

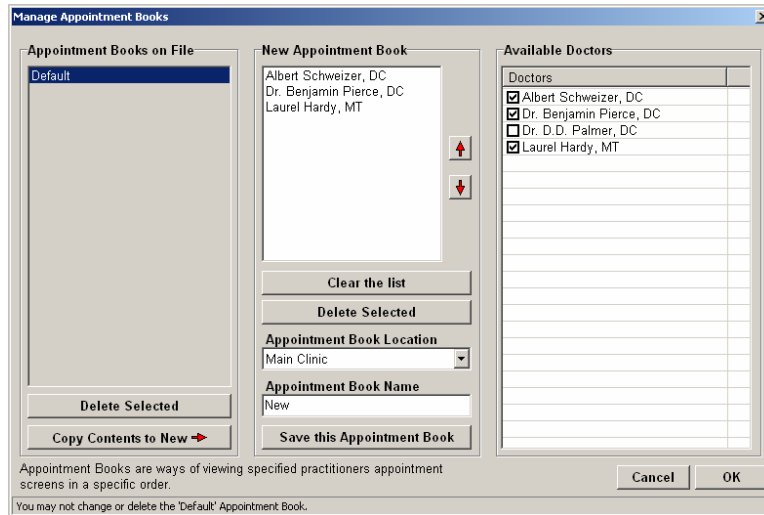


PATIENT MANAGEMENT PROGRAM

Working with Appointment Books

Appointment Books

The Patient Management Program will accommodate up to 27 practitioners. You may wish to list your practitioners in a specific order or it may be that not all practitioners are in the office everyday. The features Appointment Book and Appointment Book Sets will allow you to customize the appearance of your PMP.

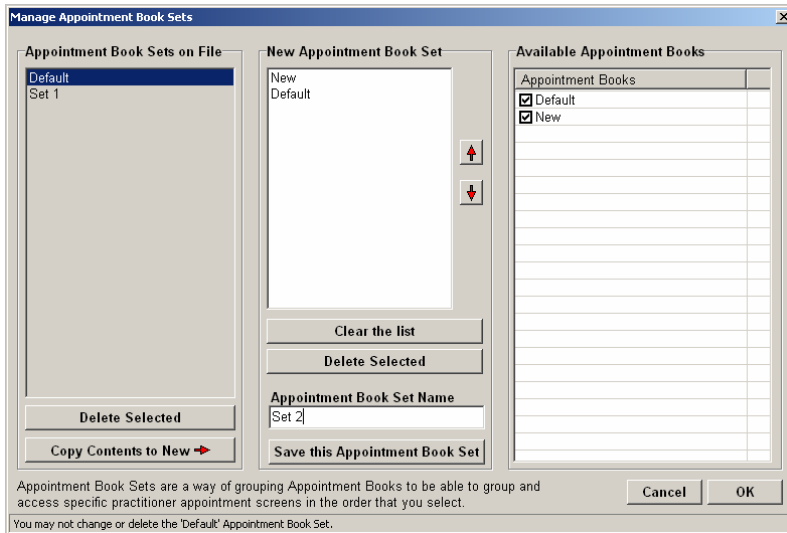


When creating an Appointment Book, choose the practitioners to be included by clicking the box to the left of the practitioners' name in the right hand column. The names will appear in the middle column in the field below **New Appointment Book**. You can change the order of the practitioners by clicking the red arrows. Type a name for the Appointment Book and click **Save**. The named Appointment Book will appear in the field below **Appointment Books on File**. Click **OK**.

Appointment Book Sets

This feature is used to group together Appointment Books that you have created. For instance you may have an Appointment Book Set titled Practitioners which contains the separate appointment books of Chiropractors, Massage Therapists and Other Practitioners. Another option for an appointment book set could be the days of the week. Appointment Book Sets are also useful if you have more than one location using the same PMP.

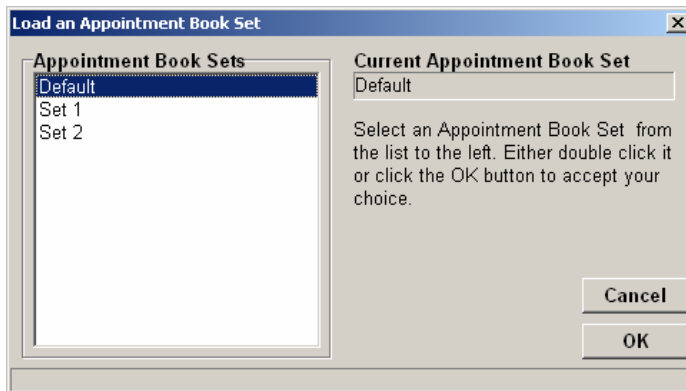
To create an Appointment Book Set choose the appointment book(s) to be included in the set by clicking the box to the left of the name in the right hand column. The names of the appointment books will appear in the middle column below **New Appointment Book Set**. You can change the order of the books by clicking the red arrows. Type a name for the Appointment Book Set and click **Save**. The named Appointment Book Set will appear in the field below **Appointment Book Sets on File**. Click **OK**.



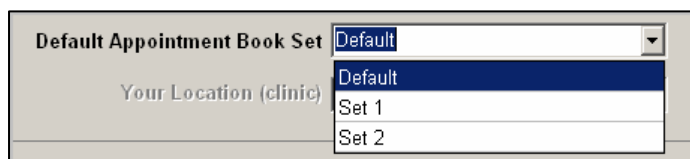
Loading Appointment Book Sets

There are two ways to load Appointment Book Sets:

- For Today Only.** A specific Appointment Book Sets will need to be loaded each time you open PMP. Click **Set Up, Appointment Book Sets, Load an Appointment Book Set**. A pop up window will appear entitled **Load an Appointment Book Set**. Click the appropriate book. Click **OK**.



- Every Time.** The chosen set will appear every time you open PMP. Click **Setup, Computer Defaults**. Click the down arrow to the right of Default Appointment Book Set. Select the appropriate set for this computer. **Note:** Close and reopen PMP to view this change. This procedure must be done at each computer using PMP.



Using Appointment Books

Each press of the **space bar** changes the Appointment Book to the next one in the Appointment Book Set.

Should you have any questions please contact the support line at 1-800-561-7361 or e-mail support@chiropractic.on.ca.