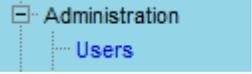
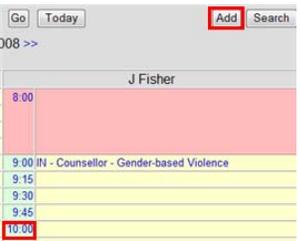


SUMMARY GUIDE OF APPOINTMENT MANAGEMENT PROCESSES - VERSION 4.0 (JUNE 2010)

POSSIBLE ROLES: RECEPTIONIST / CLINIC SECRETARY	PROCESS 3.1.0 to 3.3.0
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#	Step	Observations	Menu options or screen information
1	3.1.0 Defining Provider Appointment Schedules	<p>First, a Clinic Manager or System Administrator must create:</p> <ul style="list-style-type: none"> • a service provider profile  <ul style="list-style-type: none"> • and a service provider schedule 	 
2	3.2.0 Creating a new appointment	<p>Then, select Add button or the appropriate time (hour and minutes) in provider schedule to create an appointment, and fill out the form:</p> 	
3	3.3.0 Completing a client appointment	<p>Finally, complete and verify the new appointment data:</p> 