Appointment Setup

182 TDO KB December 7, 2021 Program Setup 7.66K

Overview

When making an appointment on the calendar, you have to pick what the appointment is for. That list is fully customizable.

Detailed Instructions

To edit this list, go to **Program Setup** on the top menu bar and select **Appointment Set Up**.

The current list of appointment types will open.

You may edit the names and colors associated with an appointment; however, in the second column you must select the type of appointment from the list that best matches the appointment name you entered. This is so that the automatic reports in TDO that query the calendar will still work properly.

You may type over any of the appointment names as well as add additional names at the bottom of the list. When customizing the colors you may choose/change the taskbar color, background as well as foreground colors. To edit a color, click the button next to that name and it will bring up a color picker.

On this list are standard patient appointments as well as the two types of Block Appointments. You need to keep the In and Out options categorized as a **Block Schedule** type appointment. Do not add any additional types as **Block Schedule**. You may change the colors associated with the In and Out types and these will be used when you schedule a block appointment on the calendar.

At the bottom of the form is an 'Overwrite background with color per doctor' checkbox. If you choose this option any appointment for Doctor 'A' on the calendar will always have the same background color, and each doctor can have their own individual background color. This is a great feature if you have multiple practicing doctors and wish the appointments to be visually distinguishable. Once you check this box you will see the color picker option and once that is clicked you may set up the background color for each doctor in your system.

Online URL: https://kb.tdo4endo.com/article.php?id=182