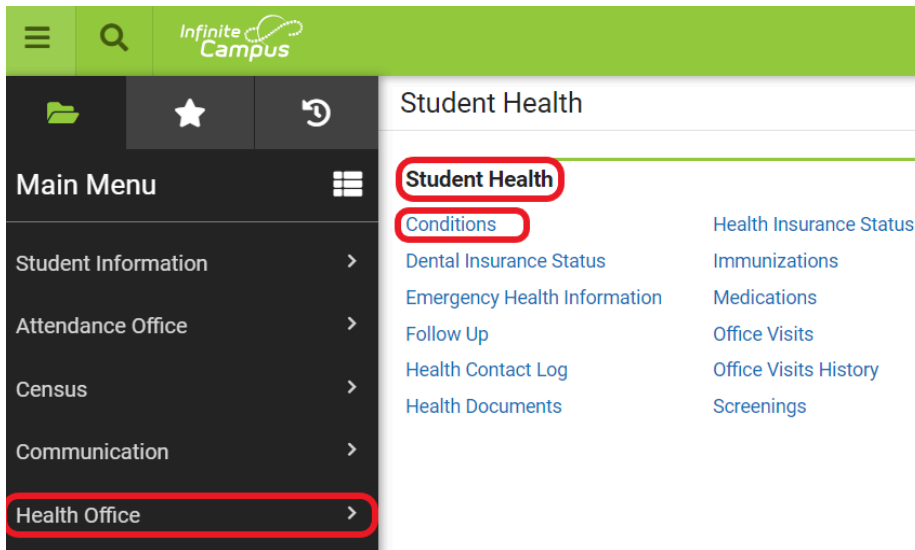# SCHEDULING, CHANGING AND DISCONTINUING TREATMENT APPOINTMENTS

Pathway: Main Menu > Health Office > Student Health > Conditions

Select Student's Infinite Campus Record

Scheduling Treatment Appointments

Click on the **Name of the Treatment** you want to schedule. (The **Treatment Detail** section must already be completed BEFORE you schedule the treatment.)

- Choose **Schedule Appointments**

Date defaults to current date. (Required) Change if needed.

Enter the **Appointment Time(s)** (Required) the treatment is to be administered (time will default to time of entry). Click on **Add** if student treatment/procedure occurs more than once a day.

Choose **Single, Daily, Weekly, or Monthly.** (Required)

Comments Box: You may enter any special instructions in this box. This information will display in Health Office Visits **Visit Comments** box and provide a reminder.

Recurrence will default to end of school year. (Appointments cannot be scheduled beyond the current enrollment school year.) (You can limit to a number of days if it is a short-term treatment/procedure.)

Cancel previously scheduled appointments checkbox: Be sure to **uncheck** this box if there is no change to previously scheduled appointments.

Click on **Save Schedule.** (Required)

Scheduling Two or More Treatments for the Same Time

NOTE: If a student has two or more treatments at the same time use the **"Add Treatment"** function within the **Health Office Visit** rather than scheduling a separate appointment for each treatment. Otherwise, the student will show up more than once at the same time on the Health Office Visits Calendar.

Select the **Student** from the **Health Office Visits** calendar.

The **Scheduled Treatment** appears in **Treatment(s)** field.

To add additional treatment(s) at the same time, select **Add Treatment.** Choose the additional treatment from the **Add Treatment** menu.

Changing a Scheduled Treatment Appointment Time

- Click on the Treatment you wish to change.

- Click on **Schedule Appointments:** Enter schedule change as you would for a new appointment.

- Check box in front of **Cancel Previously Scheduled**
- **Appointments** at the bottom. (Required)

- Click on **Save Schedule.** (Required)

Discontinuing a Treatment Appointment

- Click on the Treatment you want to discontinue.

- Click on **Cancel Future Appointments.**

- Field appears asking you to select a date to "**Cancel all Appointments on or after".**

- The **Cancel Scheduled Appointments** box will open.

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- Select the **Date.**

- Click on **Save.**

NOTE: If the treatment has ended, **REMEMBER TO DISCONTINUE THE TREATMENT ORDER** See directions on Treatments: Entering, Changing and Discontinuing Treatment Orders.