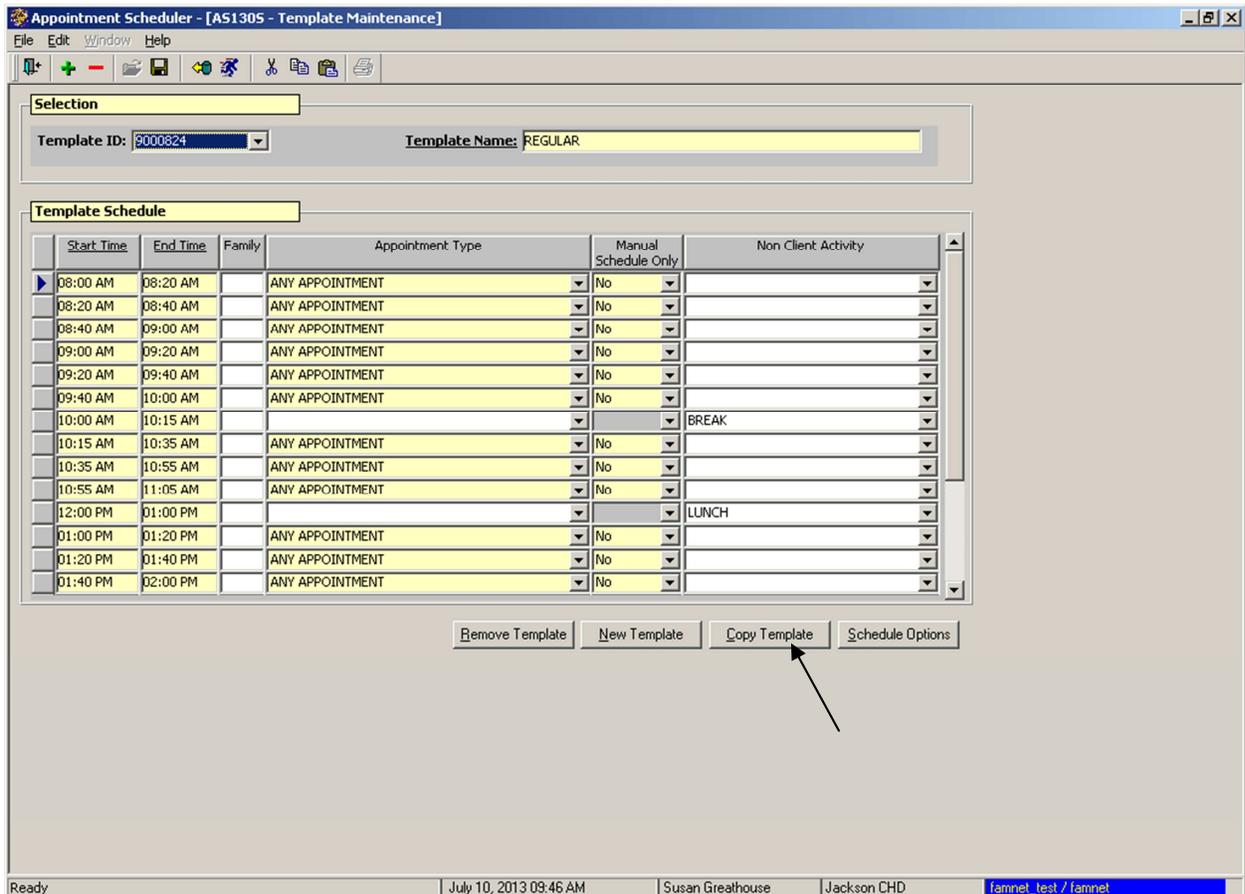
