



Outcoming Appointments from a Progress Note

If a Client has un-outcomed appointments for Today or in the past, a prompt will display when you save a Progress Note. You will see a list of all un-outcomed appointments allowing you to select the appropriate appointment and record the Outcome for that appointment.

- Record the Progress Note
- Click the **Save Changes** button (bottom of screen)
 - ◇ An **Information** prompt will display stating:
This client has Un-Outcomed Appointments.
Click 'Yes' to go to the Un-Outcomed Appointments List.
- Click **Yes**
- The **Un-Outcomed Appointments** screen will open
 - ◇ A list of un-outcomed appointments will display
 - ◇ Click to select the appointment you want to outcome
- The **Attendance Indicator** screen will open
 - ◇ Record the following:
 - ◇ **Actual Duration** - Amend *if* required
 - ◇ **Seen Time** - Complete *as* required
 - ◇ **Consultation Medium** - Complete *as* required
 - ◇ **Conclusion** - Complete *as* required
 - ◇ Attendance Comment - Complete *if* required
- Click the **Activities** tab
 - ◇ Select the required **Activity/s**
 - ◇ Click the green **Plus**
- Click **Save**
- Click the **Progress Notes** link (bottom of screen) to return to the Clients Progress Notes screen