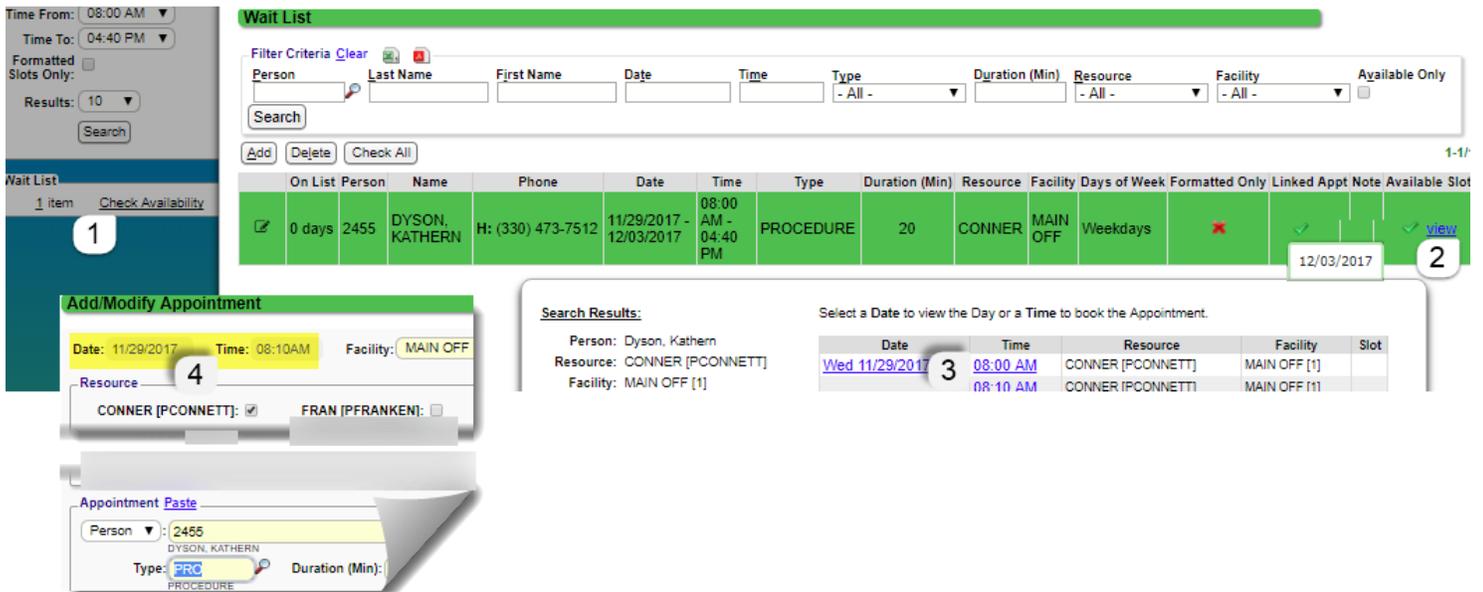


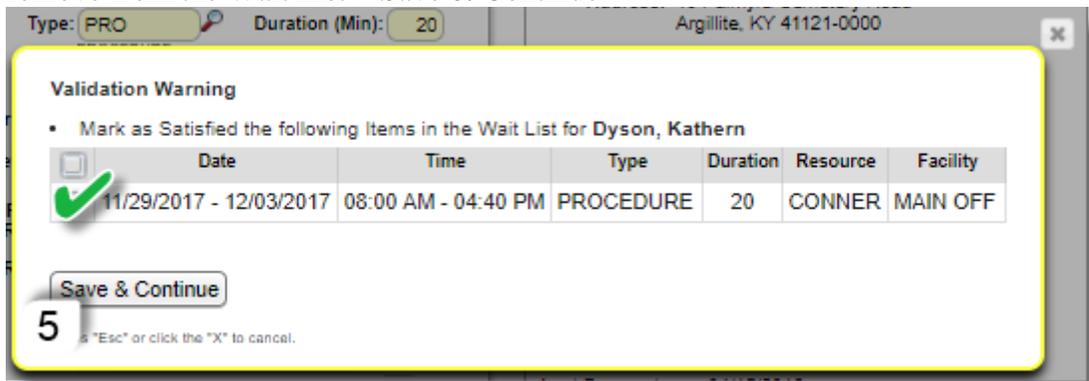
How do I use the Wait List – Sevocity Premier

