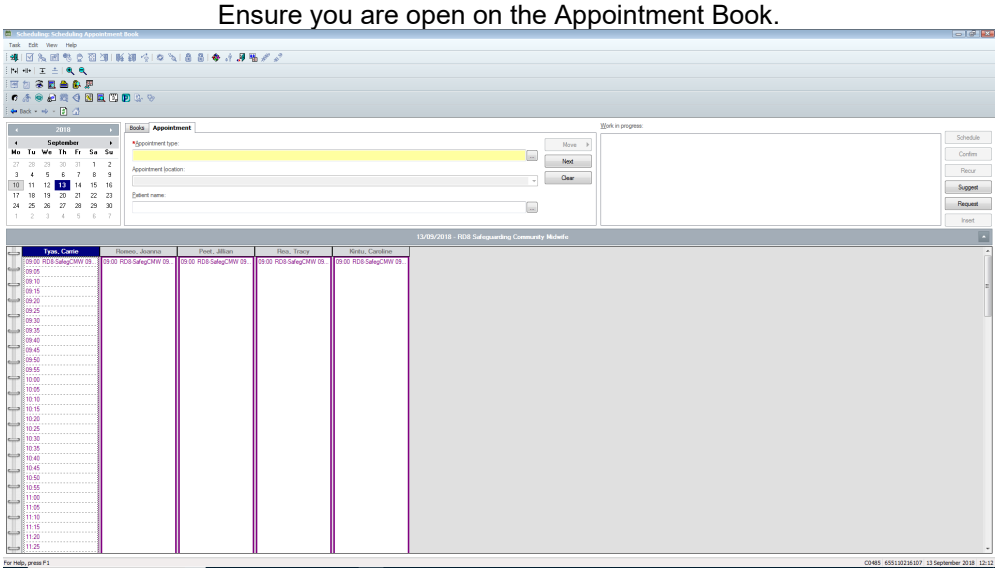
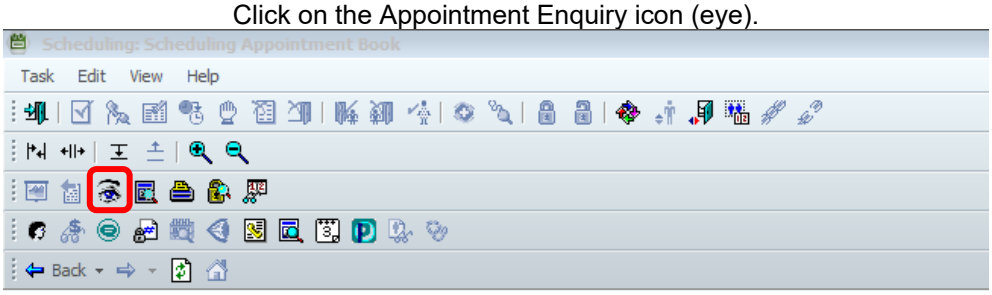
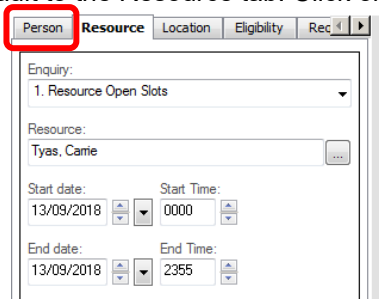
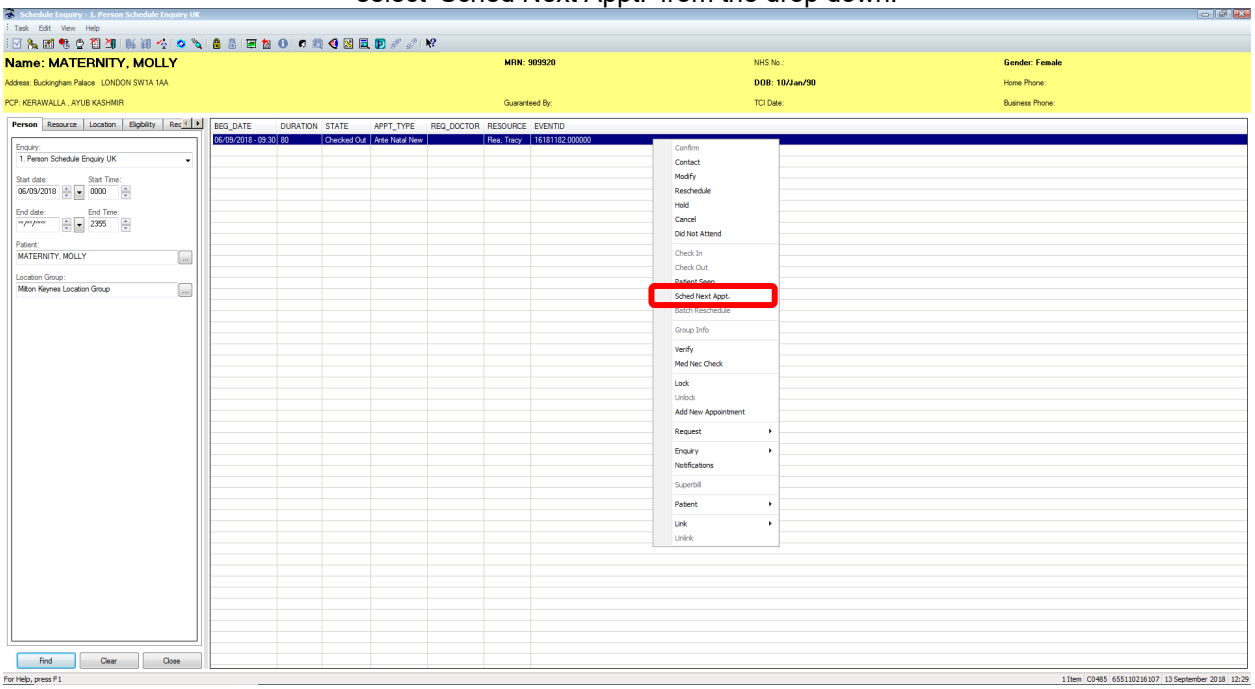
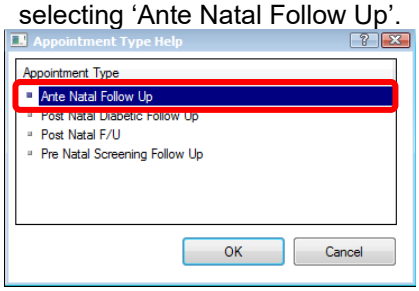
SCHEDULING A FOLLOW UP APPOINTMENT

