

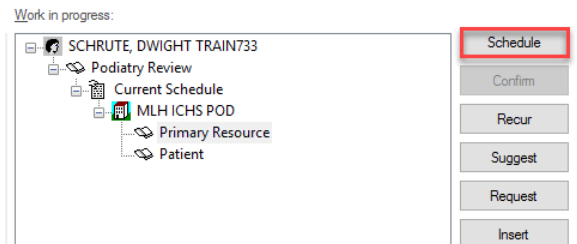
# Scheduling and Referrals – Scheduling a Longer Appointment Slot



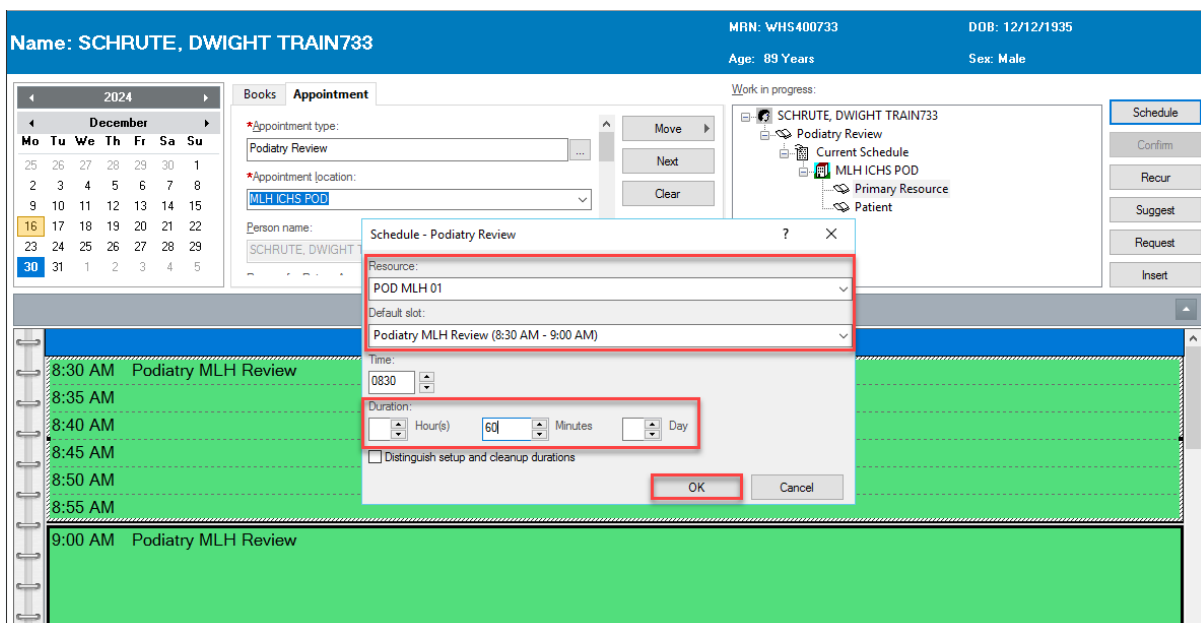
## This Quick Reference Guide will explain how to:

Schedule the patient's appointment in a longer appointment slot (e.g. 60 minutes appointment instead of 30 minutes) from Scheduling Appointment Book (SchApptBook) application.

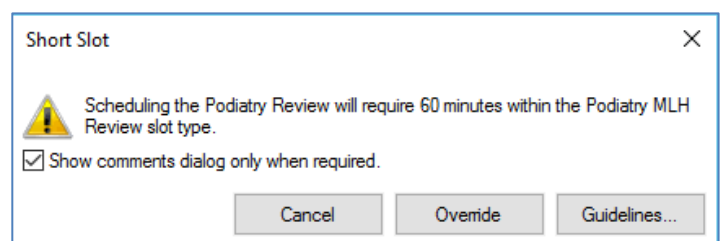
1. While scheduling the appointment from SchApptBook, select the **Schedule** button.



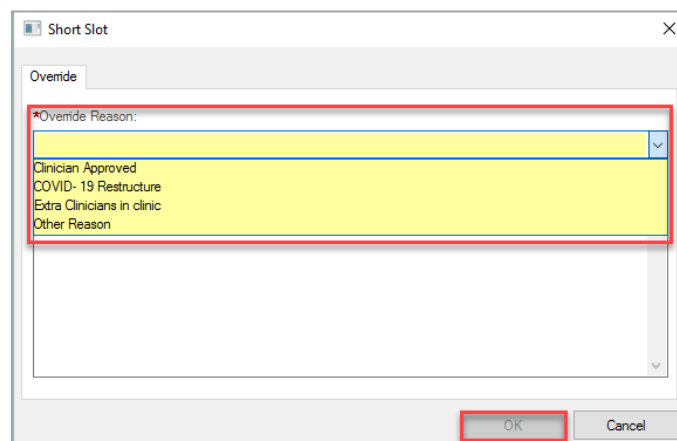
2. The Schedule window displays.
  - a. Ensure the correct **Resource** is selected.
  - b. Ensure the correct **Default slot** is selected.
  - c. Update the **Duration** as required (e.g. 60 minutes instead of 30 minutes)
  - d. Click **OK**.



3. The Short Slot warning box displays. Select **Override** button.



4. Select an **Override Reason** and click **OK**.



The appointment is now added into the requested appointment slot in *Pending* status.

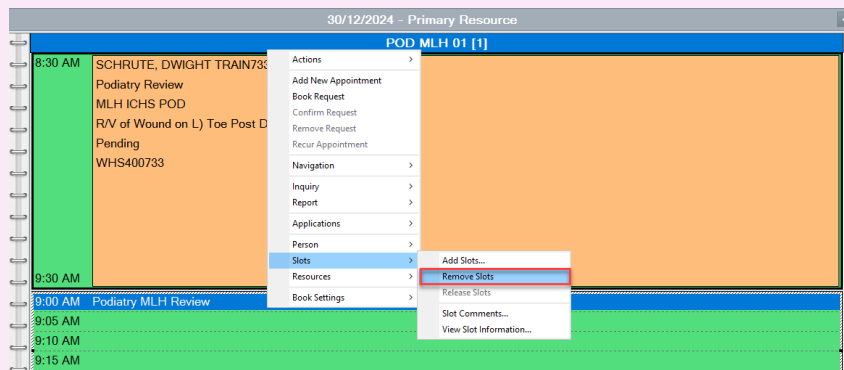


### Important – The next appointment slot will need to be manually removed

- The next appointment slot is **not** combined into the longer appointment slot, but rather, pushed down below the Pending appointment slot. This poses a risk for double-booked appointments.

**You will need to manually remove this appointment slot by:**

1. Right-click on the duplicate slot.
2. Hover over **Slots**.
3. Select **Remove Slots** action.
4. Select Yes to '**Are you sure you want to remove the selected slots?**'



5. Click **Confirm** to schedule your appointment.
6. From the Confirm window, determine if you want to send patient correspondence via BING and click **OK**.