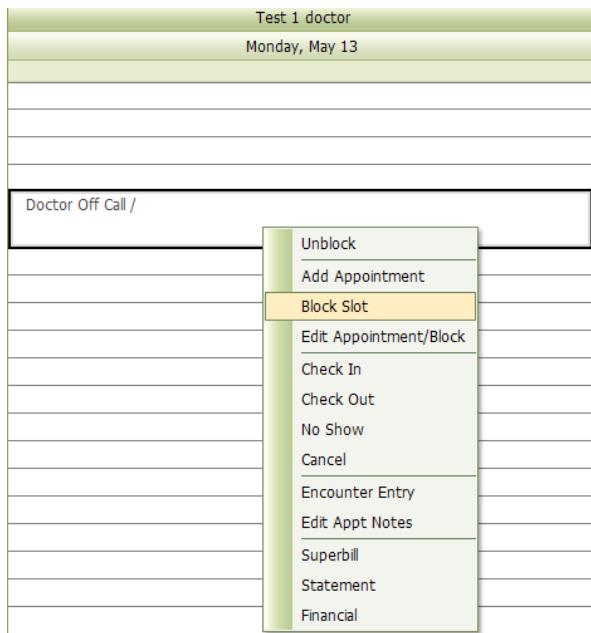
**Save** **Discard**

- 1) The user can modify the **Date**, **Time** and the **Duration** fields according to their requirement.
- 2) The user can modify the time **Duration** of block slot.
- 3) User can select the type of block timing from the dropdown list of **Type** field.
- 4) When the Facility is selected from the drop-down list, the **Resource** are displayed.
- 5) User can select the button of **On call** or **Off call** as per requirement.
- 6) Click **Save** to block the slot and take you to the current date.

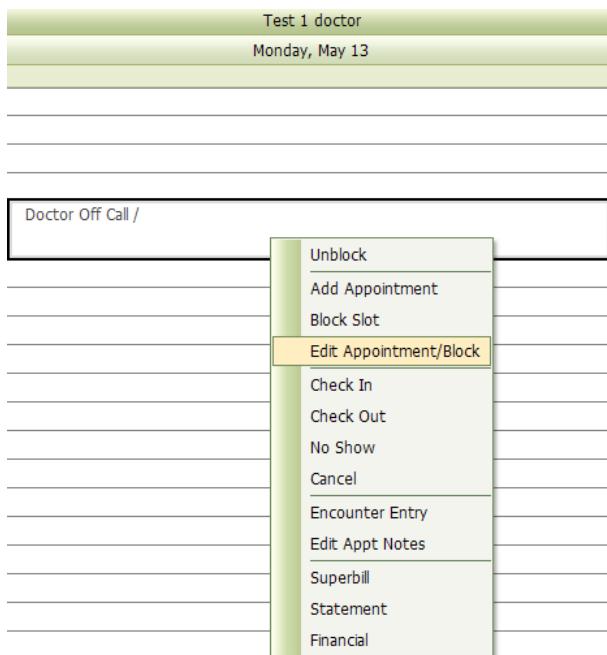
## To unblock/Edit a slot

If the user wants to **Unblock** the above appointment

- Right click on the Blocked slot and select the option '**unblock**'.



- Right click on the Blocked slot and select the option '**Edit Appointment/Block**'.



### Add/Edit Blocked Slot

Date	5/13/2013	(mm/dd/yyyy)	
Time	09	00	AM
Duration	30	(in mins.)	
Type	<input type="button" value="▼"/>		
Facility	Bellflower Medical Center		
Resource	<input type="checkbox"/> Anthony Ciarolla,MD <input checked="" type="checkbox"/> Test 1 doctor		
<input type="radio"/> On Call <input checked="" type="radio"/> Off Call			
Notes	Test <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
<input type="button" value="Save"/> <input type="button" value="Discard"/>			

c) Make the relevant changes in the screen shot below and click the **save** option.

