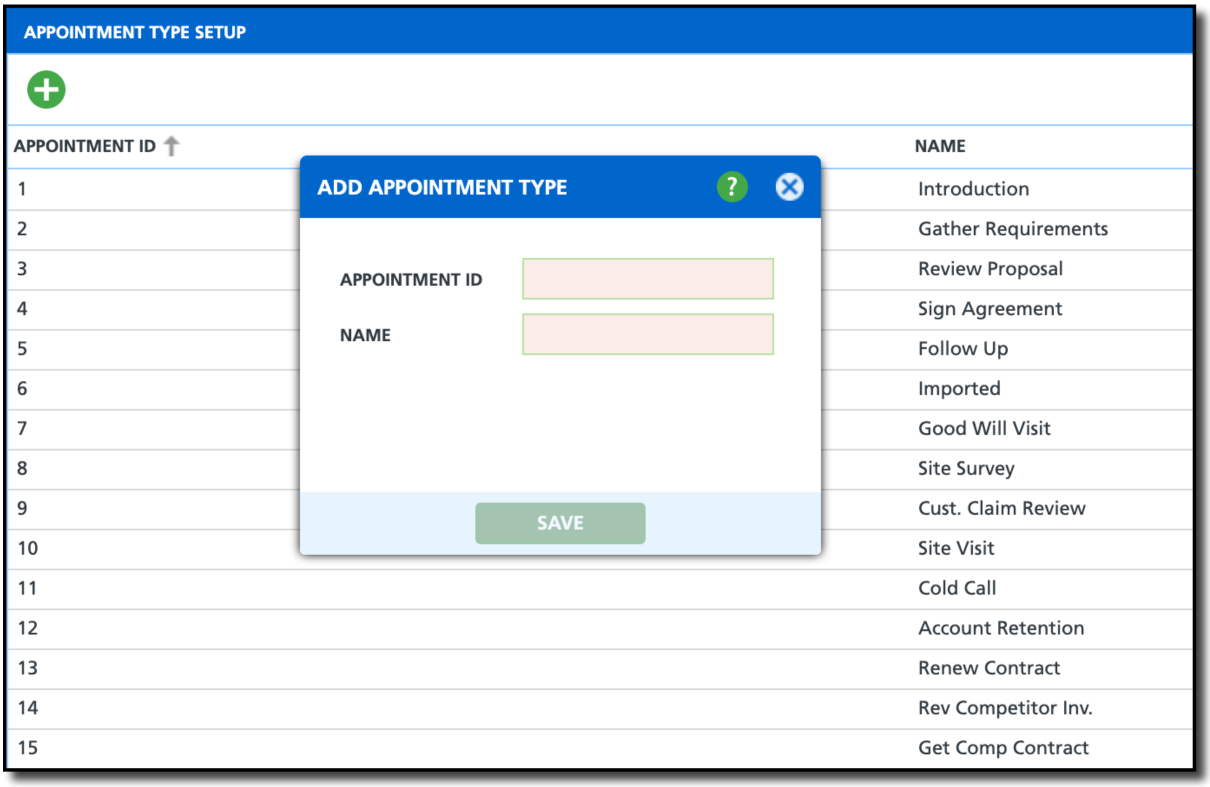
Appointment Type Setup

Last Modified on 04/27/2024 7:51 am EDT

Pathway: *Setup > Account > Appointment Type*

Appointment Type Setup is used to create a list of appointment types a user can select from when creating an appointment for an account.



Permissions

The following permissions are required to view, add and edit the Appointment Type Setup screen:

Permission ID	Permission Name
23	Setup \ Account

Field Descriptions

Field	Description
Appointment ID	ID used to identify the appointment.
Name	The name of the appointment that displays in the Type drop down field when the appointment is created.

Add Appointment Type Setup

1. Click the **green +** to open the Add Appointment Type editor.

2. Complete the following required fields:
    - Enter the **ID** number for the appointment type.
    - Enter a **Name** for the appointment type.
3. Click **Save** when finished.