

# ☺ Job Aid: Understanding Appointment Types

**Chapter 4: Appointment Scheduler**  
**Section 4: Scheduling Appointments**  
**Lesson: Understanding Appointment Types**

There are six basic appointment types:

- New appointments – begin with an “**N**”
- Recertification appointments – begin with an “**R**”
- Follow-up appointments – begin with an “**F**”
- Group appointments – begin with a “**G**”
- Food instrument pick-up appointments are coded “**PU**”
- Mid-Certification Health Assessment & Breastfeeding Check-up – begin with an “**M**”

New certification, recertification and mid-certification appointment types consist of a two-character code that refers to appointment type and WIC category.

The table below provides an explanation of all appointment types.

<b>Appt. Type Code</b>	<b>Appointment Type Description</b>	<b>For WICS Categories</b>	<b>Other Descriptive Information</b>
AA	Any Appointment	All	Indicates an available appointment slot that has not been designated as a specific appointment type.
NN	Any New	All	Generic appointment type for new enrollments
RR	Any Recert	All	Generic appointment type for recertifications
NP	New Pregnant Woman Certification	WP	
NC	New Child cert.	C	
NW	New postpartum Woman cert.	WE, WB, WN	
NI	New Infant cert.	IE, IB, IN	

## ☺ Job Aid: Understanding Appointment Types

Appt. Type Code	Appointment Type Description	For WICS Categories	Other Descriptive Information
RC	<b>Recert Child</b>	C	
RI	<b>Recert Infant</b>	IE, IB, IN	
RM	<b>Recert Postpartum Appointment – Woman Only</b>	WN	This is an optional appointment type that can be used for a postpartum woman who has experienced a miscarriage, or for a postpartum woman who currently doesn't have her infant with her (e.g. in hospital or in foster care).
RP	<b>Recert Postpartum Woman</b>	WP, WE, WB, WN	This is for a woman who was certified during pregnancy and is due for her <b>six-week</b> postpartum visit. <b><i>Her category may have been changed but she has not been recertified postpartum.</i></b>
MI	<b>Infant 6 to 8 Month Check-up</b>	IE, IB, IN	Required appointment for the <b>Mid-Cert Health Assessment for Infants</b> certified through their first birthday who are enrolled in WIC before 5 months of age.
MW	<b>WIC Breastfeeding Check-up</b>	WE, WB	This can be used to coordinate the required NE for a <b>BF Woman</b> certified through their infant's first birthday with the infant's <b>Mid-Cert Health Assessment</b> appointment.
MC	<b>Mid-certification check-up for children</b>	C	Required appointment for the <b>Mid-Cert Health Assessment for Children</b> at the 6 month point in their certification period.
PU	<b>Benefit issuance Pick-Up</b>	All	This appointment type can be used to schedule benefit issuance times.

## 😊 Job Aid: Understanding Appointment Types

Appt. Type Code	Appointment Type Description	For WICS Categories	Other Descriptive Information
IE	Individual 2 <sup>nd</sup> Nutr. Ed. contact	All	This appointment type is used for an individual 2 <sup>nd</sup> NE contact.
F1	Follow-up type 1	All	Local agency defined
F2	Follow-up type 2	All	Local agency defined
F3	Follow-up type 3	All	Local agency defined
FD	Follow-up with the Dietitian	All	Can be used to specifically identify an individual follow-up appointment with a dietitian. The appointment type is optional.
GE	Group Education	All	While the appointment type is GE, the <b>topic</b> of the class identifies what type of class it is. The title will further define the class.
GS	Group Screening	All	This appointment type is used for group screenings. A “group code” is used to identify what type of group screening. That code mirrors the individual appointment types of recertification and new.

♪ NOTE: Appointment types F1, F2 and F3 have been designed for each local agency to have some appointment types that are local agency defined. The local agency **will not** be able to enter a meaning on the table itself. The definition of these codes are kept at the local agency or simply understood by all local agency staff members.

**😊 Job Aid: Understanding Appointment Types**