

# 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.

☒ All Patients

Search

Search

Employee ^

☐ Admin, Master

☐ Catts, Tanya

☐ D, David

☐ Garcia, Maria

☐ Garcia, William

☐ Johnson, James

☐ Lubel, Moshe

☐ Smith, James

☐ Smith, Robert

☐ Toth, Alex

☐ waris, irtaza

Used Hrs

Alloc. Hrs

Remain. Hrs

0

56

56

+

-

0

42

42

+

-

0

56

56

+

-

0

56

56

+

-

35

56

21

+

-

0

56

56

+

-

0

56

56

+

-

0

56

56

+

-

0

56

56

+

-

0

56

56

+

-

0

56

56

+

-

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><input checked="" type="checkbox"/> Clark, Samuel</div> <div>Bulk Schedule</div> <div>67%</div>	42/63	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	8:00 - 13:00 waris, irtaza	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 +
						15:00 - 22:00 +	15:00 - 22:00 +	
<div><input checked="" type="checkbox"/> Hernandez, Brown</div> <div>Bulk Schedule</div> <div>0%</div>	0/42		8:00 - 22:00 +	8:00 - 22:00 +	8:00 - 22:00 +			

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 Bulk Schedule 89%	56/63	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 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

10/29/2023

Service Type

■ 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 <b>Bulk Schedule</b> 89%	56/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 Garcia, Willi...	
<input checked="" type="checkbox"/> Hernandez, Brown <b>Bulk Schedule</b> 0%	0/42		8:00 - 22:00 +	8:00 - 22:00 +	8:00 - 22:00 +			

# 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 Bulk Schedule 89%	56/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 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 <a href="#">Bulk Schedule</a> 78%	49/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Do Not Sch...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 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 <a href="#">Bulk Schedule</a> 67%	42/6	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 +
<input checked="" type="checkbox"/> Hernandez, Brown <a href="#">Bulk Schedule</a> 0%	0/42	15:00 - 22:00 +	15:00 - 22:00 +	
<input checked="" type="checkbox"/> T, Rahul <a href="#">Bulk Schedule</a> 0%	0/49	7:00 - 14:00 +	7:00 - 14:00 +	7:00 - 14:00 +

**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

Day

Week

Month

NOV 5 – 11, 2023

Refresh

Today

<

>

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		<div>8:00 - 22:00</div> <div>+</div>	<div>8:00 - 22:00</div> <div>+</div>	<div>8:00 - 22:00</div> <div>+</div>			

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