How to Add & Schedule a Wait List Patient

This outline will show the user how to add and schedule a Patient who is on the Wait List.

Topics Covered:
- Adding a Patient to a Wait List
- Filling an Appointment from the Wait List

Adding a Patient to a Wait List:

- Open the Scheduler Module and go to the Active tab
- Find the patient’s appointment and right click on the appointment block
- Select the Add To Wait List option

- The Add to Wait List window will open
- Add the Reason

![Add to Wait List Window](image)
- Determine Patient Availability
- Select the OK button

Filling an Appointment from the Wait List

- From the Scheduler Module, select the Lists icon
This opens the Appointment Lists window
Select the Wait List tab and determine the criteria
Select the Search button

NOTE: By clicking on any of the column tabs in the results table, you are able to filter the search. For example, if you are looking first for priority 1 criteria, you are able to click on the Priority column and this will sort from lowest to highest.

Once the appropriate appointment has been found, select the patient line
Right Click to Schedule With Expert...
• To review the Patient Availability, Double Click on the Patient line. Notes can be reviewed.

![Image of patient details window]

⚠️ NOTE: “Days Waiting” is from the date the patient was put on the Wait List.