## Patient Registration

### How to make a new PATIENT REGISTRATION?

1. Click on **Patient Search** to search an existing patient.

1. Key-in the mandatory fields like Last Name, First Name, DOB & SSN to search the patient.



The screenshot shows the GreenWave Health Technologies software interface. The top navigation bar includes links for Home, New Appointment, Search Pat/Appt, Block Slot, Patient Registration (which is highlighted in green), Encounters, View/Report, Configuration, Utility, and Help. Below the navigation bar, the URL is shown as [Home : Patient Registration](#) and the location is listed as All User : testpms Logout. The main content area is titled "Patient Search" and contains four input fields: Last Name, First Name, DOB, and SSN, followed by a "Search" button.

2. Click on **Patient Registration** to key in the demographic details for registration.

3.Click **Save** to save data of the registered patient.

4.Click **Save and Create Appt** to register a patient and schedule an appointment.

5.Click **Clear** to register a another patient after saving the already keyed data.

**Patient Search**

**Patient Registration**

Name	Last	First	Middle	
DOB	(mm/dd/yyyy)			
Sex	--Select--	SSN		
Address				
State	City	Zip		
Phone 1	--Select--			
Phone 2	--Select--			
Doctor	--Select--			
Facility	--Select--			
Insurance				<b>CLEAR</b>
Insurance Id				
Policy Group				
Financial Group	--Select--			
Allocation set	--Select--			
Billing Notes				

**Save** **Save and Create Appt** **Clear**

## Encounters

### How to create an encounter?

**Home** **New Appointment** **Search Pat/Appt** **Block Slot** **Patient Registration** **Encounters** **View/Report** **Configuration** **Utility** **Help**

Home : Encounters **Encounters** Location : All User : testpms Logout

**Search** DOS from 5/1/2013 DOS to 5/24/2013 Facility Bakersfield Memorial Hospital Provider Anthony Ciarolla,MD

Patient Last Patient First

**Search**

\* Blue Line denotes Appointment doesn't have Encounters.

Encounter	Patient	DOB	Appt Date	Provider	Facility
<a href="#">Create</a>	Abalos Norie	07/23/1945	05/02/2013	Ciarolla,Anthony	Bakersfield Memorial Hospital
<a href="#">Create</a>	Abalos Norie	07/23/1945	05/01/2013	Ciarolla,Anthony	Bakersfield Memorial Hospital

To create an encounter for the appointments Click on **Encounters**

- Enter the Date of Service **DOS From** & Date of Service **DOS To**.
- Key in the **Facility** from the drop down option.
- Key in the **Provider**.
- Key in **Patient Last & First Name**
- Select **Search**
- Click on **Create** to create an encounter

Home   New Appointment   Search Pat/Appt   Block Slot   Patient Registration   Encounters   View/Report   Configuration   Utility   Help

Location :All User :testpms [Logout](#)

DOS : 05/24/2013

**Patient Details**

Name: ek test	DOB: 05-02-1985	Sex: Female
Address: abcd ghi ef 92010		
SSN:	Phone 1: 999-999-9999	Phone 2: 888-888-8888

**CPT**

CPT	Desc	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
No Data			

**ICD**

ICD	Desc	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
No Data			

**Add Modifier:**

**Add DX:**

**Added CPT**

No Added CPT

**Added ICD**

No Added ICD

## View Report

### How to generate Reports?



#### 1) Appointment Report:

- Select Search Appointment Report from View/Report menu
- Key-in Facility, Resource & Appt Type from the respective drop-down list
- Also key –in the dates and click **Run Report**.



- A report in PDF format appears.

Appointment Report						4/5/2011
Palmer,Dr Martin		4/4/2011	SV			
Start	End	Patient Name	Phone	Cell Phone	Patient Balance	
10:30 am	10:45 am					Booked
Appointment Type:			Notes: qqq			
Insurance:		Insurance ID:		Group Name:	Group No:	Copay: Ded rem:
10:45 am	12:15 pm		Notes:			Booked
Appointment Type:			Insurance ID:	Group Name:	Group No:	Copay: Ded rem:
Insurance:						

## 2) Tabular Report:

- Select Search **Tabular Report** from **View/Report** menu
- Key –in the dates and click **Search**.



