

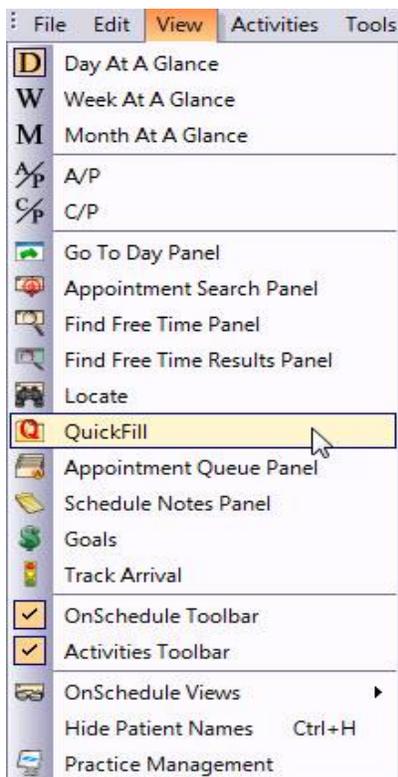
## Eaglesoft- Quick Fill List

Any time a patient is deleted, you have the option of sending this patient to the **Quick Fill List**. When sending the appointment to the **Quick Fill List**, you can also select the reason for sending - **Failed, Cancelled or Neither**. The bottom right of the **Quick Fill List** window lists these three status types and updates each one automatically. For example, if the **Failed** radio button is selected when deleting an appointment, the **Failed** amount is updated. Appointments can also be added directly to the Quick Fill list or by designating an appointment as **Sooner if Possible**.

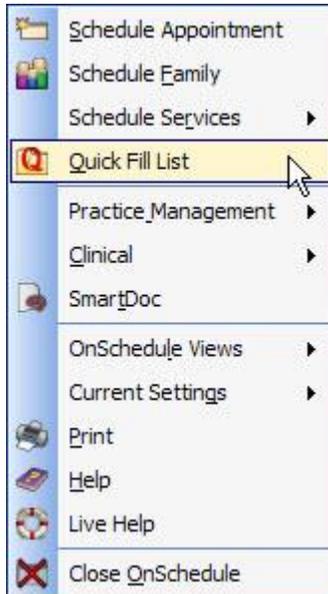
The Quick Fill can serve many purposes for your office:

- It contains a list of deleted (missed or cancelled) appointments.
- It keeps track of patients who would like to be scheduled in the near future, but never had an original appointment.
- It also tracks patients who have an existing appointment but would like one 'Sooner if Possible'.

To get to the Quick Fill List from the Schedule, click on **View | Quick Fill**, or you can right-click in the Schedule and choose Quick Fill List, or you can also use the icon at the top that contains a folder with the letter 'Q' (shown below).



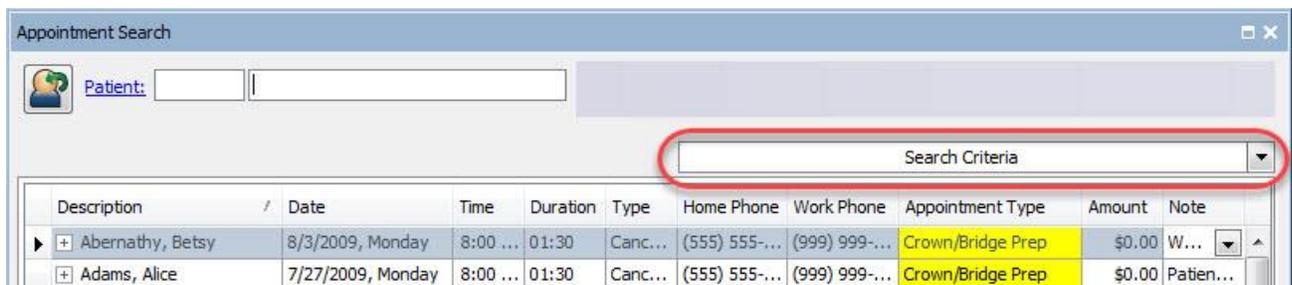
Right-click on an empty space on the schedule and click on **Quick Fill**.



