

# Finding Patients Scheduled Appointments

There are multiple ways to find a patient's scheduled appointments.

## Method One - From the Schedule

- 1) Select the top Binoculars Icon
- 2) Type in the Patients name or part of their name
- 3) Select their name in the list
- 4) On the right-hand side, you will see their future appointments highlighted in yellow, Click on the appointment date to jump to that schedule date.

The screenshot shows a medical scheduling application window titled "MID TOWN MEDICAL INC 2023 HALG". The main window displays a schedule for "Tuesday Nov 7, 2023" with a patient list. A search window is open over the schedule, showing a list of search results for "BELL".

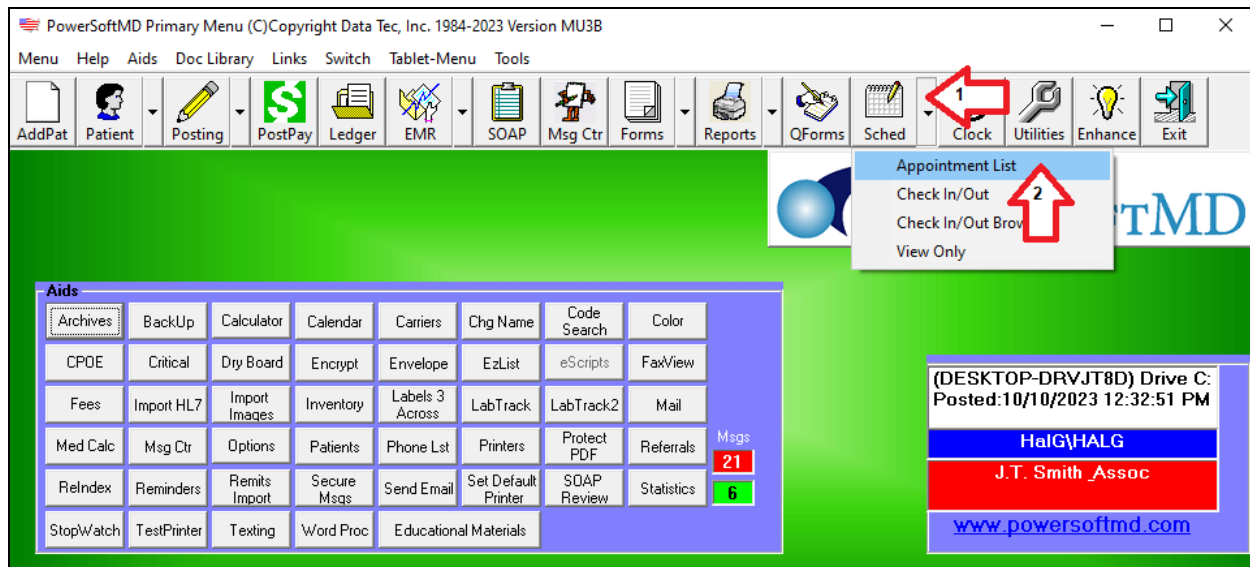
**Search Window Details:**

Last Name, Acct#, or SSN	First Name	Text Search	Today/Future Appts	Cancellations	Past Appts
BELL MICKEY S	914-91-3292	201 27 04051996	12202023 EST 0915	11072013 04	11112003 CON 1015
BELL TINKER L	965-63-6193	19 13 09082010			08232012 JUVD1045
BELL TWEETY L	904-11-1948	214 96 07151927			08302012 0315
BENNY JACK	944-84-7332	20 12 12212010			09252012 FUP 1215
BERT LANCASTER	020-10-1010	553 122 01011901			07302013 S2 0815
BIRD DAGWOOD Q	933-22-2055	113 101 12141921			10072013 EST 1045
BIRD DONNA K	944-45-3838	150 81 09151942			10182013 L1 1115
BIRD FELIX N	982-32-6710	249 20 07182003			10242013 EST 0845
BIRD SARHA P	958-74-4945	127 47 12101975			10292013 EST 1145
BIRD TWEETY A	929-05-4848	22 13 11022010			11052013 EST 1015
					11062023 2MD 0915

