

Waitlist Requests

Last Modified on 11/07/2022 2:06 pm EST

Summary

If you have opted to allow patients using the Online Scheduler (OLS) to wait list appointments, a Waitlist Appointments window will appear on the Homepage.

Note: This window will only appear if you have turned on the Online Scheduler feature.

Patients not finding an appointment at the desired time will be able to request being added to the wait list.

Waitlist Requests ?			1 Waitlist Request
Patient Name	Start Time	Appt Type	Created Date
Joe Goliger	10/15/18 6:00 AM	Cleaning and Exam	10/8/18 7:44 AM
Wait List Requests			

To open the *Waitlist Appointments* viewing pane, click anywhere on the Waitlist Appointments window. The *Online Appointment Waitlist* popup window will appear.

Online Patient Appointment Wait List

1 Waitlist request

Start Time	End Time	Appt Name	Provider	Patient Name	Created Date	Su	M	Tu	W	Th	F	Sa
10/15/18 6:00 AM	10/15/18 8:00 AM	Cleaning and Exam	Dr. David Arquette	Joe Goliger	10/8/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Quick Fill Appointments

SEARCH

RESERVE SELECTED APPOINTMENT

	Created Date	Patient Name	Provider Name	Appt Type	Appt Date	Appt Start	Appt End
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam	11/12/18	8:00 AM	8:30 AM
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam	11/13/18	8:00 AM	8:30 AM
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam	11/14/18	8:00 AM	8:30 AM
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam	11/15/18	8:00 AM	8:30 AM

Appointment Waitlist Viewing Pane

The waitlisted patients will appear at the top of the window.

View Similar Appointments

To see similar appointments in the next 30 days to the preferred appointment time your patient selected during the OLS booking process, click the **check box** in the left column, then click **Search**. A list of similar available appointment for the next month will appear.

Online Patient Appointment Wait List

1

Start Time

End Time

Appt Name

Provider

Patient Name

Create

10/15/18 6:00 AM

10/15/18 8:00 AM

Cleaning and Exam

Dr. David Arquette

Joe Goliger

10/8/2018

Click checkbox then Search to see similar appointments

Quick Fill Appointments

SEARCH

RESERVE SELECTED APPOINTMENT

2

Created Date

Patient Name

Provider Name

Appt Type

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Similar Appointments

Book/Reserve Appointment

You may book the appointment by clicking on the the patient's desired appointment, then clicking on **Reserve Selected Appointment**.

This will write the patient's appointment directly to your PMS as long as the writeback capability has been enabled.

Online Patient Appointment Wait List

Start Time

End Time

Appt Name

Provider

Patient Name

Created Date

10/15/18 6:00 AM

10/15/18 8:00 AM

Cleaning and Exam

Dr. David Arquette

Joe Goliger

10/8/2018

Quick Fill Appointments

SEARCH

RESERVE SELECTED APPOINTMENT

2

Created Date

Patient Name

Provider Name

Appt Type

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Select

10/8/18

Joe Goliger

Dr. David Arquette

Cleaning and Exam

Reserve Appointment

Click desired appointment then click RESERVE SELECTED APPOINTMENT

1

Delete Waitlisted Patient

To delete the waitlisted patient from the window without creating a new appointment from the list of

available appointments, click the check box at the left, then click the “X”.

Online Patient Appointment Wait List

1

2

Click checkbox then click X

	StartTime	EndTime	ApptName	Provider	Patient Name	Created
<input checked="" type="checkbox"/>	10/15/2018 10:00 AM	11:00 AM	Cleaning and Exam	Dr. David Arquette	Joe Goliger	10/8/2018

Quick Find Appointments

SEARCH

RESERVE SELECTED APPOINTMENT

	CreatedDate	Patient Name	ProviderName	Appt Type
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam
Select	10/8/18	Joe Goliger	Dr. David Arquette	Cleaning and Exam

Delete Waitlisted Patient

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