**List Of Appointments:**

Patient	Pt. DOB	Provider	Date	Start	End	Appt Type	Facility	Actions
Fert Test	4/19/2011	Ciarolla MD, Anthony,Provider	4/18/2011	8:00 AM	8:15 AM	Blood Work	Bakersfield	<a href="#">Go To Date</a>
New Test	3/8/2011	Ciarolla MD, Anthony,Provider	4/18/2011	8:15 AM	8:30 AM	Blood Work	Bakersfield	<a href="#">Go To Date</a>
New Test	3/8/2011	Ciarolla MD, Anthony,Provider	4/18/2011	9:00 AM	10:00 AM	Chemo 1 hr	Bakersfield	<a href="#">Go To Date</a>
G M Rainey	11/18/1940	Ciarolla MD, Anthony,Provider	4/18/2011	9:00 AM	10:00 AM	Chemo 1 hr	Bakersfield	<a href="#">Go To Date</a>
Donna Radford	2/7/1955	Ciarolla MD, Anthony,Provider	4/18/2011	9:00 AM	10:00 AM	Chemo 1 hr	Bakersfield	<a href="#">Go To Date</a>

- All the appointments within the selected date range appears in the **List of Appointments** grid.
- Reports can be retrieved in either **Excel** or **PDF** format.

## 3) Block Report:

- Select Search **Block Report** from **View/Report** menu
- Key –in the dates and click **Search**.



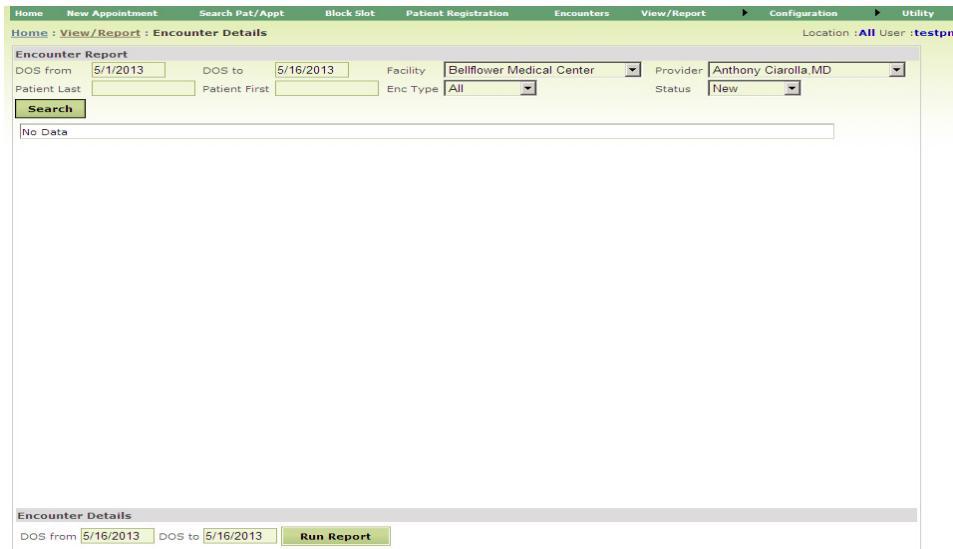
**List Of Appointments:**

Resource	Date	Start	End	Facility	Actions
Ciarolla MD, Anthony,Provider,	4/18/2011	10:45 AM	10:55 AM	Bakersfield	<a href="#">Unblock</a> <a href="#">Go To Date</a>

- All the blocked slots within the selected date range appear in the **List of Appointments** grid.
- Click Unblock to unblock a block slot.
- Reports can be retrieved in either **Excel** or **PDF** format

#### 4) Encounter report:

- Key-in the DOS, Facility, Provider, Patient First & Last name, Encounter Type & Status and click Search.



#### 5) Call Status Report:

- Select Call Status Report from View/Report menu
- Key-in any one of the information and the date range of the required report. Click



Search button.

