## eVIsIC

# Redesigned Table on Scheduling Page to Improve Consistency and Efficiency 

## What is it？

The list of scheduled visits on the Scheduling page is being redesigned to use a new table layout for managing appointments．This new layout will be available on mobile devices as well．This update will be available to all customers automatically．

## Why is it useful？

This new table layout improves consistency and clinical efficiency．Providers，MAs，and schedulers can manage and create appointments quickly and with ease．

## When should I use it？

■ To find information about upcoming appointments
■ To schedule a new appointment
－To edit or reschedule an appointment
■ To cancel an appointment

## Before \＆After

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## How does it work？

## Managing Upcoming Appointments

In the main navigation menu，click the Scheduling tab．

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Use the filters to narrow in on a subset of appointments：filter by data，by appointment status （Checked－In vs Scheduled），by provider．Or，use the search bar to find an appointment by keyword．


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(3) The new table layout shows key visit information, including updated Status. Instead of Confirmed/ Unconfirmed, the status column (and filter) now lists Scheduled/Checked-In. This was updated to add clarity and transparency around the patient experience. Patients can only check-in 24 hours before their appointment time and this check-in is the only method of confirming an appointment.

On the right of the table, use the actions (left to right) to edit/reschedule, cancel, or get more information (opens the sidebar).

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4. Appointments can also be visualized with the calendar view (this visualization only allows viewers to see one provider's schedule at a time).


## Creating a New Appointment

(1) Click on the Schedule Visit button in the top right and fill out the form.

(2) Under the provider drop-down, providers with scheduled availability will be shown at the top and providers with only On-Demand available or with no availability will be listed at the bottom in a disabled state.


