Appointment Book

Status

A number of enhancements have been made to the appointment book, including extra statuses to indicate that an appointment invoice is paid or unpaid, audit information on which user cancelled or moved an appointment

Legend: | Unavailable | On the day | Waiting | With doctor | At billing | Invoiced | Paid | Completed | Did not attend | Urgent | Elsewhere |

Indigo now introduces two new available statuses; Invoiced and Paid

Invoiced

An invoice has been created for the patient as is awaiting payment. If an invoice is part-paid, has a payment reversal that leaves an amount outstanding, is 'Stored', or 'Written off', the status will remain 'Invoiced'.

Written off-invoices have a status of 'invoiced' so that they are not missed during end of day activities. Your practice will have guidelines for closing off appointments that cannot or do not need to be paid.

Paid

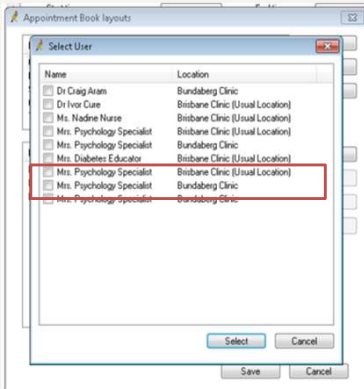The invoice has been paid in full, or a Direct Bill account has been batched, paid, and reconciled.

New Enhancements

Additional Status of Invoiced and Paid; These indicate which items are set to completed. Completed is only now possible if you mark it completed manually or if it's a nurse appointment and they don't have account. It allows the PM at the end of the day to identify anything that was set at completed rather than being invoiced to allow for investigation.

You can now see who create the appointment and when it was last updated. Highlight appointment> Right click> view text.

Christopher Ashley
Appointment time: 12:00 pm
Location: Location 1
Created by: Craig Aram on 06/04/2018 11:05:00 AM

Locations

Practices can now specify the location when creating a layout. This allows you to create a layout that would show the appointments for a Doctor for a specific location only, (i.e. layout that shows all doctors only or certain doctors only (not nurses) for a specific location).

Configuration>Appointments>Appointment Book Layout> Add Users

The provider will show in a single column for multiple locations for their session times.

You can now select the location when moving an appointment. Highlight the appointment > Move

Bp Premier

Indigo