

Workflow for: ⊠ Internal Medicine ⊠ Pediatrics ⊠ Family Medicine ⊠ Specialty

 $\boxtimes$  Clerical  $\boxtimes$  Clinical  $\boxtimes$  Provider

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**Centricity: Setting Appointment Preferences** 

From your Desktop click the "Appts" button.



Click Select View





Select each provider book (schedule) you would like to see from the "Book" dropdown.

You can select what view "Type" you would like as your default.

Please Note: If Weekly is selected, you will only be able to select 1 provider from the dropdown.

When all provider books have been selected, click Save as Default, then OK.

Select View		×
Туре	Book(s):	
C Daily	Hopkinton Nurse	
Daily Split	Handler-Steinberg MD Cindy	
CWeekly	Ashworth NP, Karen Hopkinton Nurse	
Organize		
Show Canceled Appts		
Show No Show Appts		
Minimum Column Width: 150		Save as Default
Slot Size: 15 🔻		ок
		Cancel