- Once the patient is added to the Wait List
- From the 'Search Tab'
 1. Click 'Check Availability'
 2. Use the filters in the Popup > Click 'View' next the patient you would like to schedule
 3. In the next popup availability day/times are listed based on the wait list criteria > click on a hyperlink
 4. Add/Modify Appointment is filtered with the person's information > Save



The screenshot shows the 'Wait List' interface. On the left, there are filters for 'Time From' (08:00 AM) and 'Time To' (04:40 PM), with a 'Search' button. Below this is a 'Wait List' section with a 'Check Availability' button (labeled 1). The main area displays a table of wait list items. One item is highlighted: 'Dyson, Kathern' with a date of 11/29/2017 - 12/03/2017 and a time of 08:00 AM - 04:40 PM. A 'View' button (labeled 2) is next to this item. Below the table, there is an 'Add/Modify Appointment' popup (labeled 4) showing the patient's name, date, time, and resource. To the right, a 'Search Results' popup (labeled 3) shows available slots for the selected date and time, including '08:00 AM' and '08:10 AM'.

5. Check to remove from the Wait List > Save & Continue



The screenshot shows a 'Validation Warning' dialog box. It contains a table with the following data:

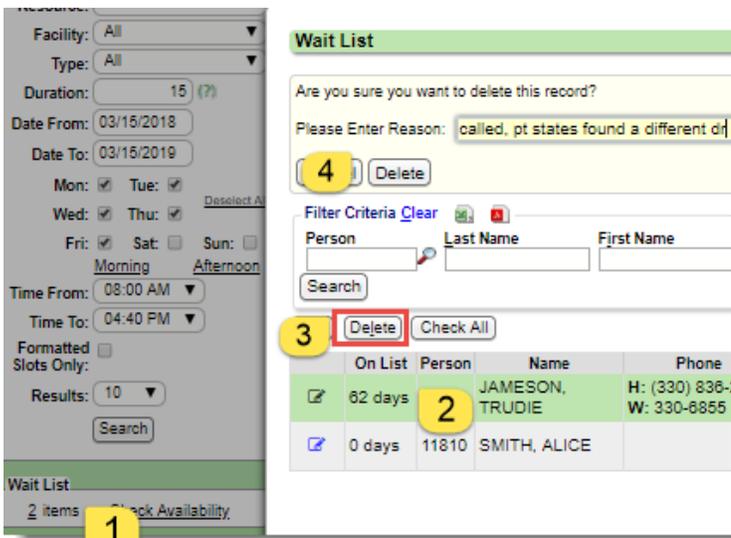
	Date	Time	Type	Duration	Resource	Facility
<input checked="" type="checkbox"/>	11/29/2017 - 12/03/2017	08:00 AM - 04:40 PM	PROCEDURE	20	CONNER	MAIN OFF

Below the table is a 'Save & Continue' button (labeled 5) and a note: "Esc" or click the "X" to cancel.

How do I remove a patient from the Wait list

From Wait list in the sidebar

1. Click Items *number* hyperlink
2. Highlight the patient
3. Click [Delete]
4. Add Reason > [Delete]



The screenshot shows the 'Wait List' interface. On the left is a sidebar with various filters. The main area displays a confirmation dialog for deleting a record. The dialog asks 'Are you sure you want to delete this record?' and prompts for a reason: 'Please Enter Reason: called, pt states found a different d'. A 'Delete' button is highlighted with a yellow circle labeled '4'. Below the dialog is a table of wait list items. The first row is highlighted in green and labeled with a yellow circle '2'. The 'Delete' button in the table is highlighted with a red box and labeled with a yellow circle '3'. At the bottom left of the sidebar, the 'Wait List' section shows '2 items' with a link to 'Check Availability', which is highlighted with a yellow circle '1'.

On List	Person	Name	Phone
<input checked="" type="checkbox"/> 62 days	JAMESON, TRUDIE		H: (330) 836- W: 330-8855
<input checked="" type="checkbox"/> 0 days	11810 SMITH, ALICE		

How do I print the Wait List?

Click 'Check Availability' and Filter Criteria to sort for the desired list then Click on either the Green Icon exports to CSV and the Red Icon export to a PDF

