This feature allows you to move scheduled visits for a patient onto your schedule when you are in the field.

- From the Select Patient screen of Point-of-Care, select the patient by first name, last name, or chart number.
- In the bottom panel of the screen, find the **Recent Visits** tab. Beside of it is the **Scheduled Visits** tab--click this tab.
- To move a schedule from another clinician's schedule to yours, simply click the scheduled visit and then click the **Take** button. The schedule is now assigned to you.

Please ensure you have the correct patient and visit selected before you click the **Take** button, as this will impact other clinicians if you make a mistake.

- To add a new scheduled visit, click the **New** button and you will get the schedule window to create a new scheduled visit.
- After adding the schedule information click the **Save and Close** button.
- Click the **My Schedules** button in the upper right area of the screen to see your schedule with the changes you made.

If buttons on the **Scheduled Visits** tab are not available, that means you do not have permission to perform this function. Ask your supervisor for permission if needed.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50699.aspx