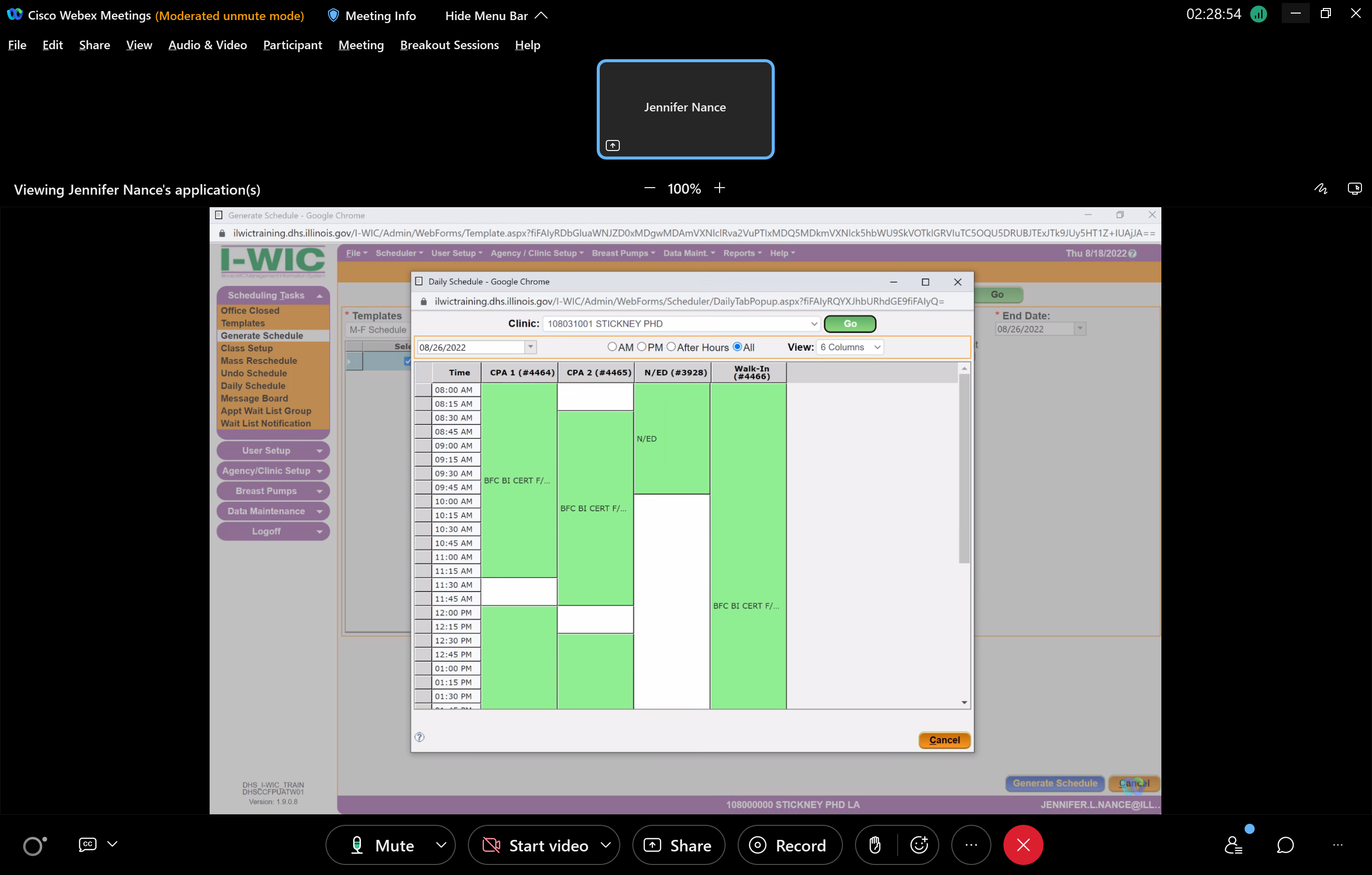
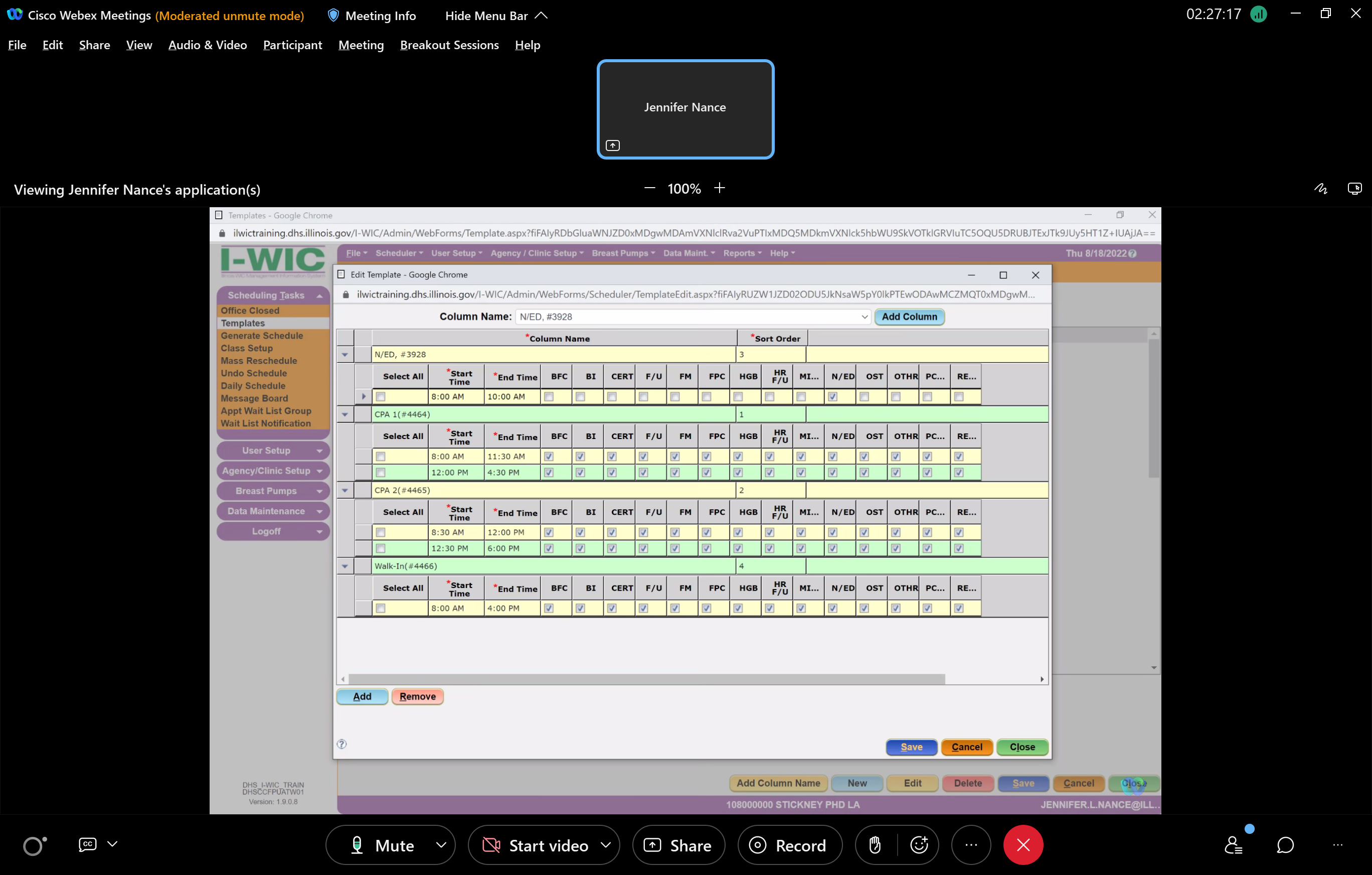
|  |  |
| --- | --- |
| **Column Name:** | **Sort Order:** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Start Time:**   |  | | --- | |  | |  | | **End Time:**   |  | | --- | |  | |  | | **Appointments Available for Scheduling:**   |  |  |  | | --- | --- | --- | | * BFC | * BI | * CERT | | * F/U | * FM | * FPC | | * HGB | * HR F/U | * MIDCERT | | * N/ED | * OST | * OTHER | | * PCERT | * RECERT | | | | |
| **Column Name:** | **Sort Order:** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Start Time:**   |  | | --- | |  | |  | | **End Time:**   |  | | --- | |  | |  | | **Appointments Available for Scheduling:**   |  |  |  | | --- | --- | --- | | * BFC | * BI | * CERT | | * F/U | * FM | * FPC | | * HGB | * HR F/U | * MIDCERT | | * N/ED | * OST | * OTHER | | * PCERT | * RECERT | | | | |
| **Column Name:** | **Sort Order:** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Start Time:**   |  | | --- | |  | |  | | **End Time:**   |  | | --- | |  | |  | | **Appointments Available for Scheduling:**   |  |  |  | | --- | --- | --- | | * BFC | * BI | * CERT | | * F/U | * FM | * FPC | | * HGB | * HR F/U | * MIDCERT | | * N/ED | * OST | * OTHER | | * PCERT | * RECERT | | | | |

**See example on the next page, don’t forget:**

* Appointments Available for Scheduling- include any appointment type staff can schedule within this column (see I-WIC: Appointments guidance)   
  If an appointment type is not selected here, it will not be available to be schedule in the system
* Sort Order- is the order in which the columns will appear on the schedule (1 will appear on the far left and be the 1st column)
* Clinic closures/breaks- multiple rows can be added for a column, to avoid scheduling during times the clinic is closed
* Walk-In column- is required and must be entered into the system as: Walk-In (no breaks are needed in the Walk-In column)

Calendar

Description automatically generated 



**Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_