Behavioral Healthcare Corporation
Mental health for all we serve.™

How to Schedule a New Appointment for a Client

Click on Day View

Click on Appointment Scheduler — 1

Click on Appointment Scheduler Slot and then click on 'New Appointment (Patient / Client)' option from the drop down — 3
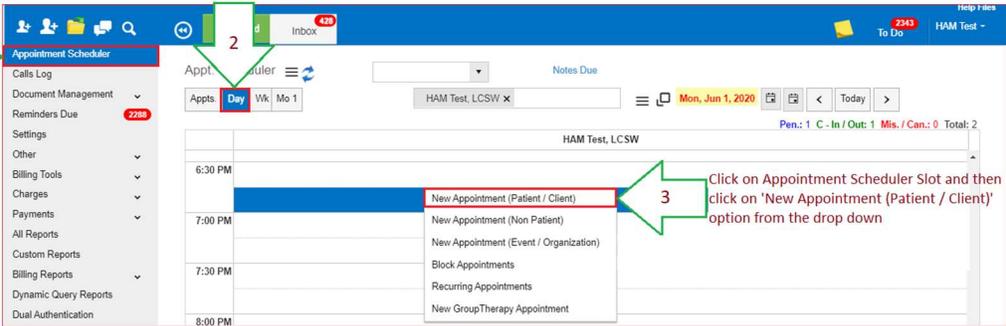
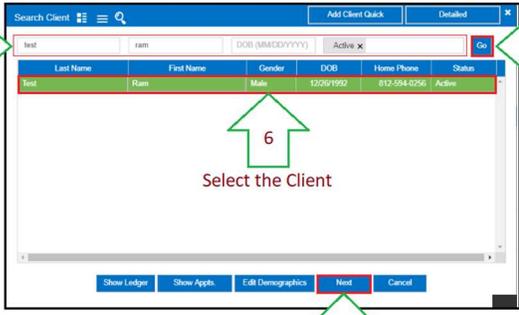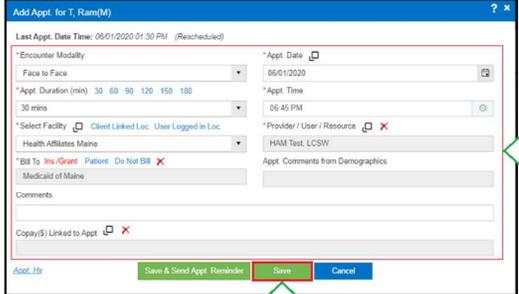Apply required search filters — 4

Click on Go — 5

Select the Client — 6

Click on Next — 7

Document all the required fields — 8

Click on Save — 9

Given Appointment will be displayed like this on the Scheduler — 10

Scheduling an Appointment for a Client
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