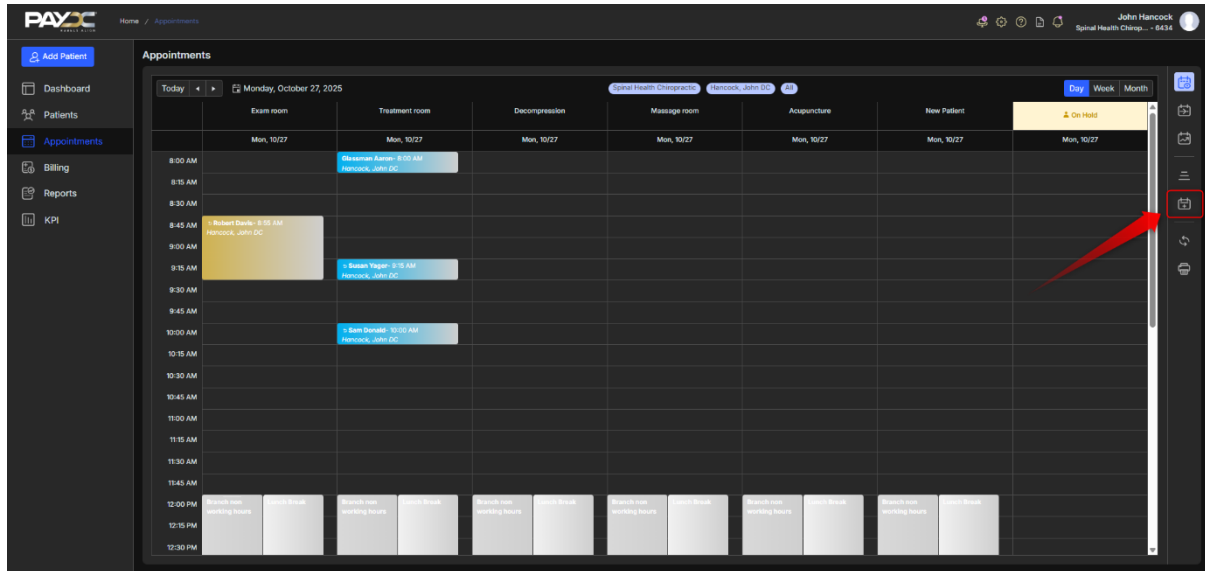
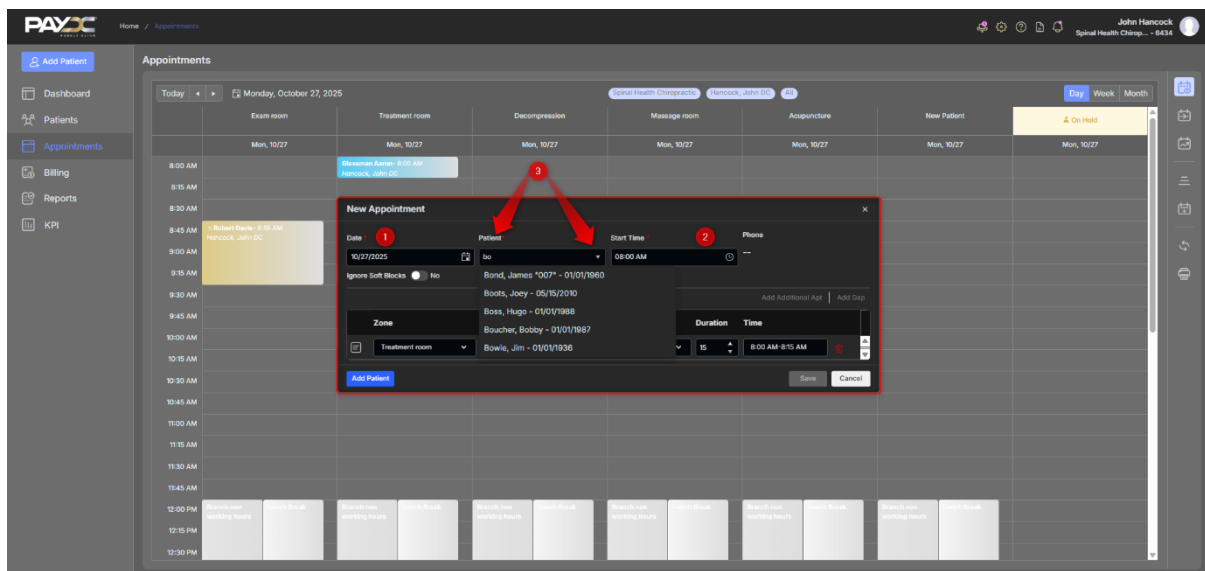


Schedule an Appointment

1. To schedule an appointment, use the New Appointment icon on the right side of the Appointment Book or double click in the slot where you'd like to place the appointment.



