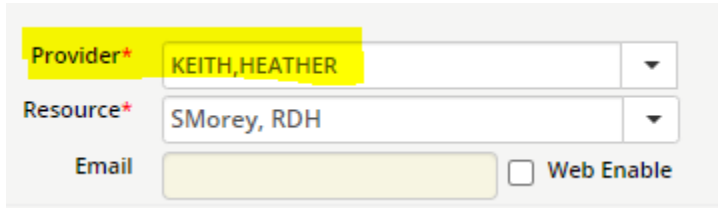


How to Change Appointment Provider on a Resource Provider's Schedule

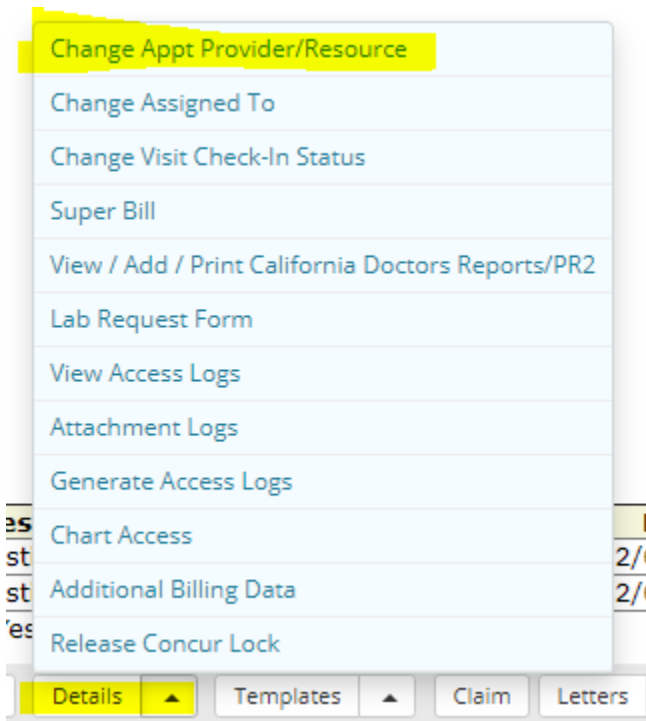
It is important to make sure the provider listed on the encounter is the provider that completes the encounter. There are two ways to verify this.

If you are on the resource schedule you can double-click an encounter on a resource providers' schedule. The provider listed here is the provider whose license the claim will generate under:



A screenshot of a web form for appointment management. It features three main input areas: a dropdown menu for 'Provider*' with 'KEITH, HEATHER' selected, a dropdown menu for 'Resource*' with 'SMorey, RDH' selected, and a text input field for 'Email' which is currently empty. To the right of the email field is a checkbox labeled 'Web Enable' which is currently unchecked.

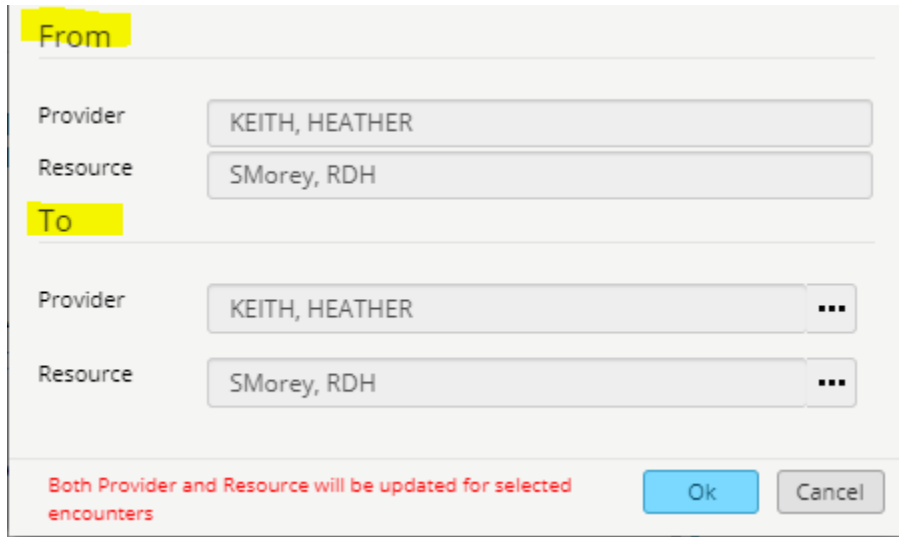
The second way to verify is in the progress note. Along the bottom of the note you will click on "Details" then "Change Appt Provider/Resource":



A screenshot of a context menu overlaid on a software interface. The menu is light blue with a white border and contains several options: 'Change Appt Provider/Resource' (highlighted in yellow), 'Change Assigned To', 'Change Visit Check-In Status', 'Super Bill', 'View / Add / Print California Doctors Reports/PR2', 'Lab Request Form', 'View Access Logs', 'Attachment Logs', 'Generate Access Logs', 'Chart Access', 'Additional Billing Data', and 'Release Concur Lock'. Below the menu, a row of buttons is visible: 'Details' (highlighted in yellow), 'Templates', 'Claim', and 'Letters'. The 'Details' button has a small upward-pointing arrow next to it.

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This screen will pop up and allow you to change the provider:



From

Provider KEITH, HEATHER

Resource SMorey, RDH

To

Provider KEITH, HEATHER ...

Resource SMorey, RDH ...

Both Provider and Resource will be updated for selected encounters

Ok Cancel



How to Change Appointment Provider on a Resource Provider's Schedule