

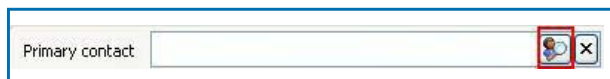
ACCELERATE YOUR APPOINTMENT BOOKING FOR MEMBERS OF THE SAME FAMILY.

By linking family members with the Primary Contact field will allow you to see, in one quick glance, the next recall dates, next appointment dates and the patient and Third Party balances. It also allows you to easily access the files of the other family members and add an appointment.

[1.] In the patient file, you must be in modification mode to add a "Primary Contact".
Click on the « **Modify** » icon.

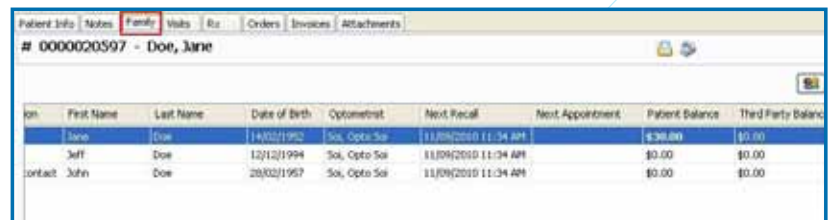


[2.] In the « Primary Contact » field, click on the « **Search Patient** » icon.

A screenshot of a software interface showing a text input field labeled 'Primary contact'. To the right of the field is a search icon (magnifying glass) and a close icon (X), both highlighted with red boxes.

[3.] Search for the patient who will be the « Primary Contact ». Once you've selected the patient, the name will show in the field. You can link as many family members as needed. Save the modification.

[4.] Click on the Family tab. You will find all the patients that are linked together by the "Primary Contact".



Icon	First Name	Last Name	Date of Birth	Optometrist	Next Recall	Next Appointment	Patient Balance	Third Party Balance
	Jane	Doe	11/02/1982	Sci, Opto Sci	11/09/2010 11:34 AM		\$36.00	\$0.00
	Jeff	Doe	12/12/1994	Sci, Opto Sci	11/09/2010 11:34 AM		\$0.00	\$0.00
contact	John	Doe	28/02/1957	Sci, Opto Sci	11/09/2010 11:34 AM		\$0.00	\$0.00

[5.] To access one of the family member's file, you can double-click on the name or click once to select and click on the « **Show Patient file** » icon.



[6.] Once you've accessed the patient file, you click on the tab « Visits » and on « **Add Appointment** ». This will open the « **Agenda** » and you can make the appointment for the patient.



Date	Appointment Type	Duration	Professional	Co.	Status
11/09/2010 9:00 AM	Examen complet	00:30	Sci, Opto	001	Arrived
03/01/1999 10:15 AM	Examen complet	00:30	Sci, Opto		

[7.] For the rest of the family members, repeat step 4, 5 and 6.