1.	Ensure you are open on the Appointment Book. 
2.	Click on the Appointment Enquiry icon (eye). 
3.	This should default to the Resource tab. Click on the Person tab. 
4.	The Enquiry drop down should default to '1. Person Schedule Enquiry UK'. Change the start date (this should go back at least to the date of the previous appointment). Click on the ellipsis (three dots) to the right of the Patient field. Search for your patient using the relevant demographics (MRN, Surname,Forname) and click OK once you have selected the correct patient. Click on the ellipsis (three dots) to the right of the Location Group field. This will populate with 'Milton Keynes Location Group'. Then click on Find in the bottom left hand corner. Any of the appointments for the patient within this time frame will display on the right hand side of the screen.

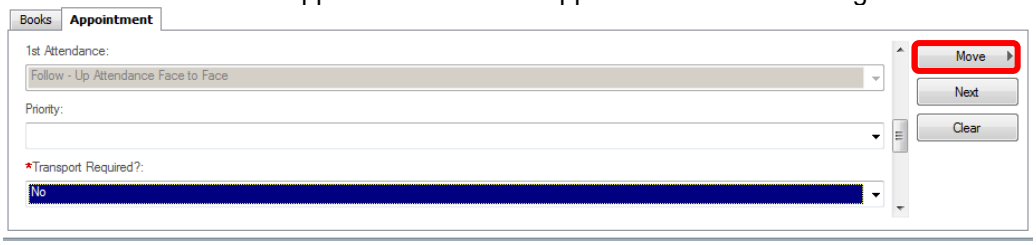
5. Once you have found the previous appointment (this will either be a New or Follow up, however, it should be the most recent appointment under your resource type which is usually your name), right click and select 'Sched Next Appt.' from the drop down.



6. From the below pop up, select the appropriate appointment type and click OK. For this example, I am selecting 'Ante Natal Follow Up'.



7. Complete the Details under the Appointment tab (Appointment type and Patient name will be complete). The click on Move. Appointment will then appear in the 'Work in Progress' box.



8. This is now available to schedule the usual way. Choose a slot time from your resource and click on Schedule.
Confirm the details of the appointment when the pop up appears and click OK.
Click Confirm in the top right hand corner and OK to the Confirm pop up. Appointment is now Confirmed.