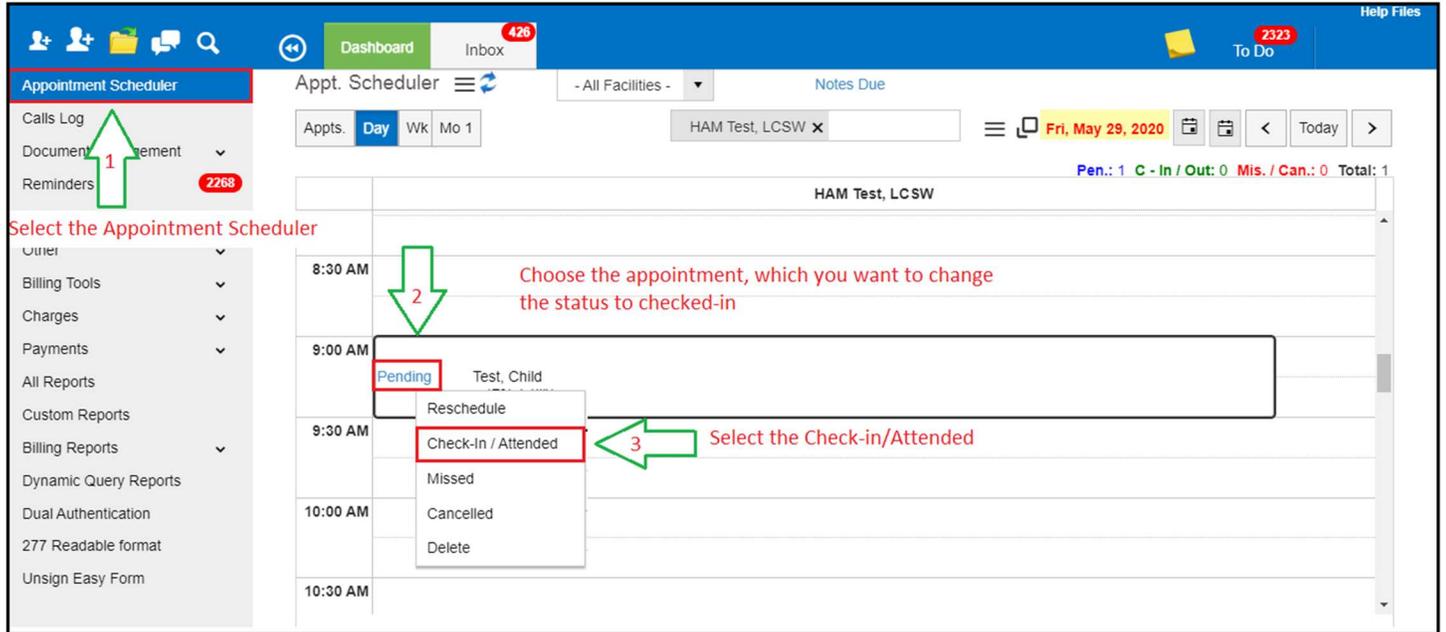


Checking In and Out a Client

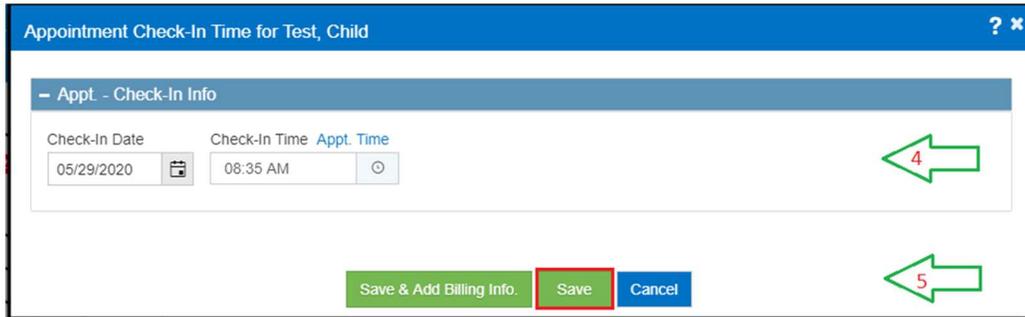
Checking in a Client



Select the Appointment Scheduler

Choose the appointment, which you want to change the status to checked-in

