FamilyCare
connections

Editing Your Schedule

S P O K E C H O I C E

AutoVisit™ | Client Dashboard | Collaboration | Document Vault | Progress Management
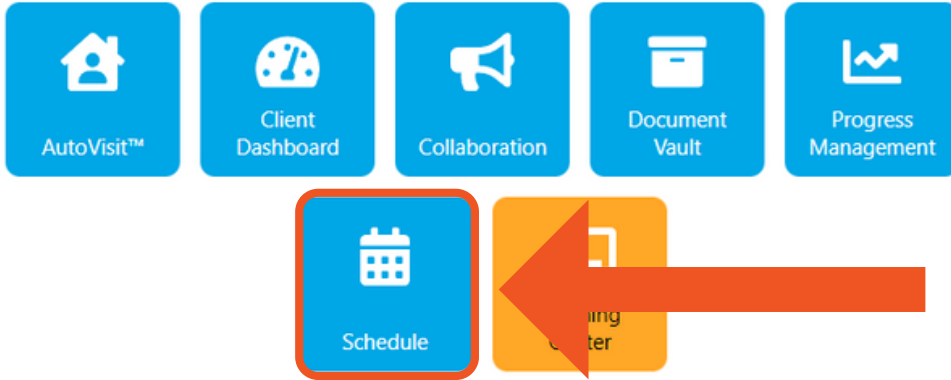
Schedule

1. Click on button that says 'Schedule'
1. Toca la pantalla donde dice 'Horario'

Sun	Mon	Tue
29	30	31
05	06	07
12	13	14
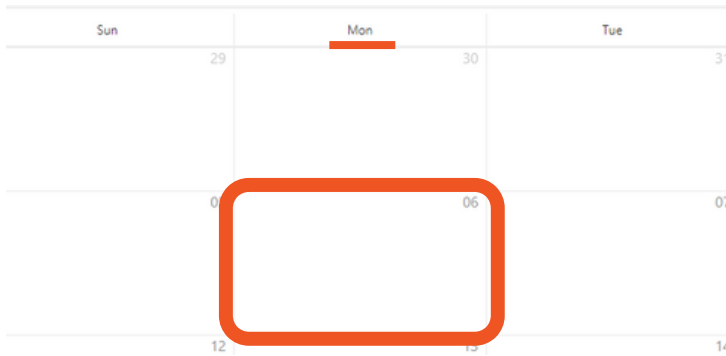
2. Double click the date you would like to schedule
2. Toca la pantalla dos veces en la fecha para editar

Add Appointment   Add   Cancel

Event Type
Patient Visit

All Day
OFF

Subject
Appointment/Cita

Description

Provider
Your Name will appear here/Su Nombre saldra aqui

Client(s)
Select your member/Seleccione su miembro

Service Code
Lookup Service Codes

Location

Start Date
2/6/2023   12:15 PM

End Date
2/6/2023   1:15 PM

Repeat
Never

3. Fill out the information
3. Ingrese la informacion

4. Input start and end time
4. Ingrese a que hora empieza y termina

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5. Select how often you want this appointment to repeat
5. Seleccione la frequencia de su visita

5. Select the days that you visit during these hours
5. Seleccione los dias de la semana que visita durante estas horas

6. To save your changes press 'ADD'
6. Para confirmar sus cambias, toca la pantalla donde dice 'Agregar'

Appointment/Cita

7. Your schedule should look like this
7. Su horaria se deberia de ver como esto

8. Repeat if needed with different times
8. Repite si es necessario con horas differentes

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