

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)							