Existing Patient Appointment

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Overview

How to create an appointment for an existing patient.

Detailed Instructions

1. Open **Calendar**
2. Select day and operatory for appointment. Click, hold and drag mouse to create an appointment box.
3. Right click, **New Appointment**.
4. Appointment form will open with operatory, date and time filled in.
5. Select the patient by starting to type the last name, then selecting the correct patient.
6. Finish filling out appointment form. Required information is tooth number, appointment type and doctor. Optional information includes appointment notes, earlier appointment call list, appointment made by, block additional operatories, and the medical info tab. **Save and close**.

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