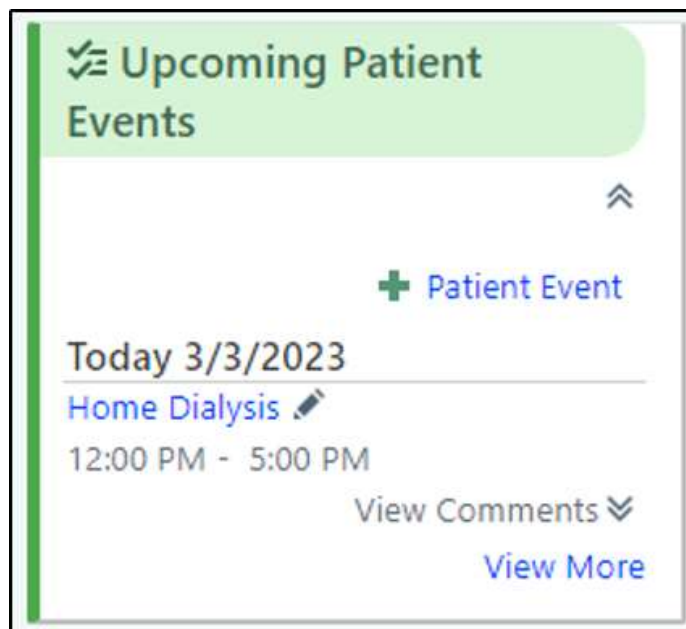


EpicEdge Tips & Tricks

Create and Edit Patient Events from Hyperspace

1. To add a new patient event, click **+ Patient Event** in the scheduling sidebar's **Upcoming Patient Events** section. Snapboard, Appointment Desk, and Book It are all activities with the scheduling sidebar. The **+ Patient Event** button is also available in the Patient Options menu of Appointment Desk and Book It.



2. When the Add Patient Event window opens, enter details about the scheduling conflict, including a title other users will see in the patient's schedule, the start date of the event, when the event repeats, and any relevant comments. A single occurrence of an event cannot span more than 24 hours, but you can make a 24-hour occurrence repeat over multiple days to indicate the patient is unavailable for multiple days in a row.

3. If you need to edit or discontinue a patient event, click the icon in the Upcoming Patient Events section.

The screenshot displays the Epic Snapboard interface for a patient named Dorothy Haines. A modal window titled "Haines, Dorothy - Add Patient Event" is open, showing the following details:

- Title:** Home Dialysis
- Start Date:** 3/3/2023
- Start Time:** 12:00 PM
- End Date:** 3/3/2023
- End Time:** 5:00 PM
- Recurring:** Checked
- Repeat Every:** 1
- Days of Week:** Mon, Wed, Fri
- Ends:** On 5/2/2023
- Comments:** Reported by proxy

On the right side of the patient profile, the "Upcoming Patient Events" section shows a message: "Haines, Dorothy is unavailable: 12:00 PM - 5:00 PM every: Monday, Wednesday, Friday until: May 02, 2023". Below this, there is a "+ Patient Event" button and the text "No upcoming patient events".