2. Confirm the date and start time of the appointment, then choose the patient from the drop down. You can scroll to find the patient, or begin to type the patient's name to locate the patient.



- For a brand-new patient not yet added to the database, use the Add Patient button to enter the patient's details and create an account. Be sure to Save once you've entered the new patient information. Required information is marked with a red asterisk. Once saved, you will be able to create their appointment.

The screenshot shows the PAYOC Appointments interface. A sidebar on the left contains navigation links: Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main area displays a calendar for Monday, October 27, 2025. A modal form titled 'Add Patient' is open, containing the following fields:

- Patient Details:** First Name, Middle Name, Last Name.
- Gender:** Select.
- Date Of Birth:** mm/dd/yyyy.
- Suffix:** None.
- Marital Status:** Single.
- Contact Information:** Email Address, Primary Phone Number.
- How did you hear of us?:** Select.
- Condition Related To?:** Auto Accident (Occupant or Pedestrian), Accident in Someone Else's Home, Other Accident, Work Related Accident, Accident on Premises of Someone Else's Business, Non Accident.

Red annotations include a box around the 'Add Patient' button in the sidebar and a red arrow pointing to the 'Save' button at the bottom right of the modal form.

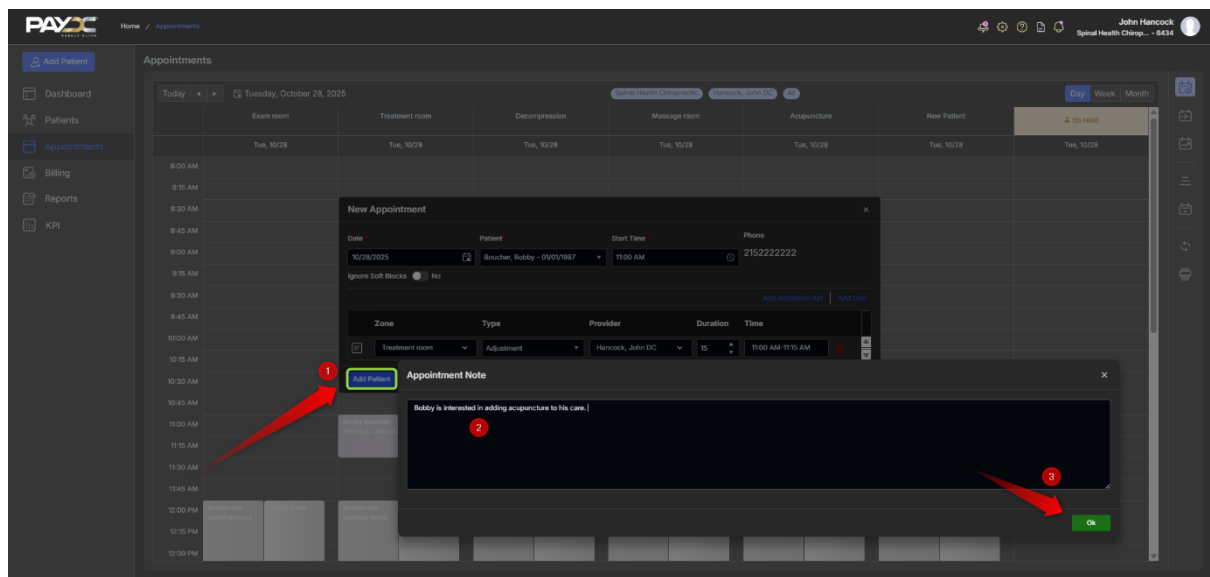
- Next, choose the zone for the appointment.
- Choose the type of appointment for the patient, choose the provider and if necessary, adjust the duration of the appointment.

