

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

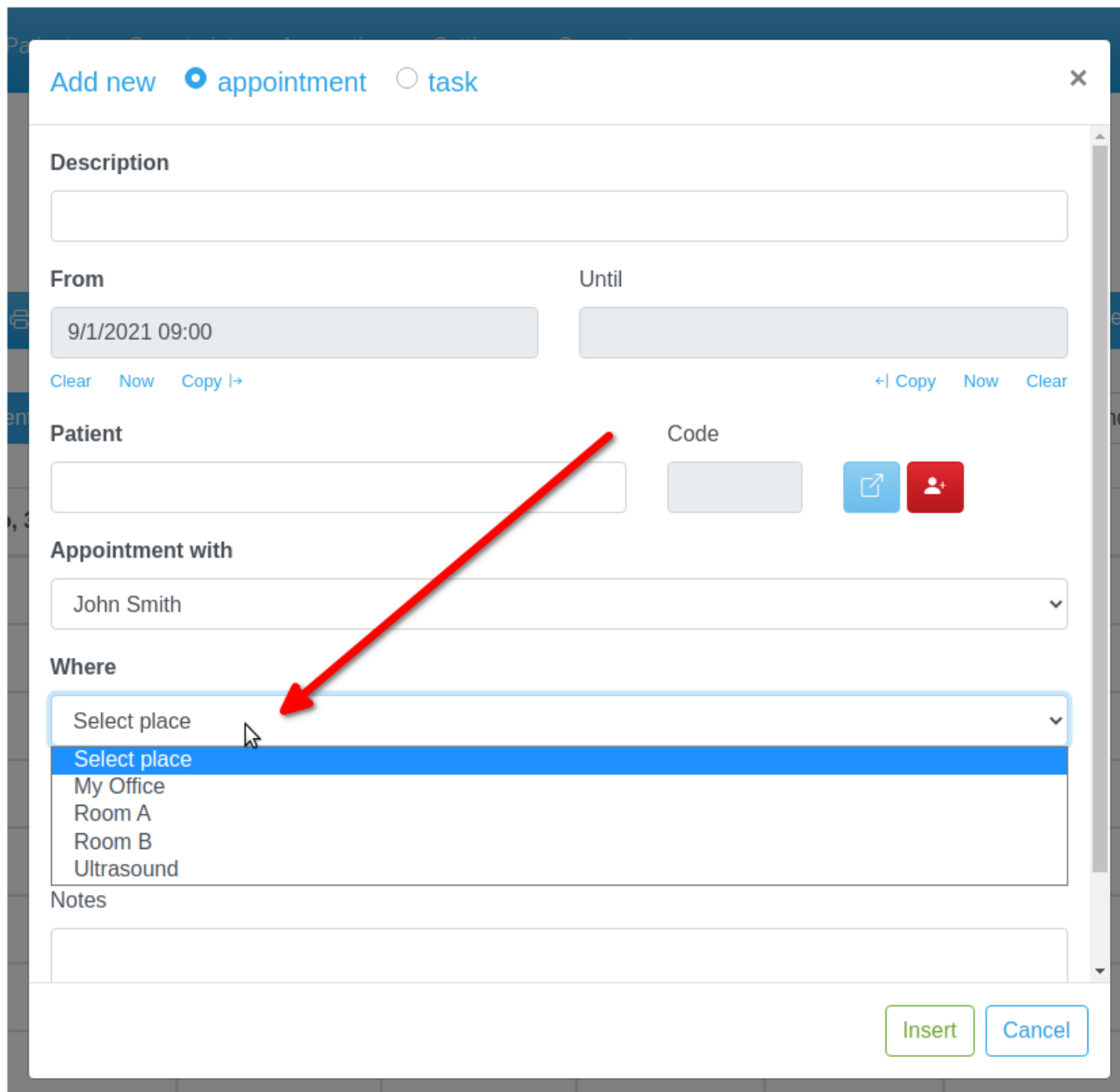
Room B

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 includes fields for 'Description', 'From' (date and time), 'Until' (date and time), 'Patient', 'Code', 'Appointment with' (a dropdown menu showing 'John Smith'), and 'Where' (a dropdown menu with a list of locations). A red arrow points to the 'Where' dropdown menu, which is currently open, showing options: 'Select place', 'My Office', 'Room A', 'Room B', and 'Ultrasound'. 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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