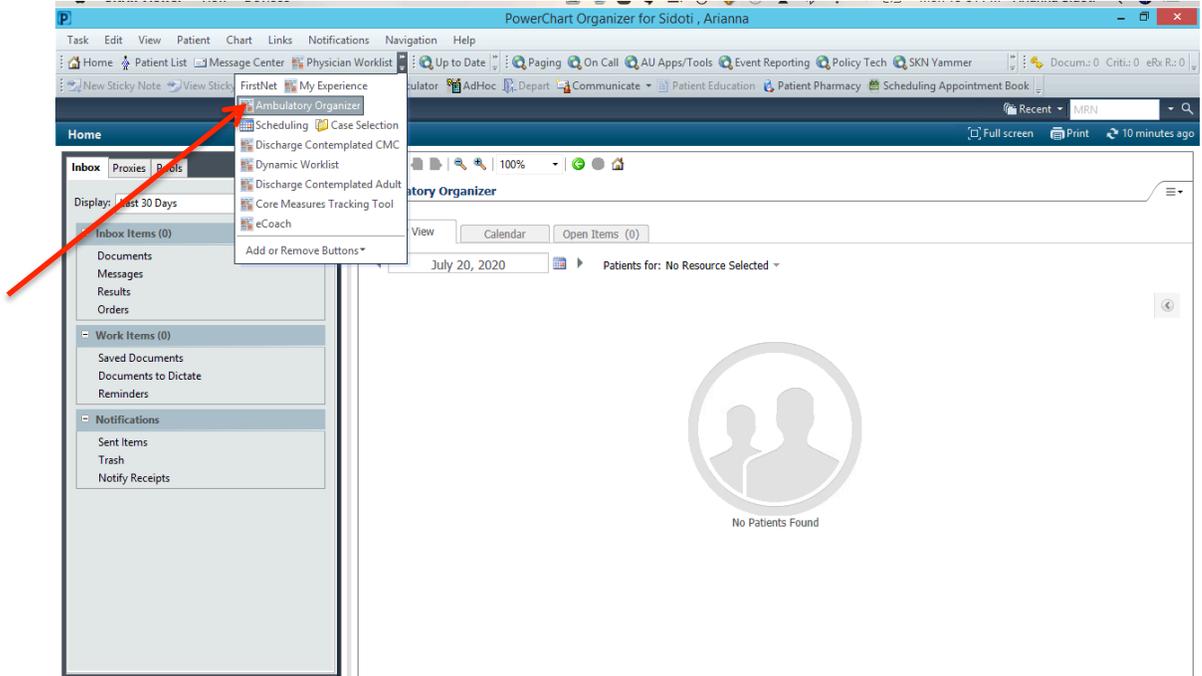
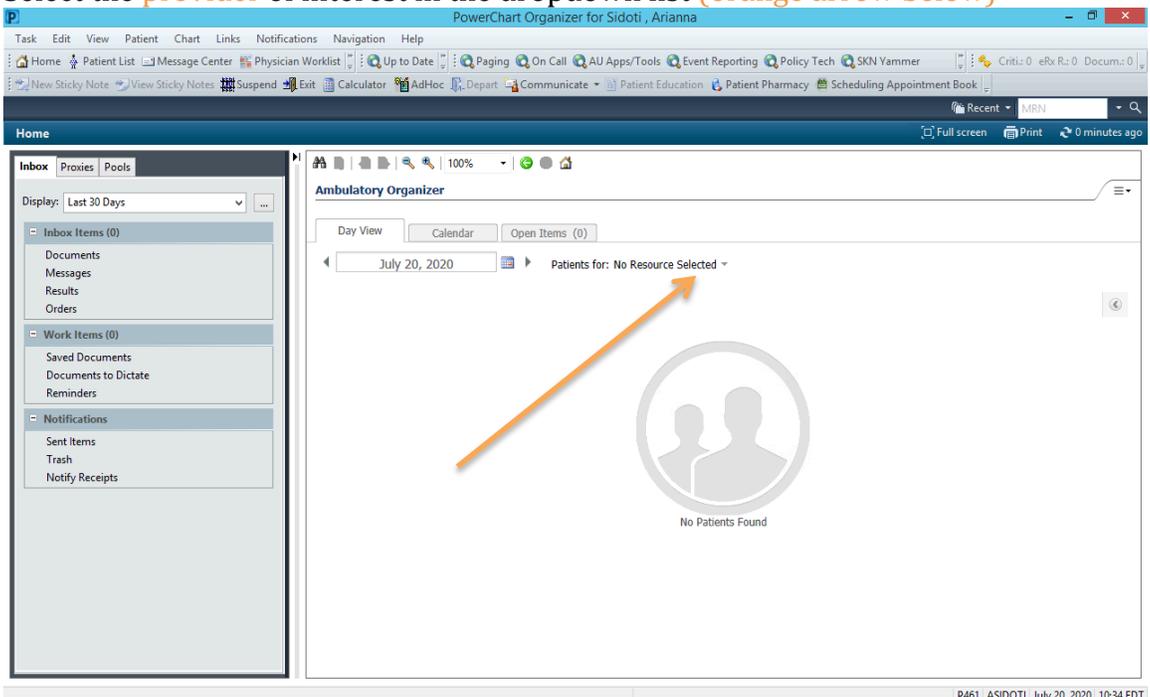


