
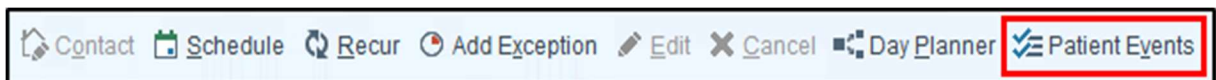


EpicEdge Tips & Tricks

Create and Edit Patient Events from Remote Client

1. To add or edit patient events, click  **Patient Events** in the Schedule task's toolbar. You might also see a Patient Events form in visit contacts, as a reminder to ask patients about their availability.




2. When the **Patient Events** 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.

A screenshot of the 'Patient Events' window for 'Gonzalez, Pedro - Events'. The window has a title bar with a close button (X) and a refresh icon. Below the title bar is a '+ Add Event' button. The main area contains a form with the following fields and options:

- Title:** A text input field with a red error icon.
- Start Date:** A date picker with a red error icon.
- Start Time:** A time picker with a red error icon.
- End Date:** A date picker with a red error icon.
- End Time:** A time picker with a red error icon.
- Options:**
 - All Day?
 - Recurring?
- Recurrence Time Period:**
 - Daily: Repeat every [] day(s)
 - Weekly: Sun Mon Tue Wed Thu Fri Sat
- Recurrence Ends:**
 - On: []
 - After: [] occurrences
- Comment:** A large text area for notes.

At the bottom right of the form are 'Accept' (with a green checkmark) and 'Cancel' (with a red X) buttons. At the bottom right of the window is a 'Close' button.

3. You can edit or discontinue patient events by clicking  Patient Events or double-clicking the event on the Schedule task.

My Patients | Contact | Schedule | Recur | Add Exception | Edit | Cancel | Day Planner | Patient Events

Schedule | Date: 3/5/2023 to 3/9/2023 | Sun 3/5 | Mon 3/6

In Basket	TBD	
Admin	8:00a	
Address Book	8:15a	
Reports	8:30a	
Past Visits	8:45a	
Chart Review	9:00a	Family Visiting
Flowsheets	9:15a	
Contact	9:30a	
Medications	9:45a	
Allergies	10:00a	
Problem List	10:15a	
	10:30a	
	10:45a	
	11:00a	
	11:15a	
	11:30a	
	11:45a	

Title	Start Time	End Time	Recurrence	
Bingo with friends Comment: Pedro has several friends from bingo club in his home at this time for a game.	09/23/2022 11:00 AM	09/23/2022 12:00 PM	Rekurs every Fri until 9/21/2025.	<input type="button" value="X Discontinus"/>
Family Dinner Comment: Pedro will have several family members in the home at this time for a family dinner.	09/26/2022 05:00 PM	09/26/2022 08:00 PM		<input type="button" value="X Discontinus"/>