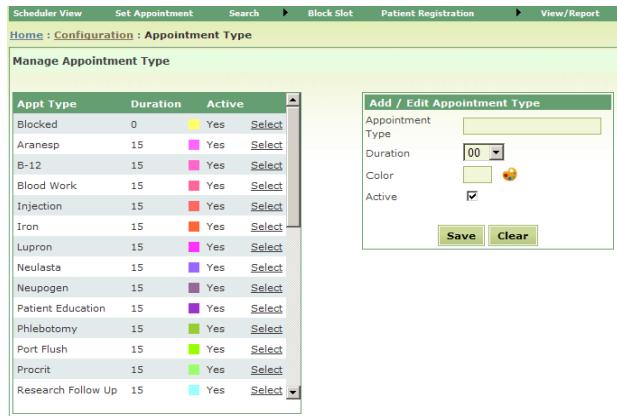
## Configuration

### How to change the CONFIGURATIONS?

This component provides an idea how to read a scheduler or how it can be adjusted according to the user. The important subdivisions:

- Appointment Type
- Time Settings

## 1) Appointment Type



Appt Type	Duration	Active
Blocked	0	Yes Select
Aranesp	15	Yes Select
B-12	15	Yes Select
Blood Work	15	Yes Select
Injection	15	Yes Select
Iron	15	Yes Select
Lupron	15	Yes Select
Neulasta	15	Yes Select
Neupogen	15	Yes Select
Patient Education	15	Yes Select
Phlebotomy	15	Yes Select
Port Flush	15	Yes Select
Procrit	15	Yes Select
Research Follow Up	15	Yes Select

- The user can change the configuration of appointment type in this window.
- On selecting any one of the appointments, the **Add / Edit Appoint Type** gets populated.
- Here the user can change the duration time or even the color of the field.
- This will be subsequently reflected in the **Scheduler View**.

## 2) Block Type

- The user can change the configuration of block type in this window.
- Key in the **Block Type** and select the **Color**.
- This will be subsequently reflected in the **Scheduler View**.



Appt Type	Duration	Active
Blocked	0	Yes Select
Aranesp	15	Yes Select
B-12	15	Yes Select
Blood Work	15	Yes Select
Injection	15	Yes Select
Iron	15	Yes Select
Lupron	15	Yes Select
Neulasta	15	Yes Select
Neupogen	15	Yes Select
Patient Education	15	Yes Select
Phlebotomy	15	Yes Select
Port Flush	15	Yes Select
Procrit	15	Yes Select
Research Follow Up	15	Yes Select

### 3) Manage Resource



**Manage Resource**

Resource	
Anthony Ciarolla, MD	<a href="#">Select</a>
Test 1 doctor	<a href="#">Select</a>
Chemo	<a href="#">Select</a>
Rosalind Munoz PA	<a href="#">Select</a>

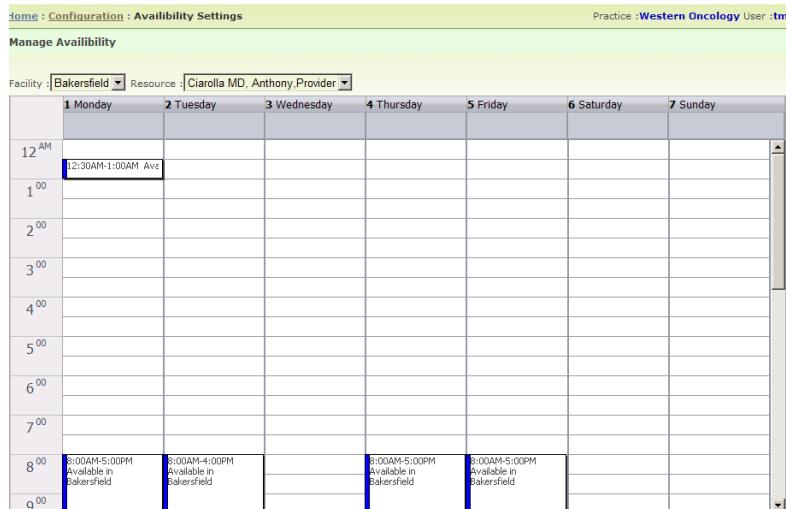
**Map Resource-Facility**

Facility  Bakersfield Memorial Hospital  Bellflower Medical Center

[Save](#) [Clear](#)

- The user can select the facility of Resource.
- On selecting any one of the Resource Type, the **Facility** gets selected.
- Here the user can change the facility of the Resource.
- This will be subsequently reflected in the **Scheduler View**.

