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.
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.
Uncheck this box