Select the Check-in/Attended



Appointment Check-In Time for Test, Child

Appt. - Check-In Info

Check-In Date: 05/29/2020

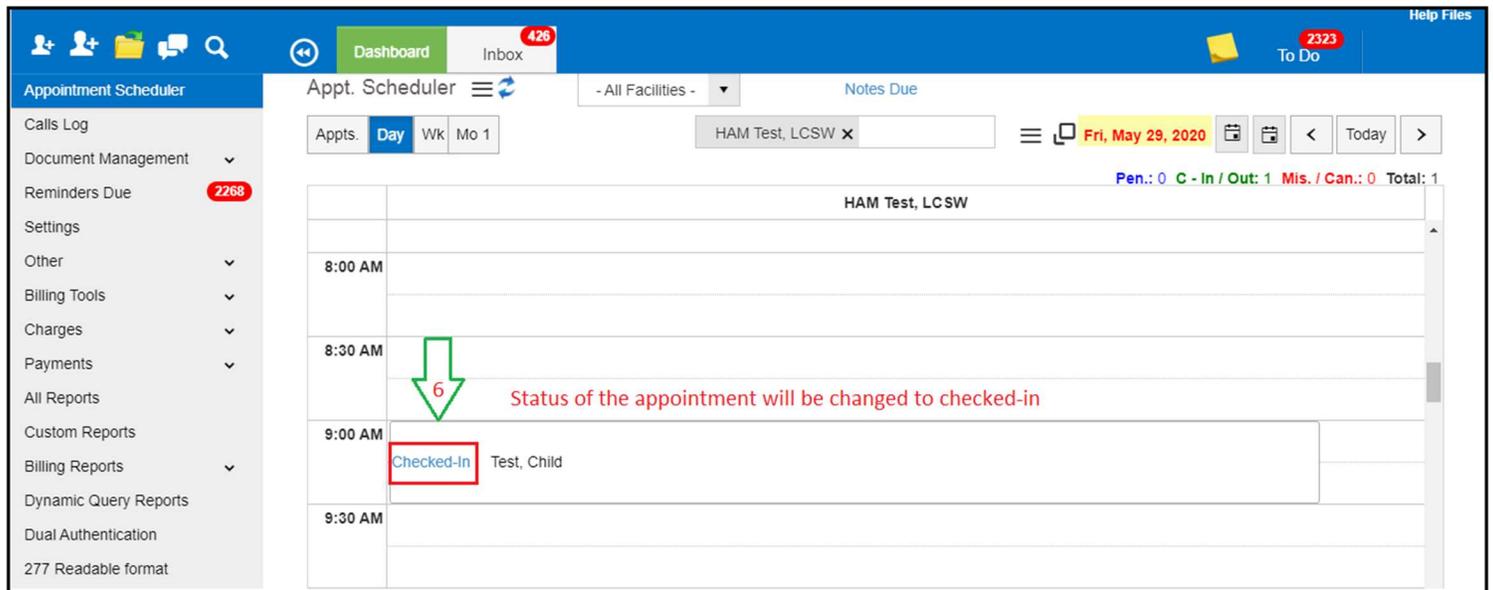
Check-In Time: 08:35 AM

Appt. Time: [dropdown]

