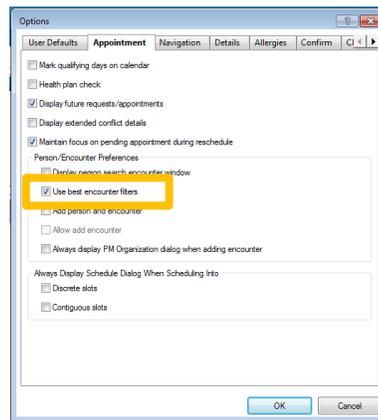
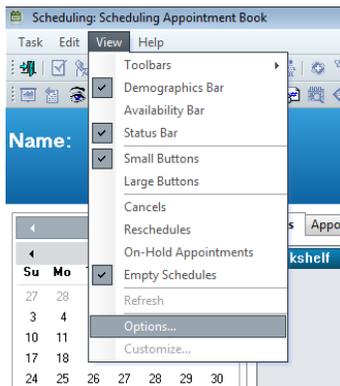


11-1-2018

## SCHEDULING PREFERENCES

Ensure that preferences are set to use best encounter logic. This will prevent discharged and historical encounters from displaying when adding an encounter during scheduling.

1. Within SchAptBook, go to View > Options.
2. On the Appointment tab, make sure the *use best encounter filters* is selected.



Update the Encounter Selection window to display appropriate information.

1. Within the Encounter Selection window, right click on the column header and select Preferences. The Encounter Selection window can only be accessed while scheduling an appointment.
2. Move Available Columns and Selected Columns to reflect the below configuration.