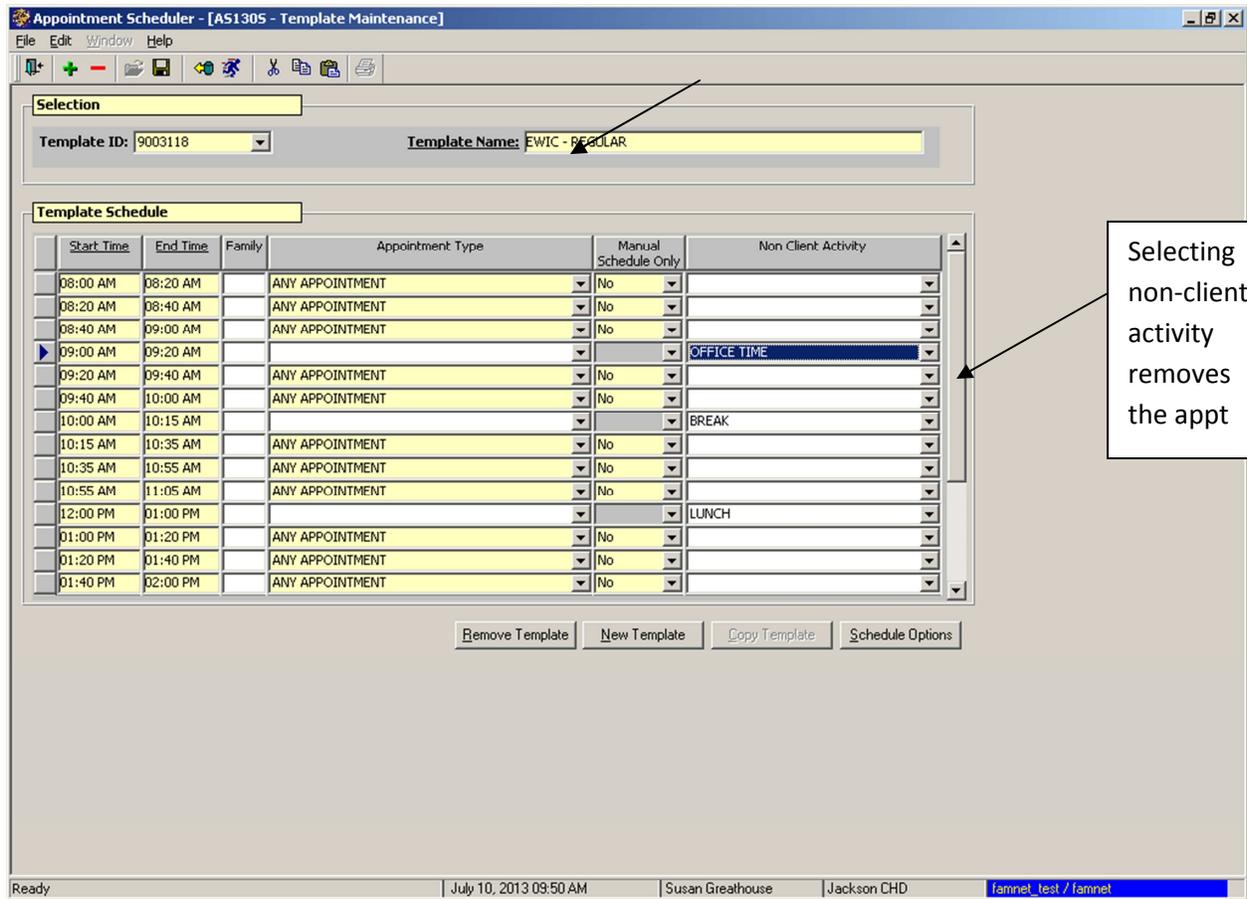