Save & Add Billing Info. Save Cancel

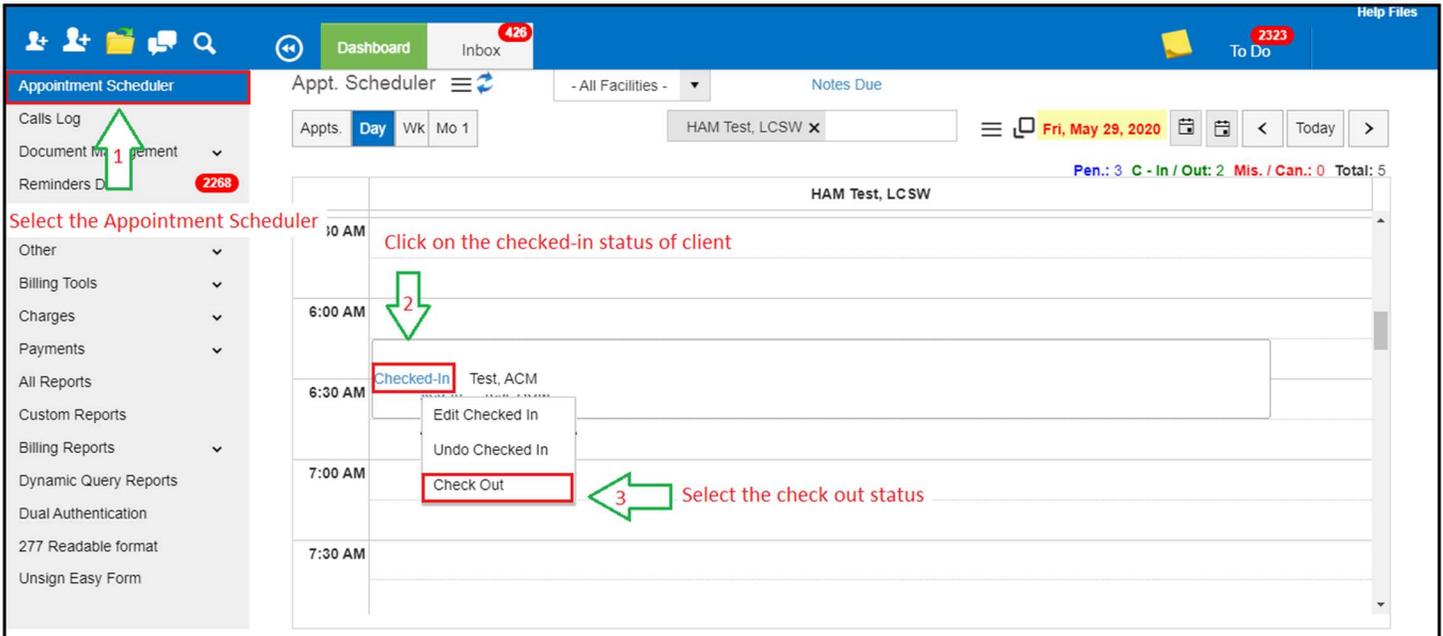
Check the pre-populated details

Click on 'Save' button



Status of the appointment will be changed to checked-in

Checking out a Client



Select the Appointment Scheduler

Click on the checked-in status of client

Select the check out status

Appointment Scheduler

Dashboard | Inbox 426

Appt. Scheduler | - All Facilities - | Notes Due

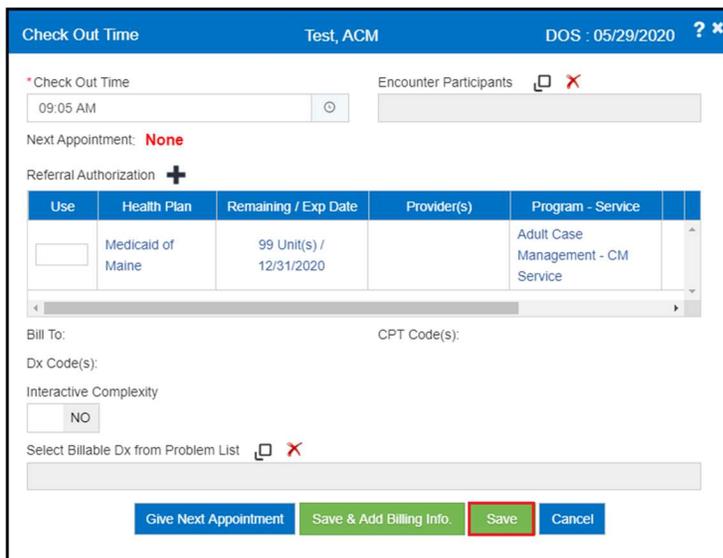
Appts. Day Wk Mo 1 | HAM Test, LCSW x | Fri, May 29, 2020 | Today