### 4) Availability Settings



**Manage Availability**

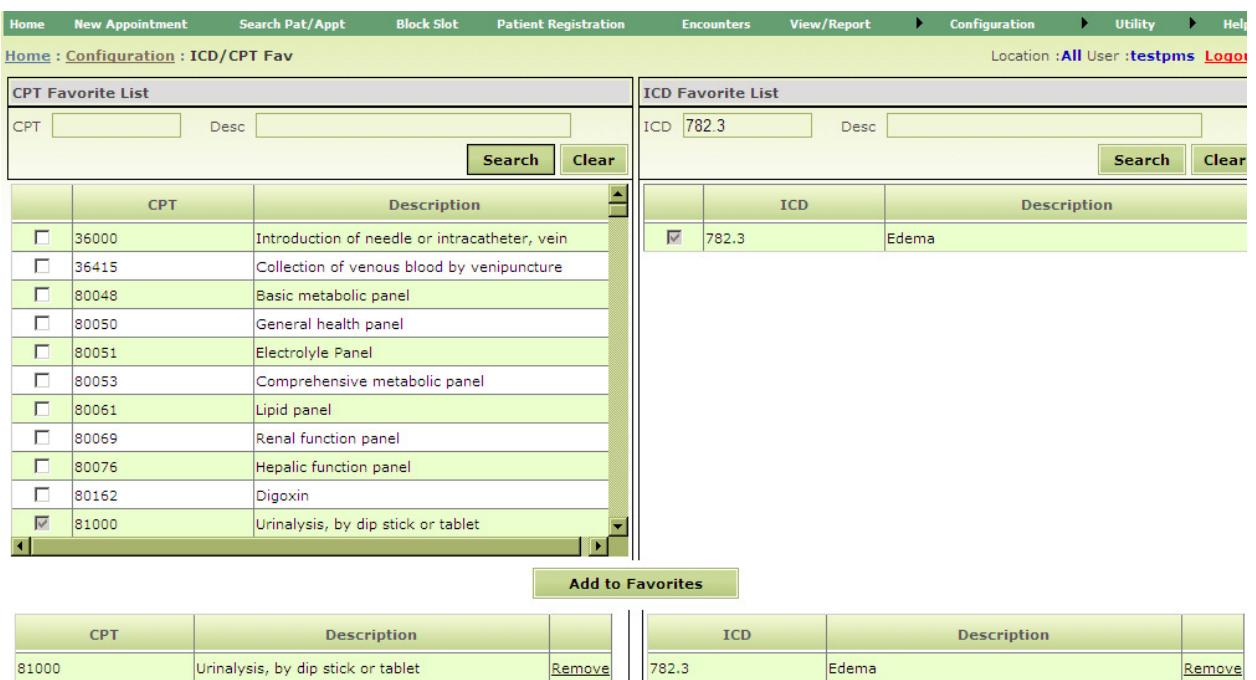
Facility: [Bakersfield](#) Resource: [Ciarolla MD, Anthony Provider](#)

	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	6 Saturday	7 Sunday
12 AM	12:30AM-1:00AM Avail						
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00	8:00AM-5:00PM Available in Bakersfield	8:00AM-4:00PM Available in Bakersfield		8:00AM-5:00PM Available in Bakersfield	8:00AM-5:00PM Available in Bakersfield		
9:00							

- The user can change the **Availability setting** of a Resource
- Double click on the time slot to define the Availability status of a Resource.

## 05) ICD/CPT Favorite

- User can create a **list of favorite ICD & CPT code**.
- **Select** by Checking the ICD/ CPT code to be set as favorite.
- Click on **Add to Favorites**.



CPT	Description
<input type="checkbox"/> 36000	Introduction of needle or intracatheter, vein
<input type="checkbox"/> 36415	Collection of venous blood by venipuncture
<input type="checkbox"/> 80048	Basic metabolic panel
<input type="checkbox"/> 80050	General health panel
<input type="checkbox"/> 80051	Electrolyte Panel
<input type="checkbox"/> 80053	Comprehensive metabolic panel
<input type="checkbox"/> 80061	Lipid panel
<input type="checkbox"/> 80069	Renal function panel
<input type="checkbox"/> 80076	Hepatic function panel
<input type="checkbox"/> 80162	Digoxin
<input checked="" type="checkbox"/> 81000	Urinalysis, by dip stick or tablet

ICD	Description
<input checked="" type="checkbox"/> 782.3	Edema

- The ICD/CPT codes will get listed in the Favorite section.

