

## HEALTH:IT

### Practice Fusion Assignment 10

#### Add Appointment

**Before we get started:**

- Log into your Practice Fusion account

1. Click the “Home” link in the main blue bar.



2. Click the “add appt.” button located towards the top right of the screen.



3. Click through the prompts until you get to the calendar. Here is where you can add and edit events by simply clicking on the calendar.

4. Click on a desired start time and hold down the mouse and drag it to a desired ending time. Release the mouse. When you release the mouse a pop-up will appear allowing you to fill in the details of the appointment.

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The screenshot shows a web-based form for adding an appointment. The form has a title bar with 'Appointment' and 'Blocked time' tabs, and a close button. The fields are as follows:

- \* Provider:** Adam Learning (dropdown)
- \* Facility:** Ouch BeGone Chiropractor
- \* When:** Fri Aug 16, 2013 (calendar icon) 1:00pm (dropdown)
- \* Patient:** [Select or add a patient](#)
- Email:** for appointment reminders (text input)
- Chief complaint:** (empty text area)
- \* Appt type:** (empty dropdown)
- \* Duration:** 60 min (ends at 2:00pm) (dropdown)

A blue 'Save' button is located at the bottom right of the form.

5. Select the patient you entered in a previous assignment. To do this simply click the “Select or add a patient” link. For chief complaint enter “Cough” and for appt type select “New Patient Visit” from the drop down. Click the blue “Save” button.

6. Appointment has now been made. If done successfully you will see the appointment appear on the calendar. To edit the appointment in the future just simply click on the event you wish to edit.