Pen.: 3 C - In / Out: 2 Mis. / Can.: 0 Total: 5

HAM Test, LCSW

6:30 AM Checked-In Test, ACM

7:00 AM Check Out



Check Out Time | Test, ACM | DOS : 05/29/2020

Check Out Time: 09:05 AM

Next Appointment: None

Use	Health Plan	Remaining / Exp Date	Provider(s)	Program - Service
<input type="checkbox"/>	Medicaid of Maine	99 Unit(s) / 12/31/2020		Adult Case Management - CM Service

Bill To: | CPT Code(s):

Dx Code(s):

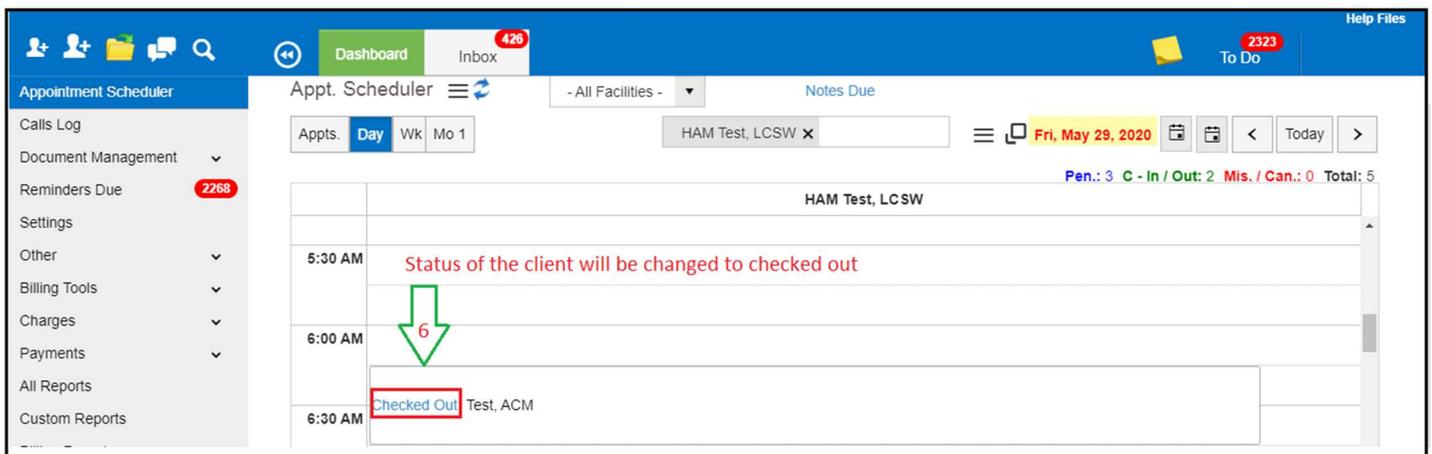
Interactive Complexity: NO

Select Billable Dx from Problem List

Give Next Appointment | Save & Add Billing Info | **Save** | Cancel

Check the pre-filled details

Click on the 'Save' button



Status of the client will be changed to checked out

Appointment Scheduler

Dashboard | Inbox 426

Appt. Scheduler | - All Facilities - | Notes Due

Appts. Day Wk Mo 1 | HAM Test, LCSW x | Fri, May 29, 2020 | Today

Pen.: 3 C - In / Out: 2 Mis. / Can.: 0 Total: 5

HAM Test, LCSW

6:30 AM Checked Out Test, ACM