

STATUS UPDATE – APPOINTMENT STATUS

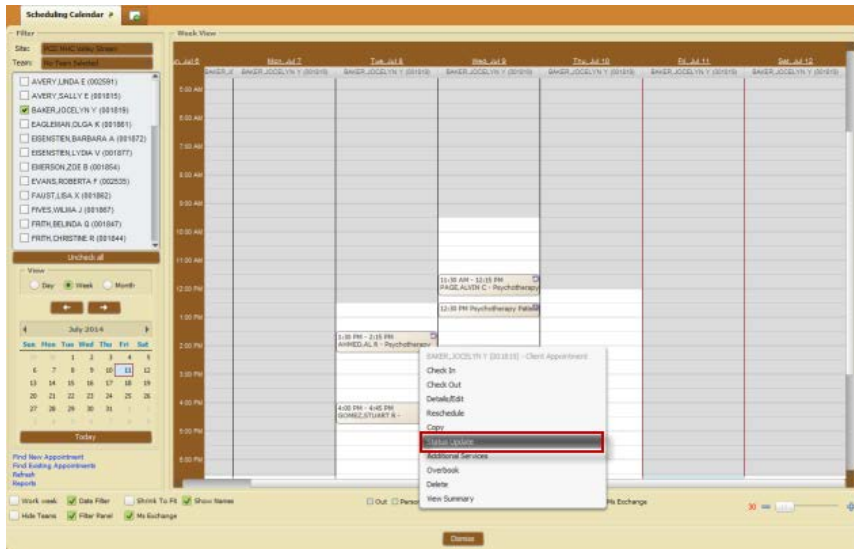
Best Practice for making Status Updates from the Scheduling Calendar:

For Individual appointments: change the Appointment Status to Cancelled

For Group appointments: choose the client(s), and leave the Appointment Status as Scheduled

Steps

1. In the Scheduling Calendar, right-click the appointment and select Status Update.



2. For group appointments, the Group Member Selection screen displays. Check off the group members to include and click OK.
3. The Status Update form displays.
 - a. For individual appointments, change the Appointment Status to Cancelled so that the appointment is removed from the calendar (the missed visit will be reported in the Missed Visit Appointment Report).
 - b. For group appointments, leave the Appointment Status as Scheduled so that further updates can be made to the group calendar entry.
4. In the Missed Visit check box, click Yes to indicate that the client missed the appointment.
5. In the Missed Visit Service Code field, select the appropriate code from the drop down list.
6. Click Submit.

Note: For group appointments, the Status Update form will display subsequently for the chosen members.

7. If presented with a message to post the missed visit appointment, always choose No:

