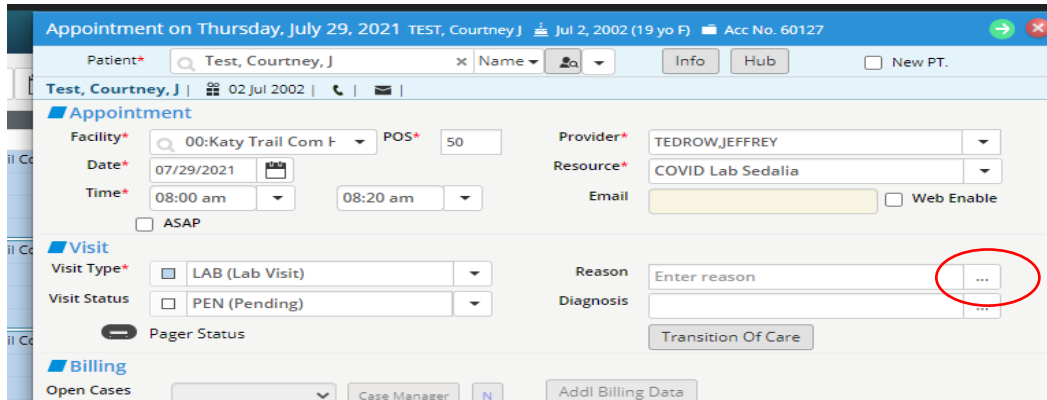


## How to- COVID Scheduling Questions

1. Choose appointment slot and select patient. You will then click on the ellipses next to the reason for visit.



Appointment on Thursday, July 29, 2021 TEST, Courtney J Jul 2, 2002 (19 yo F) Acc. No. 60127

Patient\* Test, Courtney, J x Name Info Hub New PT.

Test, Courtney, J 02 Jul 2002 | |

**Appointment**

Facility\* 00:Katy Trail Com H POS\* 50 Provider\* TEDROW,JEFFREY

Date\* 07/29/2021 Resource\* COVID Lab Sedalia

Time\* 08:00 am 08:20 am Email Web Enable

ASAP

**Visit**

Visit Type\* LAB (Lab Visit) Reason Enter reason ...

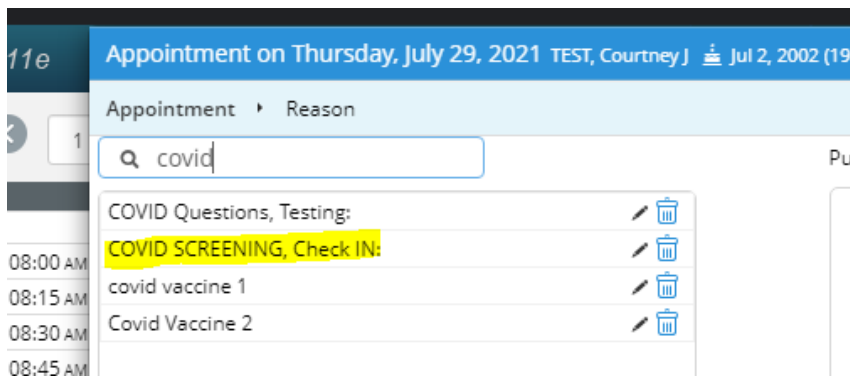
Visit Status PEN (Pending) Diagnosis

Pager Status Transition Of Care

**Billing**

Open Cases Case Manager Add Billing Data

2. Search COVID



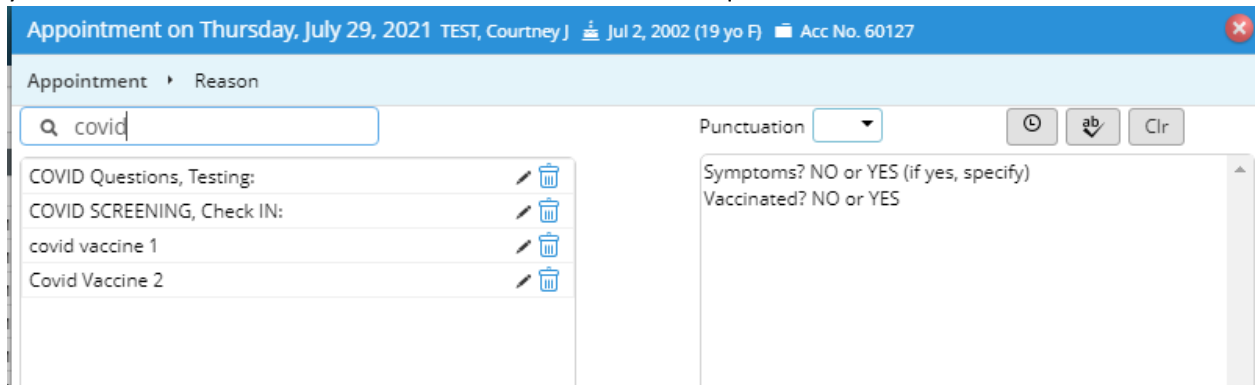
Appointment on Thursday, July 29, 2021 TEST, Courtney J Jul 2, 2002 (19 yo F)

Appointment Reason

Search covid

- COVID Questions, Testing: [edit] [delete]
- COVID SCREENING, Check IN:** [edit] [delete]
- covid vaccine 1 [edit] [delete]
- Covid Vaccine 2 [edit] [delete]

3. Once you select COVID Questions, in the note box on the right-side questions will appear. Here you can take out either YES or NO on each one of the three questions.