The screenshot shows the PAYOC Appointments interface. A sidebar on the left contains navigation links: Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main area displays a calendar for Monday, October 27, 2025. A modal form titled 'New Appointment' is open, containing the following fields:

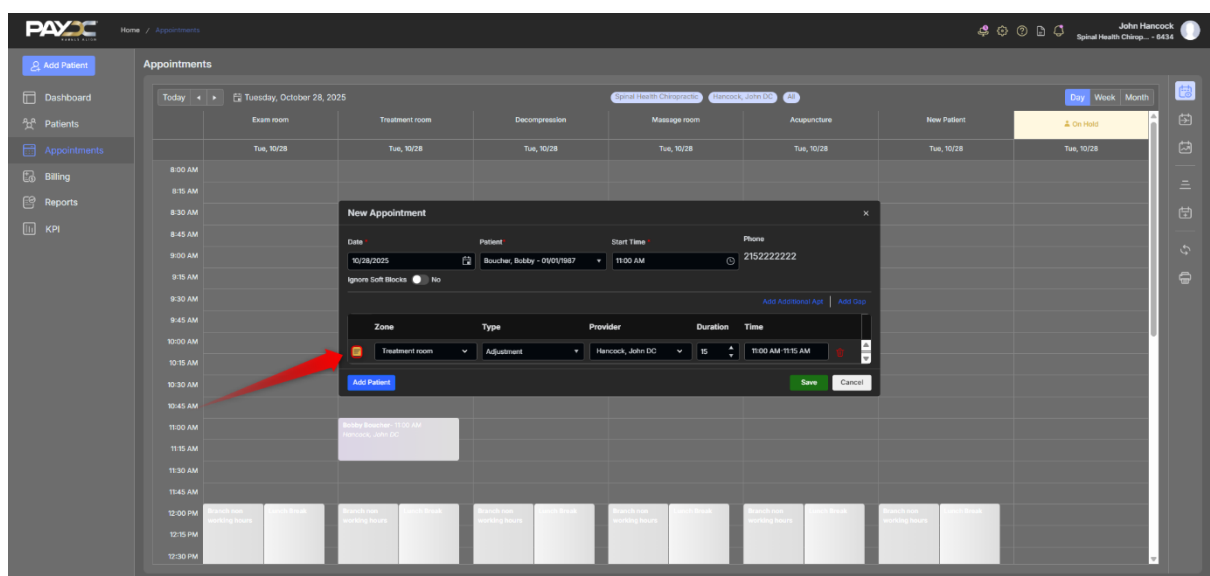
- Date:** 10/27/2025.
- Patient:** Boucher, Bobby - 01/01/1987.
- Start Time:** 08:00 AM.
- Phone:** 2152222222.
- Zone:** Treatment room (selected).
- Type:** Adjustment.
- Provider:** Hancock, John DC.
- Duration:** 15.
- Time:** 8:00 AM-8:15 AM.

Red annotations include a box around the 'Zone' dropdown menu and a red arrow pointing to the 'Save' button at the bottom right of the modal form.

6. To add a note to the appointment, use the Note icon to the left side of the appointment window. OK will save your note.



7. The icon turns gold to indicate a note.



8. To add another appointment for the same patient on the same day, click Add Additional Appointment. This next appointment will begin just after the first appointment ends. Click into the drop down for the zone, the type of appointment, the provider, and again adjust the duration.

The screenshot shows the PAYOC Appointments interface. A 'New Appointment' modal is open, displaying the following details:

- Date: 10/28/2025
- Patient: Bobby Boucher - 09/01/1967
- Start Time: 11:00 AM
- Phone: 2152222222
- Ignore Soft Blocks: No
- Buttons: Add Additional App, Add Gap, Add Patient, Save, Cancel
- Table:

Zone	Type	Provider	Duration	Time
Treatment room	Adjustment	Hancock, John DC	15	11:00 AM-11:15 AM
Treatment room	Adjustment	Hancock, John DC	15	11:15 AM-11:30 AM

9. If you'd like a buffer between when the first appointment ends and the next appointment begins, use Add Gap to place the appointments on the calendar. Click Save.

The screenshot shows the PAYOC Appointments interface. A 'New Appointment' modal is open, displaying the following details:

- Date: 10/28/2025
- Patient: Bobby Boucher - 09/01/1967
- Start Time: 11:00 AM
- Phone: 2152222222
- Ignore Soft Blocks: No
- Buttons: Add Additional App, Add Gap, Add Patient, Save, Cancel
- Table:

Zone	Type	Provider	Duration	Time
Treatment room	Adjustment	Hancock, John DC	15	11:00 AM-11:15 AM
Treatment room	Adjustment	Hancock, John DC	15	11:15 AM-11:30 AM