How to Add a Provider Schedule

This document outlines how to add a Provider Schedule from the Scheduler Module so that Provider Availability is visible in a book.

Topics Covered:
- Adding a Provider Schedule
- Adding Daily Details to Provider Schedules
- Copying Provider Daily Details from one day to another day
- Copying Provider Schedules from one Provider to another Provider

Adding a Provider Schedule:

- Navigate to the Scheduler Module
- Select the Work Schedules Icon
From the Provider Working Schedules Window, Select the ellipsis (…) next to the provider field

- Enter in the provider’s number, last name, first name, year or group to search for the Provider
- Select the Provider’s name
- Double Click to add the Provider to the previous window

Hint – Most column headers within axiUm will function to search by the entry that was entered in the criteria field.
• Enter in the description in the Description field
• Enter in the Applicable date range using the drop down menus
• Check off the flags next to each weekday that the provider is available for
• Select the Add a New Record Icon
• The Provider Schedule has been added
Adding Daily Details to Provider Schedules:

- From the Provider Working Schedules Window, select the provider using the ellipsis button next to the Provider Field.

- Select the Provider Schedule that will be edited.
• Select the Details Button under the first day of availability

• This will open the Provider Schedule Detail window
• Enter in the time range
• Select the Clinic using the Clinic Dropdown menu
• Select the Ellipsis (…) button next to the Chairs Field

![Provider Schedule Detail]

• Select the chair that this provider is assigned to for the day
• Select the Check box next to the chair name to select the chair
• Click the OK button

![Select Chairs]
• Select Add a New Record

• The time range details have been added to the Provider Schedule
Adding a Provider Schedule

Copying Provider Schedule Details from One Day to Another Day

- After adding one day’s provider schedule’s daily details, select the next day’s Details button.

- Select the Copy Button from the Provider Schedule Detail window.
• Select the corresponding day that will be copied
• Click OK

NOTE: This feature should only be used if the Providers’ Daily Schedules are the same.
Copyng Provider Schedules from one Provider to another Provider

- From the Provider Working Schedules window, select the Copy button
• From the Copy Provider Work Schedule window, Select the Provider whose schedule will be copied by clicking on the Ellipsis (…)

• Search for the Provider by entering in the Provider’s number, last name, first name or year in the Criteria Field
• Click on the column header to populate that will match what was entered in the Criteria field
• Double click on the Provider’s name
• From the Copy Provider Work Schedule window, Select the Provider that will receive the copied schedule by Selecting the Ellipsis next to the To Provider Field

![Copy Provider Work Schedule](image1)

• Search for the Provider by entering in the Provider’s number, last name, first name or year in the Criteria Field
• Click on the column header to populate that will match what was entered in the Criteria field
• Double click on the Provider’s name

![Providers List](image2)
• Select the Provider schedule that will be copied
• Click on the Save button

• A Trigger will pop up if the copy was successful