## Utility Menu



### Change Password

- Click **Change Password** from the Profile Tab.

- Any user can use this component to change their passwords



**Change Password**

Current Password

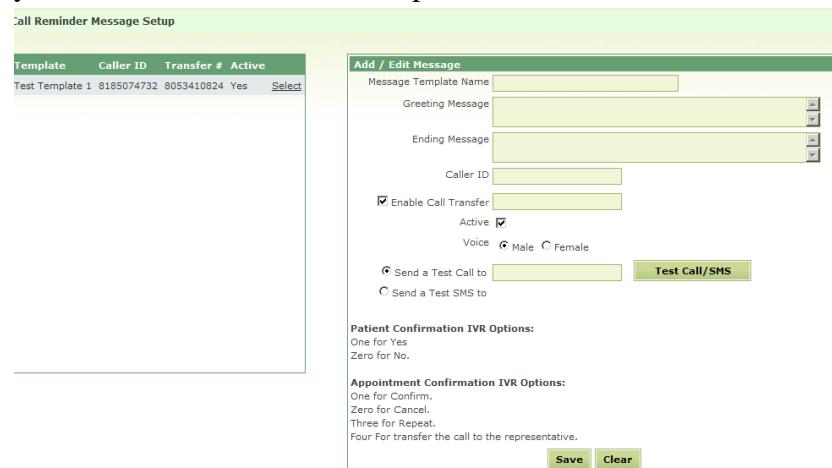
New Password

Retype Password

**Change Password**

## Call Reminder

- Click **Set up** from Call Reminder.
- Key in the relevant details to set up the Call Reminder



**Call Reminder Message Setup**

Template	Caller ID	Transfer #	Active
Test Template 1	8185074732	8053410824	Yes <a href="#">Select</a>

**Add / Edit Message**

Message Template Name

Greeting Message

Ending Message

Caller ID

Enable Call Transfer

Active

Voice  Male  Female

Send a Test Call to  **Test Call/SMS**

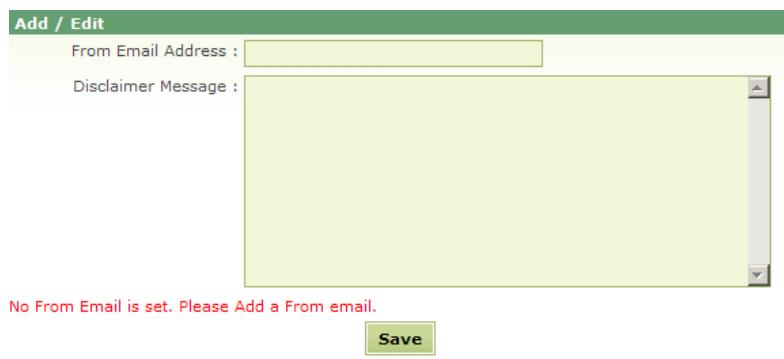
Send a Test SMS to

**Patient Confirmation IVR Options:**  
One for Yes  
Zero for No.

**Appointment Confirmation IVR Options:**  
One for Confirm.  
Zero for Cancel.  
Three for Repeat.  
Four For transfer the call to the representative.

**Save** **Clear**

- Click **E-mail Set up** from Call Reminder
- Enter the E-Mail Id, Disclaimer Message to add an e-mail.
- Click Save.