# Ambulatory Organizer Guide

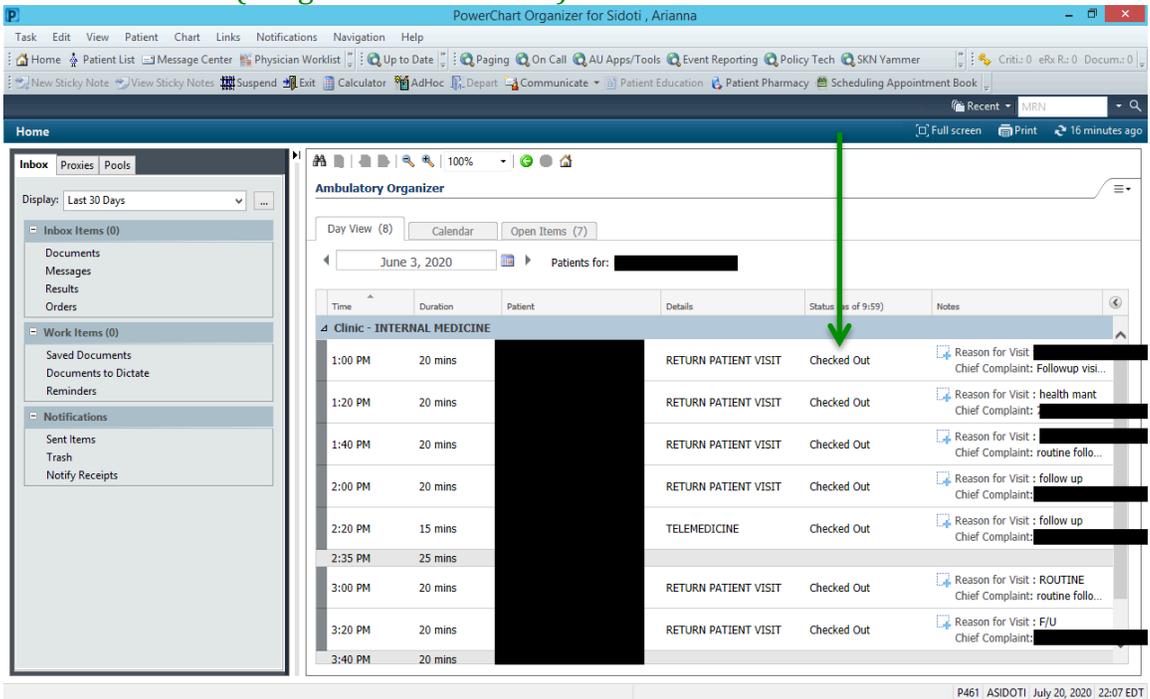
1. Open **"Ambulatory Organizer"** (red arrow below) and you should see your message center on the left and the calendar view on the right



