

# Calendar

A scheduling calendar is used to manage and coordinate appointments, visits, and care plans for patients in their homes. A scheduling calendar typically displays dates in a monthly or weekly grid format, with each day divided into time slots. This makes it easy to view and plan activities over a specific time frame.

Scheduling Tab >> Calendar

The user can view the schedules of all the patients in this calendar.

Name

All Skills

All Preferences

Search

All Patients

10/08/2023

Service Type

Search Patient...

All Patients

Search

Employee ^

Admin, Master

0

56

56

Catts, Tanya

0

42

42

D, David

0

56

56

Garcia, Maria

0

56

56

Garcia, William

35

56

21

Johnson, James

0

56

56

Lubel, Moshe

0

56

56

Smith, James

0

56

56

Smith, Robert

0

56

56

Toth, Alex

0

56

56

waris, irtaza

0

56

56

Used Hrs

Alloc. Hrs

Remain. Hrs

Showing 11 of 11 records

Load More

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Print PDF

Day

Week

Month

OCT 8 - 14, 2023

Refresh

Today

<

>

| Patients                                                                                                         | Hrs | Su 8                             | Mo 9                             | Tu 10                         | We 11                            | Th 12                            | Fr 13                            | Sa 14             |
|------------------------------------------------------------------------------------------------------------------|-----|----------------------------------|----------------------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| <div><div><input checked="" type="checkbox"/></div><div>Clark, Samuel</div><div>67%</div><div>42/63</div></div>  |     | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 8:00 - 13:00<br>waris, irtaza | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>+ |
|                                                                                                                  |     |                                  |                                  |                               |                                  | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>+               |                   |
| <div><div><input checked="" type="checkbox"/></div><div>Hernandez, Brown</div><div>0%</div><div>0/42</div></div> |     | 8:00 - 22:00<br>+                | 8:00 - 22:00<br>+                | 8:00 - 22:00<br>+             |                                  |                                  |                                  |                   |

The color in the calendar represents whether the schedules has been completed, confirmed, not scheduled, etc., as per the color indicator above the calendar on the screen.

## Change Schedule

For changing the schedules for any particular day, the user can click on the schedule time, the following screen appears, Click Change Schedule option.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today

| Patients                                                               | Hrs   | Su 29                            | Mo 30                            | Tu 31                            | We 1                             | Th 2                             | Fr 3                              | Sa 4                            |
|------------------------------------------------------------------------|-------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Clark, Samuel<br>Bulk Schedule 89% | 56/63 | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi...  | 7:00 - 14:00<br>Garcia, William |
|                                                                        |       |                                  |                                  |                                  |                                  | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>Garcia, Willi... |                                 |

GARCIA, WILLIAM (William1122)
 Confirmed

William@gmail.com
 (789) 787-8778

Start Time : 7:00 AM
 Clock In Time :

End Time : 2:00 PM
 Clock Out Time :

Service : Respite Care
 Payor : Atena

Comment :

Change Schedule
 Note
 Edit
 Delete

Now, change the Employee name and the scheduled time if required and click Save option.

## Change Schedule

### Select Employee

### Schedule Start Time

### Schedule End Time

Cancel

Save

The selected Employee is now scheduled with the patient for the particular day and notification will be sent to the Employee.

☒ All Patients

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Day

Week

Month

OCT 29 - NOV 4, 2023

| Patients                                                                                       | Hrs   | Su 29                        | Mo 30                            | Tu 31                            | We 1                             | Th 2                             | Fr 3                              | Sa 4                            |
|------------------------------------------------------------------------------------------------|-------|------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Clark, Samuel<br><div>Bulk Schedule</div> <div>89%</div>   | 56/63 | 7:00 - 14:00<br>Smith, James | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi...  | 7:00 - 14:00<br>Garcia, William |
|                                                                                                |       |                              |                                  |                                  |                                  | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>Garcia, Willi... |                                 |
| <input checked="" type="checkbox"/> Hernandez, Brown<br><div>Bulk Schedule</div> <div>0%</div> | 0/42  |                              | 8:00 - 22:00<br>+                | 8:00 - 22:00<br>+                | 8:00 - 22:00<br>+                |                                  |                                   |                                 |
|                                                                                                |       |                              |                                  |                                  |                                  |                                  |                                   |                                 |

