Scheduler Right-click Actions

1. **Add from Waiting List:** Schedule an appointment from your Wait List.

2. **New Appointment**: Schedule a new appointment in this time slot.

3. **New Block**: Add a new Schedule Block in this time slot.

4. **New Block From Template**: Add a new Schedule Block using an existing template in this time slot.

5. **Edit Appointment**: Edit the selected appointment

6. **Update Status**: Change the status for the selected appointment.

7. **Schedule Follow Up**: Schedule a new appointment for the patient of the selected appointment

8. **Move Appointment**: Move the selected appointment to a new date or time.

9. **Reschedule Appointment**: Sets the selected appointment to the "Rescheduled" appointment status and schedules a new appointment for the patient. Use if this you would still like to track and report on all of your rescheduled appointments.

10. **Send Forms**: Send patient intake forms message for the selected appointment.

11. **Apply Forms**: Apply any completed patient intake form for the selected appointment.

12. **Print Superbill**: Prints a Superbill of your choice for the patient of the selected appointment.

13. **Print Label**: Prints a Superbill of your choice for the patient of the selected appointment.

14. **Create Claim for Visit**: Create a claim for the patient for the selected appointment.

> ⚠ The claim will be billed under the provider assigned as the Appointment Resource.

15. **Find Claim for Visit**: Locate any claims created for the selected appointment.

16. **Find Claims for Patient**: Locate any claims for the patient of the selected appointment.

17. **Create Task For Patient**: Create a task for the patient of the selected appointment.

18. **Edit Block**: Edit the selected Block.

19. **Update Status**: Change the status for the selected Block.

20. **Copy Block**: Copy the selected Block to a date date and/or time.

21. **Move Block**: Move the selected Block to a new date or time.

22. **Reschedule Block**: Sets the selected Block to the "*Rescheduled*" status and schedules a new Block for a selected time slot. Use this to track and report on all of your reschedule blocks.