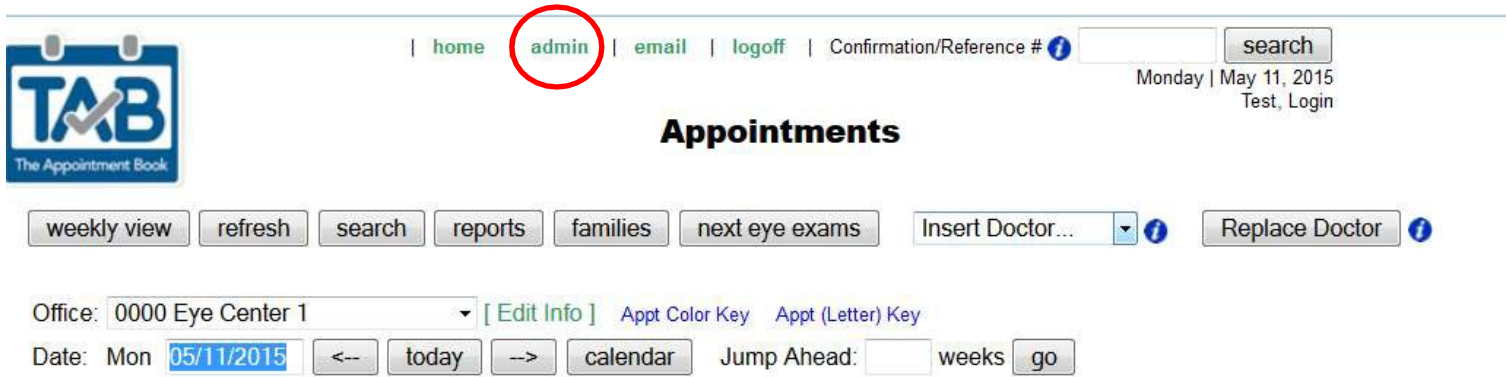


1) Click on “admin” at the top of the home screen



home admin | email | logoff | Confirmation/Reference # search

Monday | May 11, 2015
Test, Login

Appointments

weekly view refresh search reports families next eye exams Insert Doctor... Replace Doctor

Office: 0000 Eye Center 1 [Edit Info] Appt Color Key Appt (Letter) Key

Date: Mon 05/11/2015 <-- today --> calendar Jump Ahead: weeks go

2) Select the “Schedule Revision Form” from the Administration Menu.



Administration Menu

- Reset Password
- User Accounts
- Merge Duplicate Patients
- Holiday Admin
- Supplemental Patient Recall
- Extend Office Hours
- Upload Patient Forms
- Office Preferences
- Schedule Revision Form

5-minute [Schedule Revision Tutorial](#)
May not be compatible with EyeNET

3) Select your office from the drop down and press “Next >”

Schedule Revision Form

Main Menu

What is the Schedule Revision Form?
The Schedule Revision Form is a device to help make permanent changes to your Appointment Book.

What type of Schedule Changes Can I submit?
Modify your office hours, doctor exam hours, and add/remove a doctor profile.

Can I Change the Office Demographics?
Yes, the office name, address, phone, fax, doctor first/last name, and NPI# can be edited.

If the change you would like to make is not included in the list above, contact an Appointment Book Specialist.

- **Phone:** (877) 720-9119
- **Fax:** (513) 492-6990
- **Email:** theapptbook@appointments.com

New Requests:
Start a new revision by selecting your office from the dropdown and clicking “Next”:

Office:

Saved Requests:
You do not have any Saved Requests.

4) Fill in the required fields and click on “Save & Continue”

Schedule Revision Form

Request

* = Required Fields

Demographics: **Store #:** 0000
Office Name: Eye Center 1
Address: 1 Main Street, Houston, TX 77001
Phone: (713)555-1212
Fax:

Your Name: *

Your Job *
Position:

Date Created: 05/11/2015

Phone: *

Click [HERE](#) for a 5-minute Interactive Tutorial
May not be compatible with EyeNET.

