

Please complete the following tasks:

(1) Create a schedule template for DOCTOR TEST using the following criteria.

Location: WRS Health Appointment Type: New Patient Visit

a. AVAILABILITY

i. MON, TUES, WED – 10-6:45 with a 45 min lunch starting at 12:30

ii. THURS – 8-4, with a 60 min lunch starting at 12

iii. SAT – 8-12, no break

b. Resource display settings should be MON-SAT, using earliest and latest times above

(2) Create a NON-HUMAN resource called (provide your name) TEST. Name of Resource Type: NH Test

a. Create a schedule template that reflects:

i. Every other week, beginning the THIRD week of OCTOBER

ii. Availability for NEW patients from 11-3 and 4-6 DAILY

iii. Availability for ESTABLISHED patients from 7-10 and 3-5 DAILY

b. Resource display settings should be MON-FRI, using earliest and latest times above

(3) Create Exceptions:

a. Positive Exception for DOCTOR TEST on Saturday, October 10th from 9-1pm

b. Negative Exception for PLAY ROOM on Tuesday, October 13th from 1-2pm, using type "Personal Day"

(4) Merge patient:

Jhoie - merge Marjorie and Melon

Jerome - merge Leah and Lara

(5) Create Demographic Report using following criteria

a. Name of Report – (Your Name) Demo

b. Filters should include:

i. Patient – all

ii. Display – FName, LName, Address, Phone

(6) HIDE provider:

NURSE TEST - Jerome

RACHELLE TEST - Jhoie

(7) Modify Email Template – Appointment Reminder

ADD the following beside "***": You must bring your insurance card, identification and appropriate referrals with you - for Jerome

ADD the following beside "***": Should you have any questions, feel free to message us from our website or call our office. - for Jhoie

KINDLY LET ME KNOW ONCE DONE SO THAT WE CAN SET YOUR DEMO