

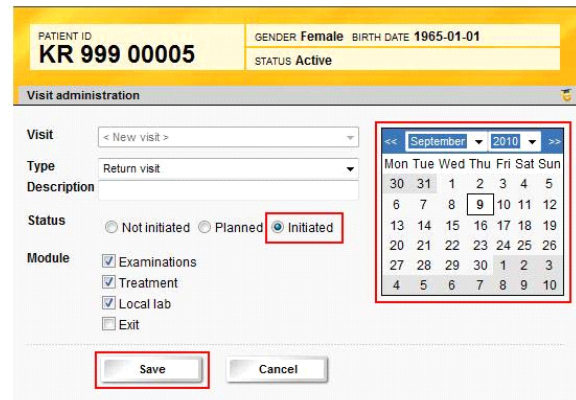
3. Initiate / plan / add visit

1 Initiate / plan visit

- **Initiate a visit:** Click <change> in the Visit calendar for the visit you want to initiate, set status to "initiated", select date (future dates are not possible to select), finally click "Save".
- **Plan a visit:** Click <change> in the Visit calendar for the visit to plan, set status to "planned", select date (future dates are possible to select), choose to send a reminder to members on the clinic, finally click "Save".

2 Add visit

- To add a new visit you click the Add visit link in the top right corner of the Visit calendar.
- In Visit administration you select which type of visit to add. For example, titration visits typically use the type "Return visit". Then select a date in the calendar, set status to "Initiated" and click "Save".
- The different types of visits have different modules. These modules can be changed by selecting or deselecting the check box in front of the module.



The screenshot shows the 'Visit administration' form. At the top, patient information is displayed: PATIENT ID KR 999 00005, GENDER Female, BIRTH DATE 1965-01-01, and STATUS Active. The form is titled 'Visit administration'. It includes a 'Visit' dropdown menu set to '< New visit >', a 'Type' dropdown menu set to 'Return visit', and a 'Description' field. The 'Status' section has three radio buttons: 'Not initiated', 'Planned', and 'Initiated', with 'Initiated' being selected. The 'Module' section has four checkboxes: 'Examinations' (checked), 'Treatment' (checked), 'Local lab' (checked), and 'Exit' (unchecked). A calendar widget on the right shows the month of September 2010, with the 9th highlighted. At the bottom, there are 'Save' and 'Cancel' buttons.