Appointment Schedule Template Modification for eWIC

Changes to appointment length can be done by modifying your templates. One option would be to allow a little extra time for each certifier per half day. This could be done by removing an appointment slot and replacing it with “office time” or other “Non Client Activity” to allow CPA time to “catch up”. This could be done using existing templates: select a template, click “Copy Template” and use “eWIC” in the name and make modifications to schedule. After staff feels more comfortable and skilled with eWIC, revert back the original templates.





You may instead want to create entirely new templates that modify the length of certain appointment types such as your RC, IE or FD appointments, and label these as “eWIC conversion” templates. You would need to change the appointment length in the Tables section of the Appointment Modules. To do this, go to Appointment Scheduler Module and select “Tables” and then “Appt Type Durations”. If you use the auto scheduler and you have appointments connected to generic appointment types like AA or RR, the appointment durations for those connected appointments will be grayed out.

The screenshot displays the 'Appointment Scheduler' application window. The 'Selection' section shows the 'Agency' set to 'Jackson CHD'. The 'Durations' section contains a table with columns for Code, Appointment Type, and Duration (Min.). An arrow points to the 'Duration' column for the 'NP' (New Pregnant Woman Certification) row, which is currently set to 25 minutes.

Code	Appointment Type	Duration (Min.)
IE	INDIVIDUAL EDUCATION	15
MI	INFANT 5 TO 8 MONTH CHECK-UP	20
NN	NEW ANY	25
NC	NEW CHILD CERTIFICATION	25
NI	NEW INFANT CERTIFICATION	25
NW	NEW POST PARTUM WOMAN CERTIFICATION	25
NP	NEW PREGNANT WOMAN CERTIFICATION	25
PU	PICK-UP VOUCHERS/CUPONES	10
RM	POSTPARTUM APPOINTMENT-WOMAN ONLY	20
RR	RECERT ANY	20
RW	RECERT BREASTFEEDING WOMAN	20
RC	RECERT CHILD	20
RI	RECERT INFANT	20
RP	RECERT POSTPARTUM WOMAN	20

For example, in order to change the duration of your New Pregnant appointments, you need to first go back to Tables and select “Generic Appt Types”, then select the Appt Type in drop-down window and un-check that appt type. Now, return to the Appt Type Durations table, and you will see that the New Pregnant appointment is able to be modified.

Appointment Scheduler - [A50605 - Generic Appointment Types]

File Edit Window Help

Selection
 Agency: Jackson CHD Generic Appointment Type: NN NEW ANY

Appointment Types

Code	Appointment Type	Duration (Min)	Select
F1	FOLLOW-UP TYPE 1	20	<input type="checkbox"/>
F2	FOLLOW-UP TYPE 2	60	<input type="checkbox"/>
F3	FOLLOW-UP TYPE 3	5	<input type="checkbox"/>
FD	FOLLOW-UP WITH DIETITIAN	15	<input type="checkbox"/>
GE	GROUP EDUCATION	30	<input type="checkbox"/>
GS	GROUP SCREEN	5	<input type="checkbox"/>
IE	INDIVIDUAL EDUCATION	15	<input type="checkbox"/>
MI	INFANT 5 TO 8 MONTH CHECK-UP	20	<input type="checkbox"/>
NC	NEW CHILD CERTIFICATION	25	<input checked="" type="checkbox"/>
NI	NEW INFANT CERTIFICATION	25	<input checked="" type="checkbox"/>
NW	NEW POST PARTUM WOMAN CERTIFICATION	25	<input checked="" type="checkbox"/>
NP	NEW PREGNANT WOMAN CERTIFICATION	25	<input checked="" type="checkbox"/>
FU	PICK-UP VOUCHERS/CUPONES	10	<input type="checkbox"/>
RM	POSTPARTUM APPOINTMENT-WOMAN ONLY	20	<input type="checkbox"/>
RW	RECERT BREASTFEEDING WOMAN	20	<input type="checkbox"/>
RC	RECERT CHILD	20	<input type="checkbox"/>
RI	RECERT INFANT	20	<input type="checkbox"/>

Uncheck this box

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Appointment Scheduler - [A50205 - Appointment Type Durations]

File Edit Window Help

Selection
 Agency: Jackson CHD

Durations

Code	Appointment Type	Duration (Min.)
IE	INDIVIDUAL EDUCATION	15
MI	INFANT 5 TO 8 MONTH CHECK-UP	20
NN	NEW ANY	25
NC	NEW CHILD CERTIFICATION	25
NI	NEW INFANT CERTIFICATION	25
NW	NEW POST PARTUM WOMAN CERTIFICATION	25
NP	NEW PREGNANT WOMAN CERTIFICATION	25
FU	PICK-UP VOUCHERS/CUPONES	10
RM	POSTPARTUM APPOINTMENT-WOMAN ONLY	20
RR	RECERT ANY	20
RW	RECERT BREASTFEEDING WOMAN	20
RC	RECERT CHILD	20
RI	RECERT INFANT	20
RP	RECERT POSTPARTUM WOMAN	20

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