Click on the toolbar icon for the Quick Fill list



**Searching in Quick Fill**



Select the **Search Criteria drop-down list** to select from the available options:

The screenshot shows the 'Appointment Search' window. On the left is a table of appointments. On the right is the 'Search Criteria' panel. The 'Classification' section is circled in red, containing checkboxes for Patient Appointment, Block, Unscheduled, Family, QuickFill Appointment, and Sooner If Possible, along with checkboxes for Failed, Cancelled, and Neither. The 'Site' dropdown is also circled in red, showing 'Dentistry For Children Of MD - Columbia'. Other criteria include Provider, Chair/Location, Appt Type, Date From/To, Duration From/To, Amount From/To, Confirmation (Unconfirmed, Confirmed, Sent Email, Left Message, No Answer, Phone Busy, Waiting For Callback, Other), AM/PM (Prefers AM, Prefers PM, Any), Patients On Short Notice, and Include Family Members. An 'Apply' button is at the bottom.

Description	Date	Time	Duration	Type
+ Aaa, 10GrantBuck	12/4/2019, Wedn...	10:0...	00:30	Failed
+ Abdi, Adrian	1/3/2019, Thursday	9:30 ...	00:30	Canc..
+ Abdi, Adrian	1/3/2019, Thursday	9:30 ...	00:30	Neither
+ Abdi, Arron	1/3/2019, Thursday	9:30 ...	00:30	Failed
+ Abercrombie, Sydney	6/12/2019, Wedn...	2:00 PM	00:30	Failed
+ Abuasad, Yousef	4/4/2019, Thursday	1:40 PM	00:50	Failed
+ Addei, Linda	1/11/2019, Friday	10:1...	00:30	Neither
+ Adeleye, Adeife	4/8/2019, Monday	8:00 ...	00:50	Canc..
+ Adeleye, Ifeoluwa	4/8/2019, Monday	8:20 ...	00:30	Canc..

- **Classification:** choose from the list provided (what type of appointment you are looking for).
- **Site:** Select a specific site or All Sites.
- **Provider:** Select a specific Provider or All Providers.
- **Chair:** Select a specific chair or All Chairs.
- **Appt Type:** Select a specific appointment type or All Types.
- **Date:** Select the From and To dates to search by a date range.
- **Duration:** Select the From and To time units to search by a length of time.
- **Amount:** Select the From and To amounts to search by a monetary range.
- **Confirmation:** Select from the available confirmation statuses.
- **AM/PM:** Select the radio button if the patient Prefers AM, Prefers PM or Any.
- **Patients on Short Notice:** Select this check box to search by that criteria.

- **Include Family Members:** Select this check box to add family member information to your search criteria.
- Select **Apply** to filter the Quick Fill list by the selected criteria.
- Red "X" in the lower left will close the Search Criteria window.

### Sooner If Possible Appointments

To add a patient to the 'Sooner if Possible' list, simply edit a future appointment and put a check in the box that says 'Sooner if Possible'

**Patient Appointment**

Schedule Entry: Patient Appointment

Patient: 196 **Joshua D. Long**

Patient Information

Date: Monday 12/04/2017 Starts: 11:10 AM Scheduled On: 11/30/2017

**Sooner if Possible:**  Ends: 12:00 PM Scheduled By: Bonnie Biggs

Duration: 00:50 Last Modified By: Bonnie Biggs

Appointment Type: **Prophy Adult** Provider Time:

10	Debra Da... Start ... End Ti...	George Yo... Start T... End Ti...
15		
20		
25		
30		
35		

Chairs: Hyg Debra Amount: \$80.00

Confirmation Status: Unconfirmed Prefix:

Confirmation Note:

Notes: PEXAM,

Other Appointments Services

Print Card  
Lab Cases  
Fast Walkout  
Send To Queue  
Other Appts  
Services

Save Cancel



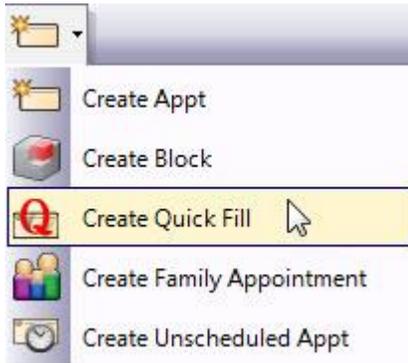
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## Creating A Quick Fill Appointment

This is a great tool to use as part of the Case Management process. You can go ahead and create the appointment with all the details so that it is in the Quick Fill queue when you follow up with parent or caregiver.

Create a Quick Fill appointment by selecting Create Appt and Create Quick Fill to add a patient to the Quick Fill List.



A screenshot of the 'QuickFill Appointment' dialog box. The 'Schedule Entry' is 'QuickFill Appointment'. The 'Patient' is '2 Charles Abbott (Chip)'. The 'Site' is 'PTC & Associates', the 'Provider' is 'Diane Martin, RDH', and the 'Appointment Type' is 'Prophy Adult'. The 'Duration' is '00:50'. There is a 'Notes' field and 'Save' and 'Cancel' buttons at the bottom.

## Appointment Notes in Quick Fill

Notes can be entered for a Quick Fill entry when Create Quick Fill Appointment is selected.

QuickFill Appointment

Schedule Entry: QuickFill Appointment

Patient: 2 **Charles Abbott**

Patient Information

Site: PTC & Associates

Provider: Diane Martin, RDH

Appointment Type: **Prophy Adult**

Duration: 00:50

Notes: Enter the note here!

Notes can also be entered when viewing the Quick Fill Patient List.

1. Click in the **Note** field for the patient.
2. Enter the note.
3. Click **Add Note to Account**, if desired.
4. Click the red box with the white X to save the note.

Appointment Search

Patient: [ ] [ ]

Search Criteria

Description	Date	Time	Duration	Type	Home Phone	Work Phone	Appointment Type	Amount	Note
Abbott, Jack	11/22/2017, Wed...	10:0...	00:50	Failed	(555) 555...	(999) 999...	Prophy Adult	\$30.00	Enter note here!
Abbott, Jack	11/22/2017, Wed...	10:0...	00:50	Failed	(555) 555...	(999) 999...	Prophy Adult	\$151.00	
Abbott, Jack	11/22/2017, Wed...	10:0...	00:50	Failed	(555) 555...	(999) 999...	Prophy Adult	\$4,132...	
Abbott, Jack	11/22/2017, Wed...	10:0...	00:50	Failed	(555) 555...	(999) 999...	Prophy Adult	\$900.00	
Abernathy, Betsy	8/3/2009, Monday	8:00 ...	01:30	Cancelled	(555) 555...	(999) 999...	Crown/Bridge Prep	\$0.00	
Adams, Alice	7/27/2009, Monday	8:00 ...	01:30	Cancelled	(555) 555...	(999) 999...	Crown/Bridge Prep	\$0.00	
Adams, Greg	7/28/2009, Tuesday	12:0...	01:00	Cancelled	(555) 555...	(999) 999...	Miscellaneous Appoi...	\$0.00	
Brown, Bev J.	8/4/2009, Tuesday	7:00 ...	01:30	Cancelled	(555) 555...	(999) 999...	Crown/Bridge Prep	\$0.00	
Brown, Lisa D.	8/4/2009, Tuesday	10:0...	00:50	Cancelled	(555) 555...	(999) 999...	Prophy Adult	\$0.00	

Current Appointments

Failed: 4 Canceled: 1 Neither: 1

Use View Go To Appointment Add To InContact Print Delete

Enter note here!

Add Note to Account!