**Add / Edit**

From Email Address :

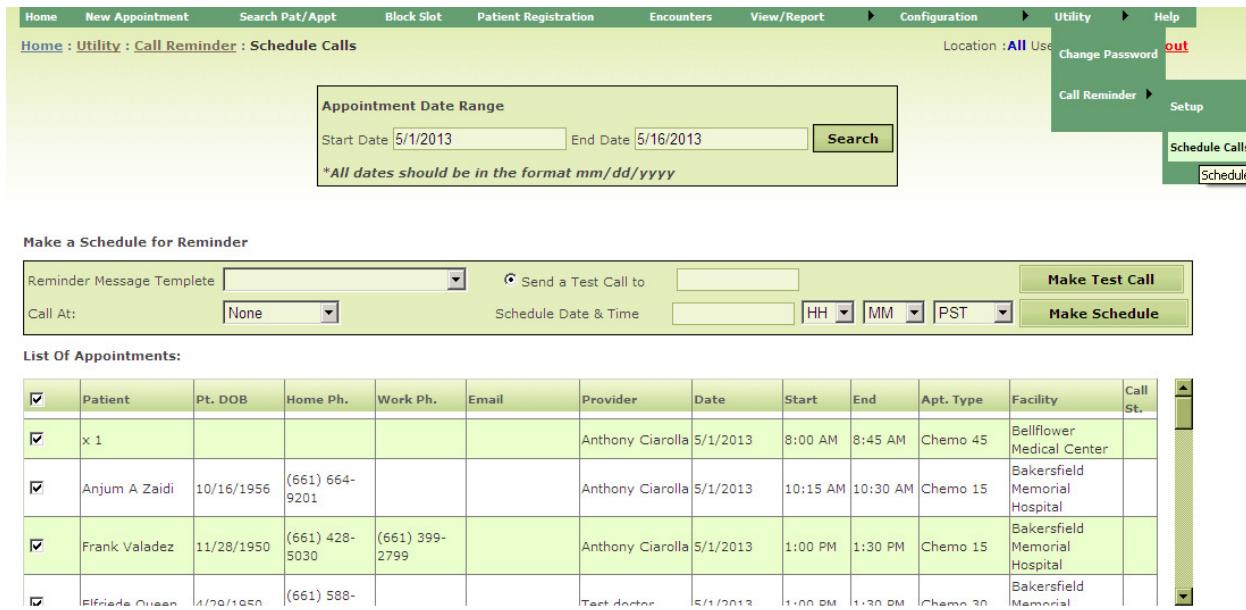
Disclaimer Message :

No From Email is set. Please Add a From email.

**Save**

- Click **Schedule calls** from Call Reminder.

2. Key in the **Start Date** and **End Date** to get the **List of Appointments**.



Home New Appointment Search Pat/Appt Block Slot Patient Registration Encounters View/Report Configuration Utility Help

Home : Utility : Call Reminder : Schedule Calls

Location : All Users Change Password out

Call Reminder Setup Schedule Calls Schedule

**Appointment Date Range**

Start Date  End Date  **Search**

\*All dates should be in the format mm/dd/yyyy

**Make a Schedule for Reminder**

Reminder Message Template  Send a Test Call to  **Make Test Call**

Call At:  Schedule Date & Time  HH  MM  PST **Make Schedule**

**List Of Appointments:**

<input checked="" type="checkbox"/>	Patient	Pt. DOB	Home Ph.	Work Ph.	Email	Provider	Date	Start	End	Apt. Type	Facility	Call St.
<input checked="" type="checkbox"/>	x 1					Anthony Ciarolla	5/1/2013	8:00 AM	8:45 AM	Chemo 45	Bellflower Medical Center	
<input checked="" type="checkbox"/>	Anjum A Zaidi	10/16/1956	(661) 664-9201			Anthony Ciarolla	5/1/2013	10:15 AM	10:30 AM	Chemo 15	Bakersfield Memorial Hospital	
<input checked="" type="checkbox"/>	Frank Valadez	11/28/1950	(661) 428-5030	(661) 399-2799		Anthony Ciarolla	5/1/2013	1:00 PM	1:30 PM	Chemo 15	Bakersfield Memorial Hospital	
<input checked="" type="checkbox"/>	Elfriede Queen	4/20/1950	(661) 588-			Test doctor	5/1/2013	1:00 PM	1:30 PM	Chemo 20	Bakersfield Memorial	

3. Click the **Patient** to be selected from the list.
4. Key in all the details required to **Make a Schedule for Reminder**.
5. Click **Make Schedule/ Make Call**.