

This Computes!



**Department of Health Care Services
Children's Medical Services Network
(CMS Net) - Information Bulletin #323**

Appointment Scheduling Module

The Appointment Scheduling module is used for scheduling, tracking and storing financial appointments. The Appointment Scheduling module will not replace the Pending Eligibility Interview letter generation or due process but will provide additional appointment tracking features. Click on this link to view the [Appointment Scheduling Manual](#)

- Search and view appointments by scheduled time, clients and users.
- Search and view appointments by month, week, day or hours and incremental periods (Every 15, 30 minutes or an hour).
- Modify existing current and future appointment dates and times.
- Schedule single and multiple appointment(s) for a client or user.
- Schedule variable lengths of time for appointments.
- Enter comments and store to case note.
- Cancel current and future appointments.
- View user availability prior to scheduling appointments.
- Display client's language on the header.
- Select 1st available appointment with the option to select next or future appointment date.
- Indicate cancellation or failed appointment reasons.
- Sort by appointment date and time.
- Generate an appointment letter.

Appointment Scheduling will be available for use in CMS Net web starting October 24, 2009.