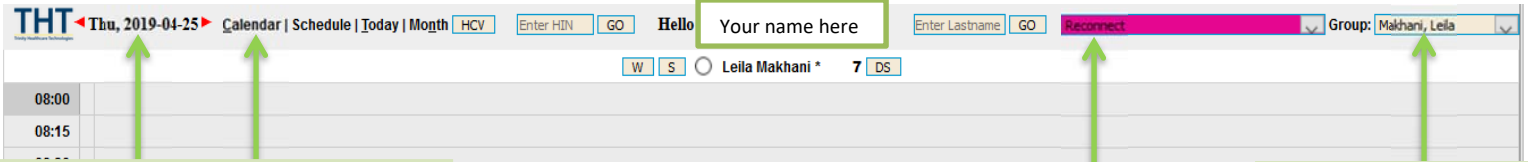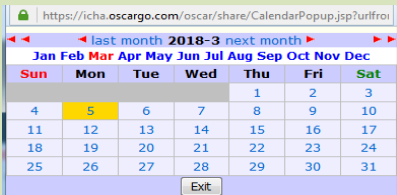# SCHEDULES and APPOINTMENT BOOKING

Create and adjust bookings according with access to physician schedules based on site or collaborative groups

Upon logging into OSCAR, you're welcomed with a schedule – either your most commonly used or recently opened. To open and book on the correct schedule, ensure **date**, **site** and **provider** are selected

DATE: The schedule date can be changed by using the red toggles ( ) to scroll day-by-day, or by selecting *Calendar*. Using the *Calendar* window will allow you to select a day weeks out with ease.

"**Today**" will refresh your screen and bring you back to your current schedule. If your schedule ever disappears, select "**All**" to reinstate the schedule screen.
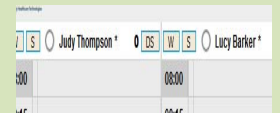
SITE: This drop down will allow you to select from your roster of clinic sites.

Please note: All OSCAR users are assigned to *Virtual Office* but should not be used for appointment booking

PROVIDER: This drop down will allow you to select from a list of providers and provider groups that are connected to the site you have selected. *Groups display multiple providers on one schedule*

BOOKING AN APPOINTMENT

Ensure browser's pop-up blockers are deactivated**

1) Click on a timestamp in your open schedule and an the **EDIT AN APPOINTMENT** window will appear (see image below)

*** It is important that physician schedules are completed accurately reflecting; length of appointments, **No Shows** and **Cancellations**, correct physician, accurate site, linked demographic and in the correct time slot. This is all credible information necessary for ICHA's ongoing data collection submitted to funders and researchers alike.

2) Attach patient (Jane Smith) to appointment using this format: **Smi, Jan** and click Search You'll know you've successfully added a person to the appointment when the demographic number appears beside Search and demographic info (tel., alerts, appt. history) appear

3) Manually edit duration/date/time as needed

4) Ensure site location is accurate (this is a common error and results in missing/disappearing appointments)

5) Update status as necessary i.e **Here**, **Non-face-to-face** etc. Never delete appointments, unless truly a mistake.

Use Cancelled and No Show

If you are unable to find a patient through the appointment window search, refer to the Toolbar SEARCH **(instructions on pg.2)**