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|  | **ED RECEPTION**  **How to Check In a Patient to an Outpatient Clinic** |
| **1** | In **Schapptbook**, open the appropriate clinic book from the **Bookshelf** |
| **2** | **Locate the patient’s appointment** slot in the clinic book. It will be showing in purple as a confirmed appointment. |
| **3** | **Right click** the appointment slot, select **Actions** then **Check In** |
| **5** | Click **OK to the next 2 windows** that open |
| **6** | **Appointment should now change to green** which means it has been checked in. |