

# Office departments (examination rooms)

On this page, you can manage the departments of your Clinic (examination rooms), where you make appointments.

From the menu, select Patients → Practice management → Office departments

You can add, delete or modify a room.

To set the display order

- click and drag with the mouse on desktop devices
- do the same, but with your finger on mobile devices

as shown by the following animation:

# Office departments

Click to edit or delete. Drag to reorder.

My Office
Room A
Room B
Ultrasound

Add new

Insert

If you have defined more than one examination room, when you enter an appointment you will be asked to specify the examination room:

Add new  appointment  task ✕

**Description**

**From**  **Until**

[Clear](#) [Now](#) [Copy](#) | [←| Copy](#) [Now](#) [Clear](#)

**Patient**  **Code**  [↗](#) [+](#)

**Appointment with**

▾

**Where**

▾

- Select place
- My Office
- Room A
- Room B
- Ultrasound

**Notes**

[Insert](#) [Cancel](#)

This way, you can filter appointments (excluding other criteria) by examination room:

### Appointments

Mo, 30 Aug 2021 - Su, 5 Sep 2021

🔄 + 🖨 ↺

◀ Today ▶

Select date

Day **Week** Month

Appointments **Tasks** All

John Smith ▾

Select place ▾  
Select place  
My Office  
Room A  
Room B  
Ultrasound

pending ▾

🕒	Mo, 30 Aug	Tu, 31 Aug	We, 1 Sep	Th, 2 Sep	Sa, 4 Sep	Su, 5 Sep
<08:00						
08:00						
09:00						
10:00						

## See also

- [Appointments](#)

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Permanent link:  
<https://docs.medesign.com/manual/practice-management/departments>

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