

Clinic Name First 2-3 Characters Describe Medical Center, i.e. CIN, FTD, HAM. There is a 30 character limit, including spaces)			
Patient Friendly Name: (Required use for direct patient scheduling (VAR))			
Abbreviation:		Clinic Meets At This Facility?	Yes
Allow Direct Patient Scheduling? (Y or N (VAR))		Display Clinic Appt. To Patients? (Y or N (VAR))	
Service:			
Non-Count Clinic? (Y or N)		Division: (Division Where Clinic Resides)	
Stop Code Number:		Credit Stop Code:	
Default Appointment Type: (Regular)			
Telephone: ((513)861-3100 Or Direct Dial Clinic #)		Clinic Telephone Extension	
Require Action Profiles? Y (Yes)		Ask For A Check In/Out Time: Y (Yes)	
No Show Letter: (Define Letter Name before clinic set up)			
Pre-Appointment Letter: (Define Letter Name before clinic set up)			
Clinic Cancellation Letter: (Define Letter Name before clinic set up)			
Appt. Cancellation Letter: (Define Letter Name before clinic set up)			
Select Provider: (Enter Provider Assigned To Clinic. More Than One Can Be Entered But Only One Named As Default.)			
Workload Validation At C/O?	Y (Yes)	Allowable Consecutive No Shows?	2
Max # Days For Future Booking?	390 Days Requirement		
Hour Clinic Display Begins:		Number of patients per appointment time:	
Days Of Week Clinic Meets:			
	Monday	Tuesday	Wednesday
	Thursday	Friday	Saturday
	Sunday		
Hours Of Clinic			
Start Time For Auto Rebook: (Auto-Rebook Prohibited: Enter 16 to prevent Auto-Rebooking)		16	
Max # Days For Auto Rebook: (Auto-Rebook Prohibited: Enter 1 to prevent Auto-Rebooking)		1	
Schedule On Holidays?	No	Prohibit Access To Clinic? Y (Yes)	
Select PRIVILEGED USER: (Add the names of all the schedulers who need access to this clinic.)			
Physical Location:		Principal Clinic:	
Overbooks/Day Maximum: (Allow for no shows, patient cancellations)			
Select "Special Instructions":			
Length Of Appointment: In minutes (15, 20, 30, 60)		Variable Appointment Length: Y (Yes)	
Availability (Start) Date:			
Associated Kiosk location			
Does clinic need to be used in Recall? (Yes or No)			
Does clinic need to be added to group notes? (Yes or No)?			
Does clinic require a CHAR4 Code? (Yes or No) If yes, what CHAR4 code does it need?			
Does clinic need to have the action to send code changed from 6 to 4? (Yes or No)			