Appointment on Thursday, July 29, 2021 TEST, Courtney J Jul 2, 2002 (19 yo F) Acc. No. 60127

Appointment Reason

Search covid

- COVID Questions, Testing: [edit] [delete]
- COVID SCREENING, Check IN: [edit] [delete]
- covid vaccine 1 [edit] [delete]
- Covid Vaccine 2 [edit] [delete]

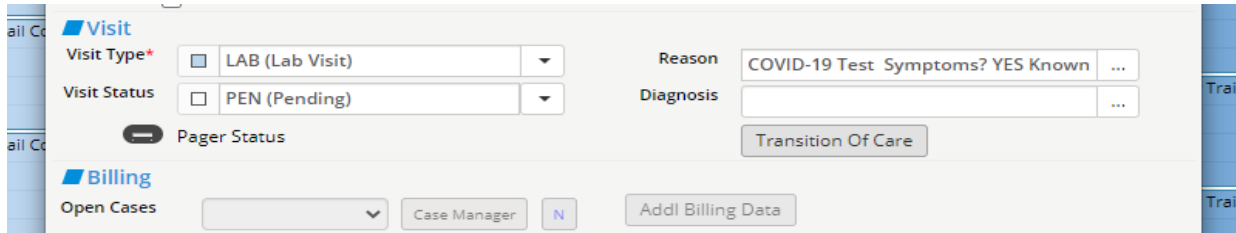
Punctuation [dropdown] [Clock] [ab] [Clr]

Symptoms? NO or YES (if yes, specify)

Vaccinated? NO or YES

4. Once you complete the questions with the patient you will select OK and you will be redirected to the schedule screen where your questions will appear like this

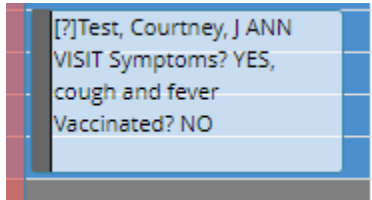
## How to- COVID Scheduling Questions



The screenshot shows a web form for scheduling a visit. Under the 'Visit' section, 'Visit Type\*' is set to 'LAB (Lab Visit)' and 'Visit Status' is 'PEN (Pending)'. The 'Reason' field contains 'COVID-19 Test Symptoms? YES Known'. There are also fields for 'Diagnosis' and 'Transition Of Care'. The 'Billing' section includes 'Open Cases', 'Case Manager' (set to 'N'), and 'Add Billing Data'.

5. Click OK to save your appointment.

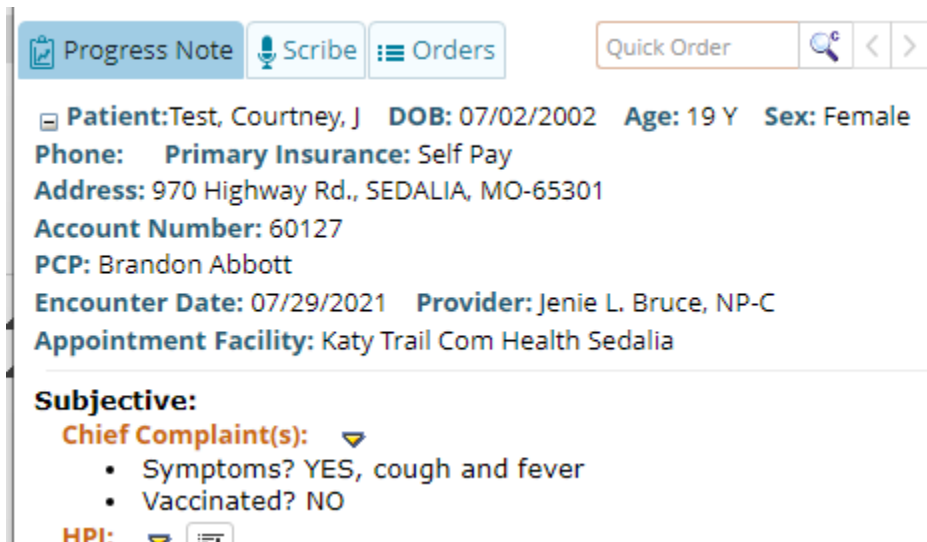
\*Your saved appointment will appear like this on the resource schedule



\*\*Like this on the visit screen

<a href="#">Check In/Out</a> <a href="#">Billing Data</a> <a href="#">View Orders</a> <a href="#">eCliniForms</a> <a href="#">Messenger</a> <a href="#">View Progress Notes</a> <a href="#">Lock Progress Note</a> <a href="#">Copy</a>										
		VISIT TYPE	APPT TIME	PATIENT NAME	INSURANCE	P/R	REASON	SEX	AGE	VISIT STATUS
<input type="checkbox"/>	<input checked="" type="radio"/>	ANN VISIT	11:00 AM	<a href="#">Test, Courtney, J</a>		JB	Symptoms? YES, cough and fever Vaccinated? NO	F	19 Y	PEN

\*\*\*And appear like this in the progress note



The screenshot shows a patient progress note for Courtney J. Test. The patient information includes: DOB: 07/02/2002, Age: 19 Y, Sex: Female, Primary Insurance: Self Pay, Address: 970 Highway Rd., SEDALIA, MO-65301, Account Number: 60127, PCP: Brandon Abbott, Encounter Date: 07/29/2021, Provider: Jenie L. Bruce, NP-C, and Appointment Facility: Katy Trail Com Health Sedalia.

**Subjective:**  
**Chief Complaint(s):**  

- Symptoms? YES, cough and fever
- Vaccinated? NO

**HPI:**