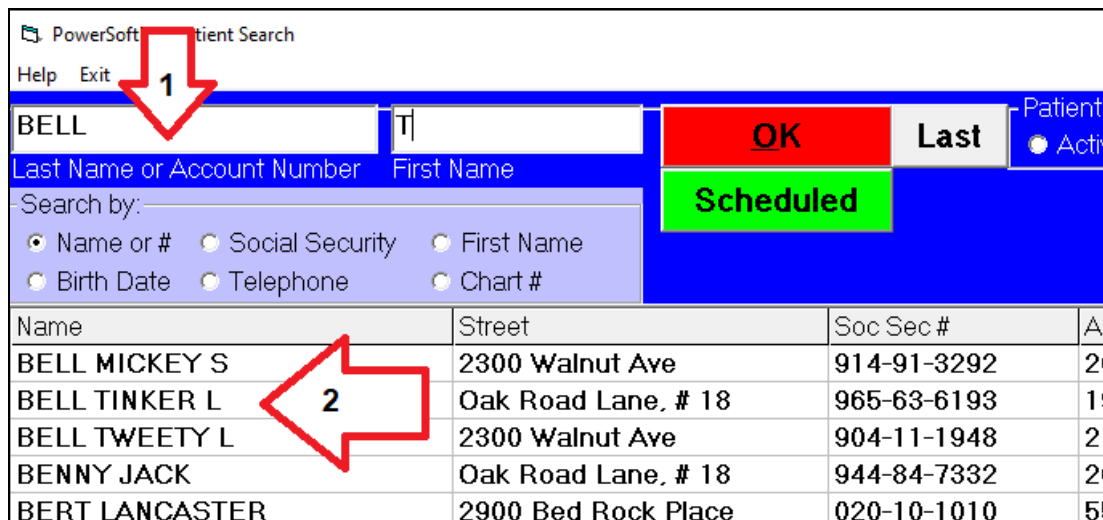
The search window also includes a "Patient Status Criteria" section with radio buttons for "Active", "All", "InAct", "NotPat", and "Super Size". There are buttons for "Search", "Select Name", "Hold Acct# Remember Name", "Soap Info", "New Patient", "Edit PatInfo", "Mini Ledger", and "Imm Notes". A "Red Flag" button and an "Exit" button are also present.

## Method Two - From the Primary Menu

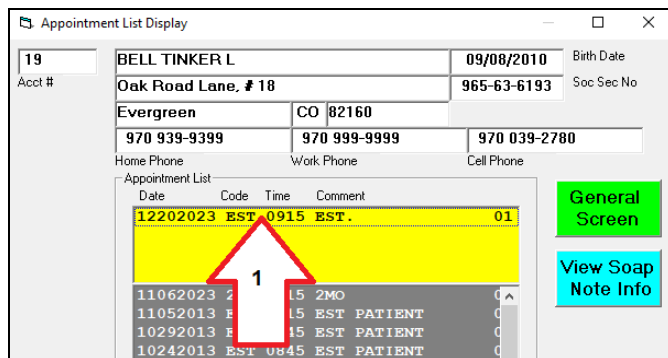
- 1) Click the down arrow to the right of the Sched Icon.
- 2) Select the Appointment List option



- 3) When prompted enter part or all of the patient's name then Click on their Name line



- 4) Click on the yellow desired appointment date to open that day in the schedule



## Method Three - From the Schedule “Free Format Text”

Be Careful using this technique, it requires an exact character match

- 1) Click the Magnifying Glass Icon “Src”
- 2) Type in some text characters to search for, it will search the current year and the next year
- 3) Click the Search Forward button, you can repeat this to advance through the schedule  
Matching your search text character string

MID TOWN MEDICAL INC 2023 HALG

Menu Help Undo Appts NextFile PrevFile FileNames Print Services Tools UnLock Utilities Windows Refresh

New Acct Save Print Find Prev Next Src Now Week Calen 1 Wk Mul Gen Led Post EMR Sel Exit

Tuesday Nov 7, 2023

DR. JONES

7:00AM	
:15	
:30	
:45	
8:00AM	FLINTSTONE FRED {2}
:15	ESTABLISHED PT
:30	
:45	
9:00AM	DUCK DONALD {13}
:15	NEW PATIENT NEED P
:30	
:45	
10:00AM	BEAR BOO BOO {23}
:15	NEW PATIENT PW REC
:30	
:45	
11:00AM	ALBERT FAT {5}
:15	
:30	
:45	
12:00	
:15	
:30	
:45	
1:00PM	

Search

Character String to Find

christmas

Search Forward

Search Backwards

Cancel

Will Search Current Year and Next Year, If the Next Year File Exists