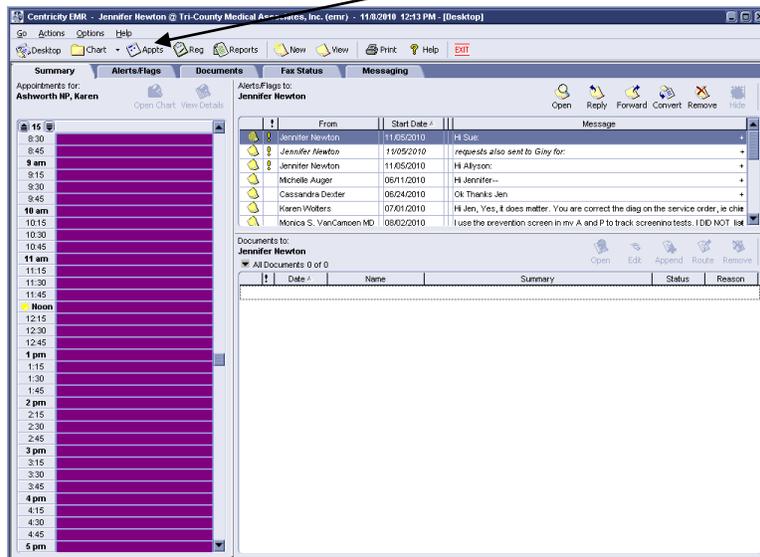


Workflow for: Internal Medicine Pediatrics Family Medicine Specialty
 Clerical Clinical Provider

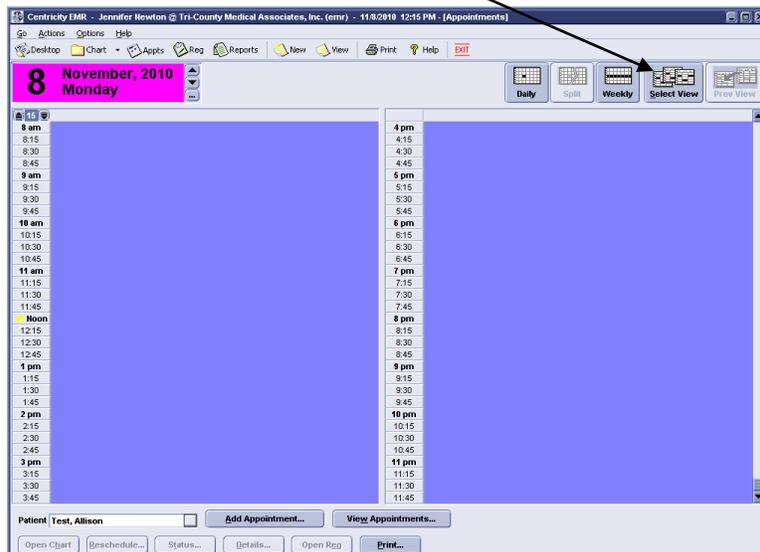
Date Updated: 11/8/10 **Pages:** 2 **Approved by:** On File

Centricity: Setting Appointment Preferences

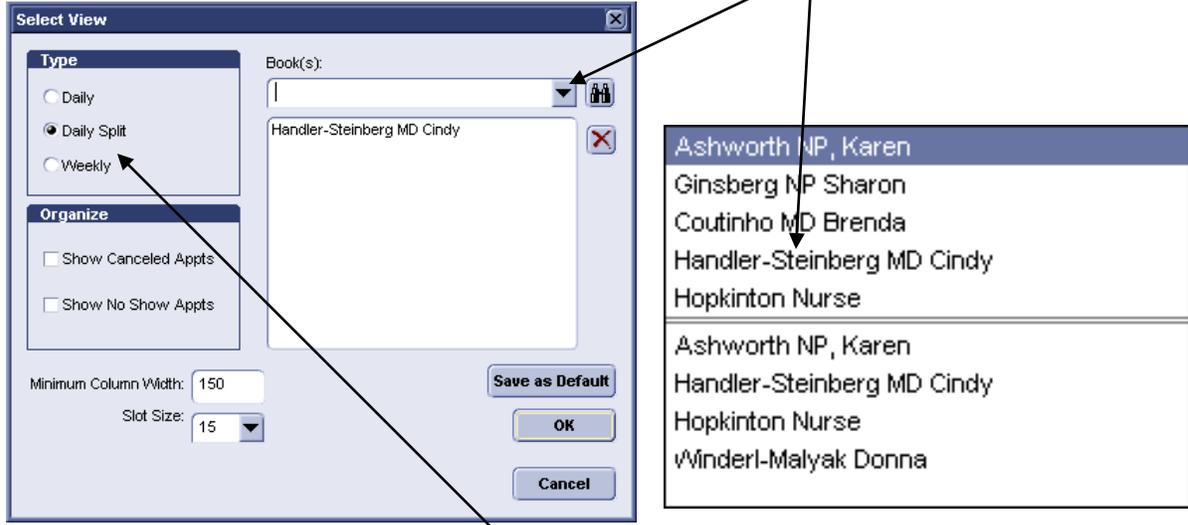
From your Desktop click the “Appts” button.



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.

