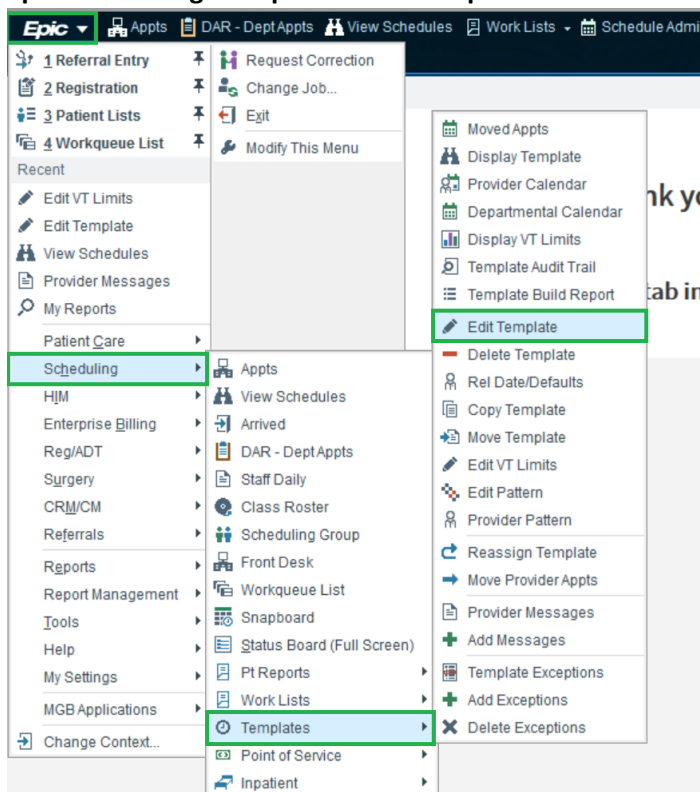


### ADDING UNAVAILABLE TIME TIP SHEET

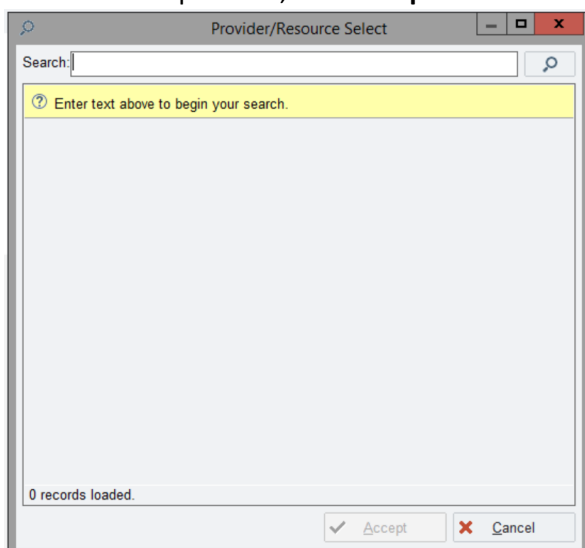
In EPIC, unavailable time can be used for any time that should be unavailable for scheduling appointments in a provider's template such as vacations, chart review, meetings, etc.

Setting Unavailable Time in a template:

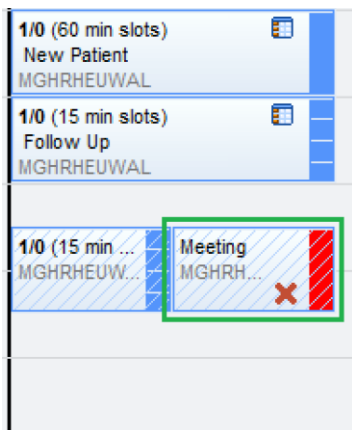
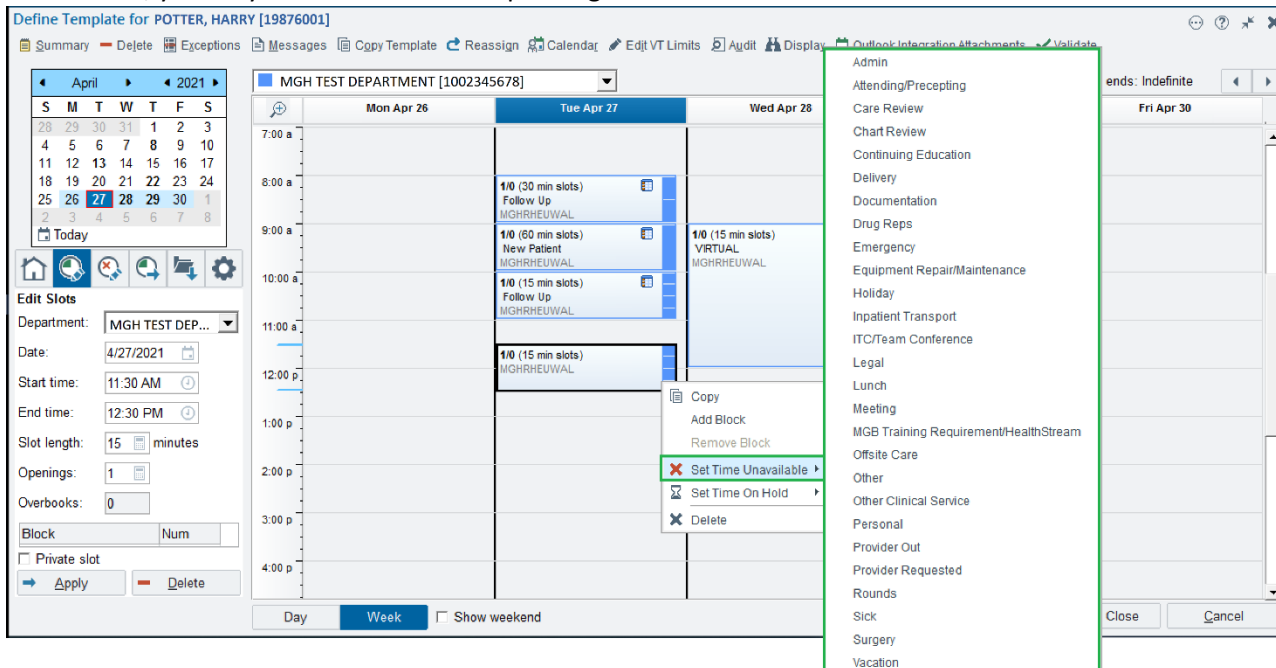
1. Open and log into EPIC.
2. In EPIC, navigate to your tool bar, located at the top of the page, and select **Epic>Scheduling>Templates>Edit Template.**