# Patient Denied Service

Scheduling Tab >> Calendar

The patient denied service can be updated in the Scheduling calendar by simply clicking on the schedules of the day. The following screen appears, click Note option.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today

| Patients                                                               | Hrs   | Su 29                        | Mo 30                            | Tu 31                            | We 1                             | Th 2                             | Fr 3                              | Sa 4                            |
|------------------------------------------------------------------------|-------|------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Clark, Samuel<br>Bulk Schedule 89% | 56/63 | 7:00 - 14:00<br>Smith, James | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi...  | 7:00 - 14:00<br>Garcia, William |
|                                                                        |       |                              |                                  |                                  |                                  | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>Garcia, Willi... |                                 |

GARCIA, WILLIAM (William1122)
 Confirmed

William@gmail.com (789) 787-8778

Start Time : 7:00 AM Clock In Time :  
 End Time : 2:00 PM Clock Out Time :  
 Service : Respite Care Payor : Atena  
 Comment :

Change Schedule Note Edit Delete

Now, click on the check box and update the Note for the denied service and click save option.

Note

☒ Patient Denied Service?

Note\*

Vacation

Cancel Save

The patient denied service details has been updated in the Scheduling calendar and we can view the details as Do not Schedule on the particular day.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today < >

| Patients                                                                               | Hrs   | Su 29                        | Mo 30                         | Tu 31                            | We 1                             | Th 2                             | Fr 3                              | Sa 4                            |
|----------------------------------------------------------------------------------------|-------|------------------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Clark, Samuel<br><a href="#">Bulk Schedule</a> 78% | 49/63 | 7:00 - 14:00<br>Smith, James | 7:00 - 14:00<br>Do Not Sch... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi...  | 7:00 - 14:00<br>Garcia, William |
|                                                                                        |       |                              |                               |                                  |                                  | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>Garcia, Willi... |                                 |

# Delete Schedule

## Scheduling Tab >> Calendar

The Schedules for a particular day can be deleted in the system. Click on the schedule, the following screen appears, click Delete option.

☒ All Patients
 10/29/2023
 Service Type

Search Patient...
 Partially Scheduled Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 Refresh Today < >

| Patients                                                                                 | Hrs  | Th 2                             | Fr 3                             | Sa 4              |
|------------------------------------------------------------------------------------------|------|----------------------------------|----------------------------------|-------------------|
| <input checked="" type="checkbox"/> Clark, Samuel<br><a href="#">Bulk Schedule</a> 67%   | 42/6 | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>Garcia, Willi... | 7:00 - 14:00<br>+ |
| <input checked="" type="checkbox"/> Hernandez, Brown<br><a href="#">Bulk Schedule</a> 0% | 0/42 | 15:00 - 22:00<br>+               | 15:00 - 22:00<br>+               |                   |
| <input checked="" type="checkbox"/> T, Rahul<br><a href="#">Bulk Schedule</a> 0%         | 0/49 | 7:00 - 14:00<br>+                | 7:00 - 14:00<br>+                | 7:00 - 14:00<br>+ |

**GARCIA, WILLIAM** (William1122)
 Confirmed

✉: William@gmail.com ☎: (789) 787-8778

**Start Time :** 7:00 AM **Clock In Time :**  
**End Time :** 2:00 PM **Clock Out Time :**  
**Service :** Respite Care **Payor :** Atena  
**Comment :**

[Change Schedule](#)
[Note](#)
[Edit](#)
[Delete](#)

The schedule with the employee gets deleted from the Timeslot and we can reassign the schedules to different employee in the system.

☒ All Patients

11/05/2023

Service Type

brow

Partially Scheduled Patients

Search

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Print PDF

DayWeekMonth

NOV 5 – 11, 2023

RefreshToday<>

| Patients                                                                                               | Hrs  | Su 5 | Mo 6              | Tu 7              | We 8              | Th 9 | Fr 10 | Sa 11 |
|--------------------------------------------------------------------------------------------------------|------|------|-------------------|-------------------|-------------------|------|-------|-------|
| <div><input checked="" type="checkbox"/> Hernandez, Brown</div> <div>Bulk Schedule</div> <div>0%</div> | 0/42 |      | 8:00 - 22:00<br>+ | 8:00 - 22:00<br>+ | 8:00 - 22:00<br>+ |      |       |       |
|                                                                                                        |      |      |                   |                   |                   |      |       |       |

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