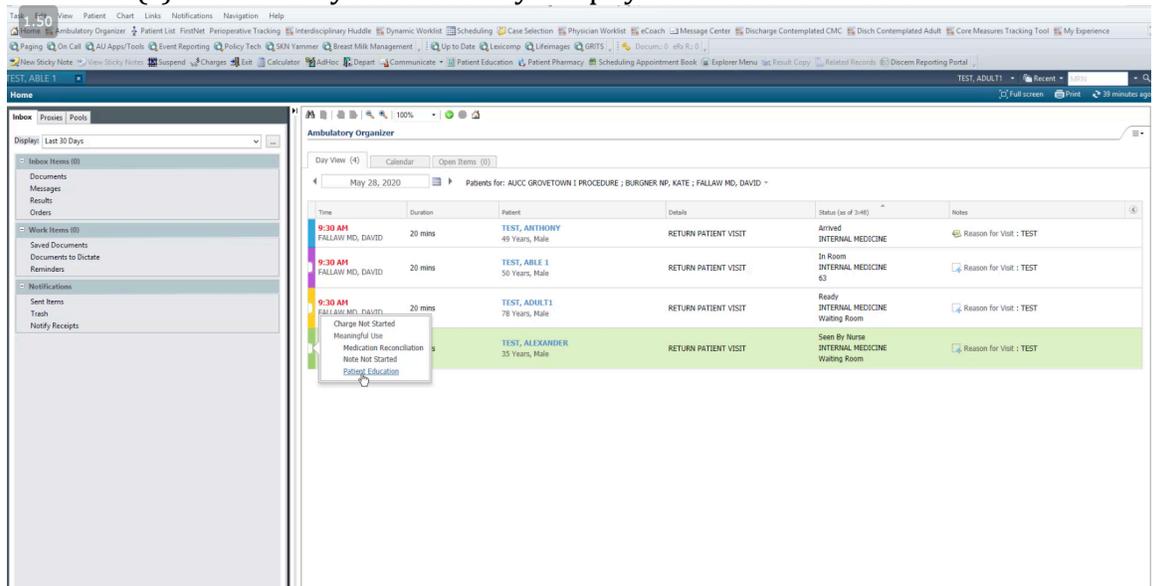
2. Select the **provider** of interest in the dropdown list (orange arrow below)



3. Select the date of interest. If the date has already passed, the Ambulatory Organizer will show the list of patients seen and their status will be marked as “checked out” (see green arrow below)

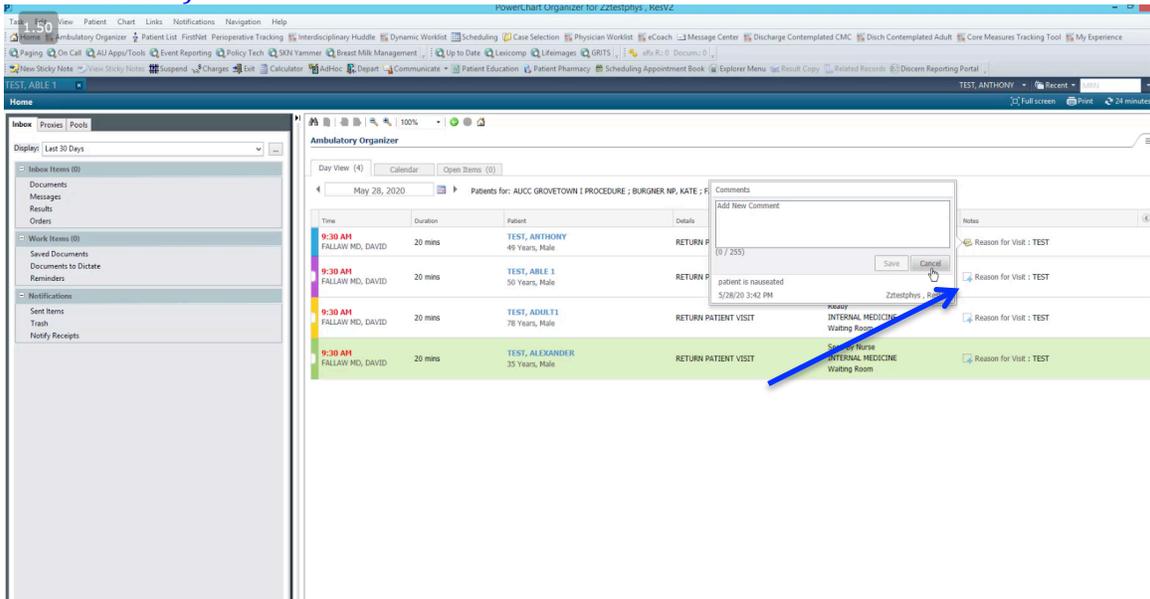


- a. Note that if the appointments are ongoing, patients will be color coded according to progression through appointment.
- b. A highlighted green color indicates that the patient has been seen by the nurse(s) and is ready to be seen by the physician as shown below:



4. To see where a patient is in appointment, hover over “status” next to the patient name

- To add a comment, hover over the “+” button under “Notes” (blue arrow below)



- To see any outstanding items, simply hover over the bubble to the left of the patient appointment time and an action list will appear (purple arrow below).

