

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

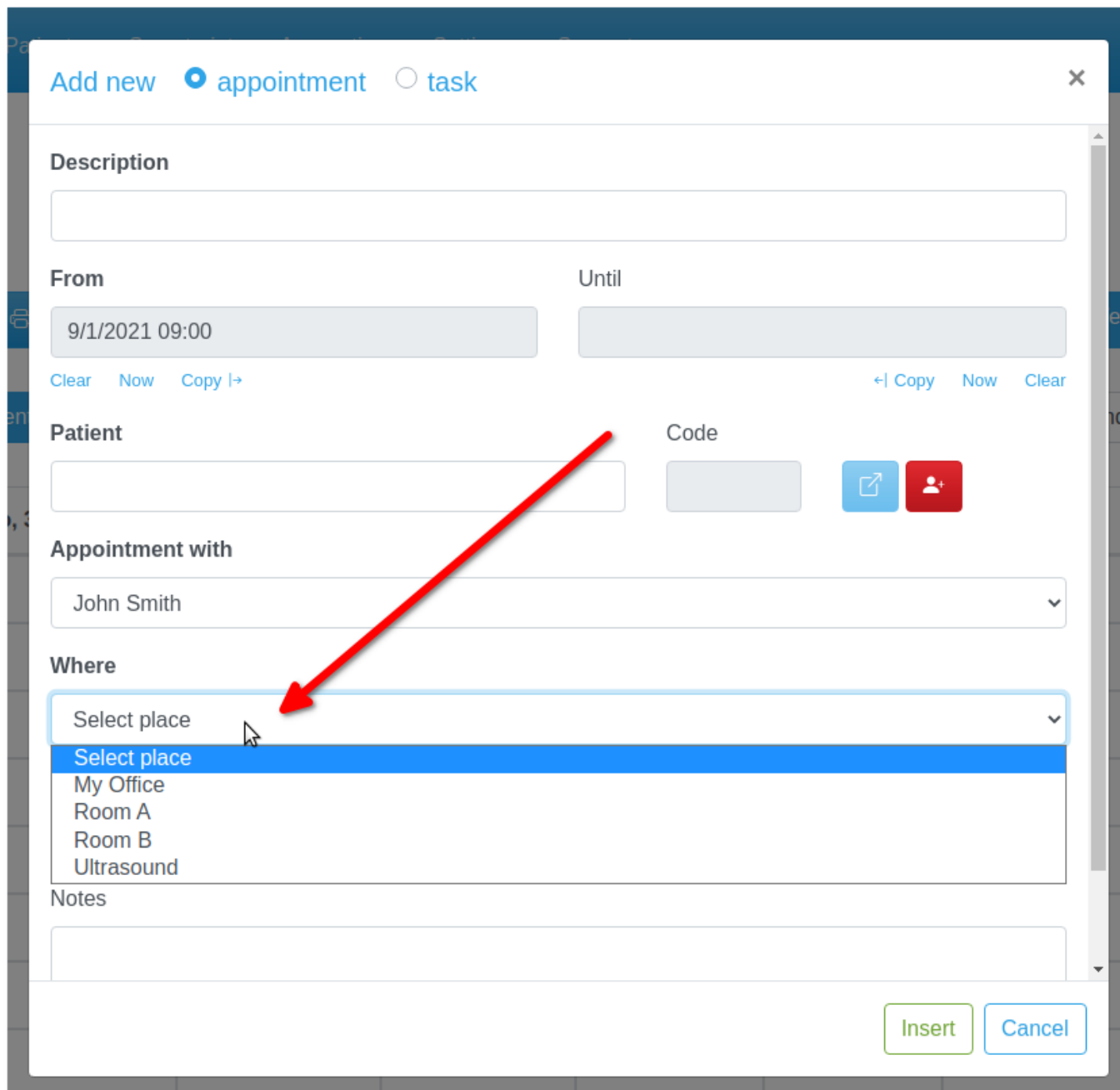
Room B

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:



The screenshot shows a web-based form for adding a new appointment or task. At the top, there are radio buttons for 'appointment' (selected) and 'task'. The form is divided into several sections: 'Description' with a text input field; 'From' and 'Until' date and time pickers, with 'From' set to '9/1/2021 09:00'; 'Patient' and 'Code' input fields; 'Appointment with' a dropdown menu showing 'John Smith'; 'Where' a dropdown menu with a list of locations: 'Select place', 'My Office', 'Room A', 'Room B', and 'Ultrasound'; and 'Notes' with a text input field. A red arrow points to the 'Where' dropdown menu. At the bottom right, there are 'Insert' and 'Cancel' buttons.

Add new ☒ appointment ☐ task

Description

From 9/1/2021 09:00 Until

Clear Now Copy |> <| Copy Now Clear

Patient Code

Appointment with John Smith

Where

Select place

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

pending

🕒	Mo, 30 Aug	Tu, 31 Aug	We, 1 Sep	Th, 2 Sep	Fri, 3 Sep	Sa, 4 Sep	Su, 5 Sep
<08:00							
08:00							
09:00							
10:00							

See also

- [Appointments](#)

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