Please fill in all fields above with your contact information. Changes may automatically be completed by the system within one day, or completed by an Appointment Book Specialist within 1-3 business days after submission.

Save your request to reveal new sections at the top of this form where you can enter your changes.

5) Select the Doctor whose schedule you will be changing (in the “Schedule” tab).

DIRECTIONS

Office: 0000 Eye Center 1

Use this section to update your permanent schedule.

- To add a doctor, select "ADD DOCTOR" from the Doctor dropdown.
- To update daily coverage, choose the doctor and select Add Day or Remove Day.
- To adjust exam/check availability, choose the doctor and add or remove the checkmark next to the time.
- To change "Office Hours" choose the doctor, next go to the "OPTIONS" menu under Exams and select Office Hours.
- To remove a doctor completely from your book, choose the doctor and click "Permanently Remove Doctor".

Click **Save & Review for Submission** to process changes.

Doctor: Select Doctor...
Select Doctor...
Davis, Betty
Johnson, Jesse
Pearce, Hawkeye
Smith, Sue
Smith, Will
ADD DOCTOR...

If you are... function, choose an option below:

Save & C...
Save & Review for Submission
Resume Later
Clear Unsaved Changes
Cancel This Request
Back to Main Menu

6) The doctor’s current schedule will show at the bottom of the screen. To change the office hours, click the drop down menu under the EXAMS column and select “Office Hours”.

Doctor: Pearce, Hawkeye Add Day... Remove Day... Permanently Remove Doctor

Time	Tuesday Exams	Tuesday Checks	Thursday Exams	Thursday Checks	Saturday Exams	Saturday Checks
OPTIONS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10:15 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10:45 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The dropdown menu under the 'Tuesday Exams' column is open, showing options: Check ALL, Clear ALL, Copy, Paste, and Office Hours. 'Office Hours' is highlighted in blue.

- 7) Select the new open and close time from the drop down and press “save”.
 NOTE open/close time must be on the hour

Doctor: Pearce, Hawkeye ▾ Add Day... ▾ Remove Day... ▾ Permanently Remove Doctor


Time	Tuesday Exams	Tuesday Checks	Thursday Exams	Thursday Checks	Saturday Exams	Saturday Checks
OPTIONS:	▾	▾	▾	▾	▾	▾
	Open: ▾ Close: ▾ <input type="button" value="Save"/> <input type="button" value="Done"/>					

- 8) The Blue cells indicate the times that will be available for online scheduling. Add or remove checkmarks in the box accordingly

Doctor: Pearce, Hawkeye ▾ Add Day... ▾ Remove Day... ▾ Permanently Remove Doctor

Time	Tuesday Exams	Tuesday Checks	Thursday Exams	Thursday Checks	Saturday Exams	Saturday Checks
OPTIONS:	▾	▾	▾	▾	▾	▾
09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10:15 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10:45 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11:15 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11:45 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12:00 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12:15 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Once all changes have been made, select “Save & REVIEW for submission” at the bottom of the screen

 If you are finished with this section, choose an option below:

Save & Continue Working

 Save & Review for Submission

Resume Later

Clear Unsaved Changes

Cancel This Request

Back to Main Menu

10) Click “Yes Submit” after reviewing the summary of your changes.


Schedules

Doctor	Day	Exam Times	Check Times
Pearce, Hawkeye	Tuesday	09:30 AM - 05:00 PM	10:00 AM - 05:00 PM
Pearce, Hawkeye	Thursday	10:00 AM - 05:00 PM	10:00 AM - 05:00 PM
Pearce, Hawkeye	Saturday	10:00 AM - 03:45 PM	10:00 AM - 03:00 PM

For Your Information:

- Changes that can be automatically completed by the system will take effect the day after submission at the latest.
- Please note that if any doctor days have been removed, the system will not delete the old columns if they still contain appointments or events. However, once your office has moved the appointments and/or events, the old columns will disappear as desired.

Are you ready to submit your Schedule Revision Form?

 YES, SUBMIT

NO, RETURN TO FORM

Back to Main Menu

Print