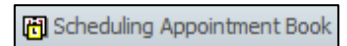


## Scheduling an Outpatient Appointment from Request List

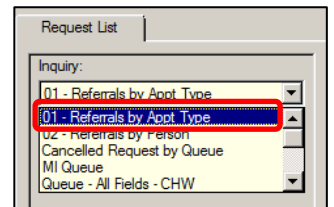
- Click **Scheduling Appointment Book**.



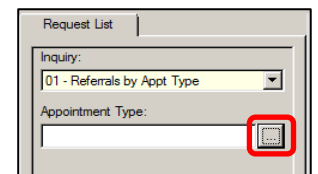
- Click **Request List Enquiry**.



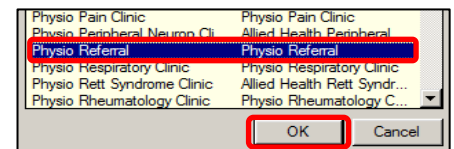
- For Inquiry, select **01-Referrals by Appt Type**.



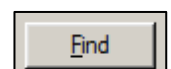
- Click the **ellipses** for Appointment Type.



- Select required **Appointment Type**.
- Click **OK**.



- Click **Find**.



- Right click** on the referral.
- Click **Link**.
- Click **New Appointment**.

MRN	Person Name	Appointment Type	Referring Dr	Referral To	Referral Received Date	Referral Start Date	Referral Duration
1290659	ARTEST, Arty	Physio Referral	Roberts, Andrew			05-Aug-16	
1290659	ARTEST, Arty	Physio Referral	Roberts, Andrew			05-Aug-16	
1010015	Hall, Fifteen	Physio Referral	Butler, Karen				
1010015	Hall, Fifteen	Physio Referral	Allied, Health 1				
1010012	Hall, Twelve	Physio Referral	Allied, Health 1			06-Sep-16	
1010015	Hall, Fifteen	Physio Referral	Allied, Health 1			30-Sep-16	

- Select a **Link reason**.
- Click **OK**.
- Schedule appointment.

