This demonstration reviews use of the appointment list.

This has been prepared for EHR 5.8 & KBM 8.3. Subsequent updates may display cosmetic & functional changes.

Use the keyboard or mouse to pause, review, & resume as necessary.
This is the basic appearance of the appointment list. (There are variations of this appearance that can be selected by individual users.)

Note the Status column. Patients that have not yet arrived are listed as **BOOKED**. Patients that have arrived at the front desk appear as **KEPT**; when they are ready to move to a room, they are **Attended**. You may see other statuses, such as **Cancelled** or **No Show**.
Open the patient’s chart by double-clicking on the name.
When the nurse is through rooming the patient, to inform the provider that the patient is ready to be seen, she will do this through the appointment list. One way is through the tracking system. Click on the Tracking Icon on the Information Bar.
Click in the Room box.
Select a room; alternately, you can just type a room number in the box.
Next, click in the **Status** box.
Select waiting for provider.
When done, click **Save & Close**.
The provider may wish to change the status at some point. For example, say you’ve documented everything but the physical exam. You want to move on to your next patient, but leave yourself a reminder to come back & do the PE, then submit the billing code.

Right-click on the patient & select Edit.
Click in the **Status** box, select the text that is there, & then overtype whatever you like, e.g. Do PE & E&M.

When done, click **Update**, then **Close**.
The status change displays, & you can move on to your next available patient.
When the provider has submitted charges for the visit, you’ll see the status change to **E&M Code Submitted**.
This concludes the NextGen Appointment List demonstration.

If Wile E. Coyote has enough money to buy all that ACME crap, why doesn’t he just buy dinner?

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