3. Search for the provider, click **Accept**.



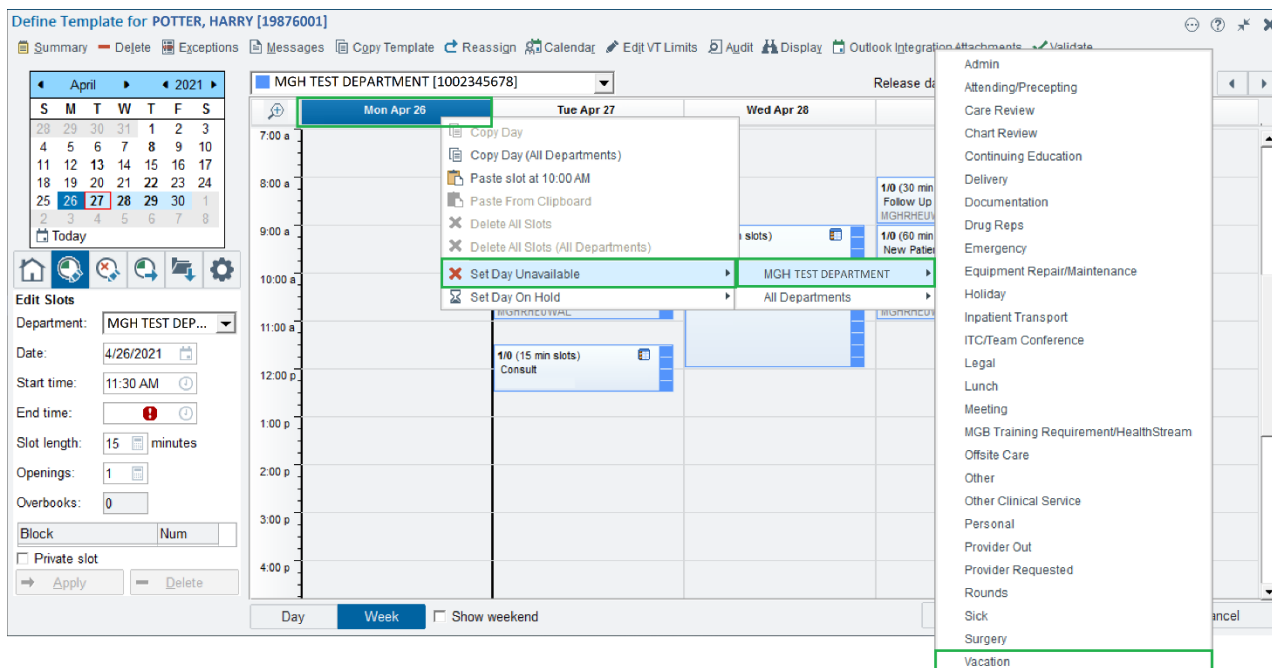
4. On the provider's template, select the time you want to set unavailable by right clicking on the slot.
5. Select **Set Time Unavailable**, then select a reason for making the time unavailable.  
Please note, you may enter a comment explaining the unavailable time in more detail.



6. Click **File**.

Setting Unavailable Day in a template:

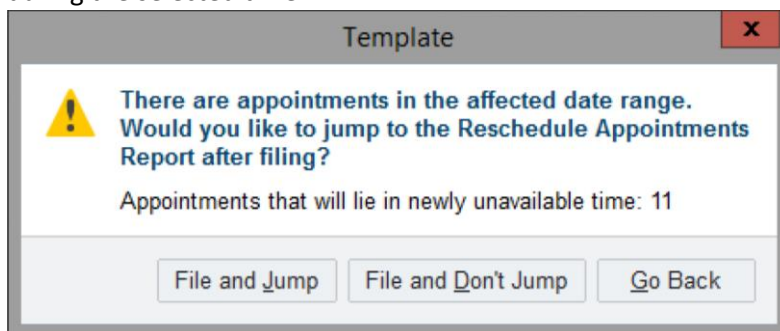
1. To set a full day as unavailable on a provider's schedule, right click on the date at the top of the template.
2. Select **Set Day Unavailable**. Then select the reason for making the day unavailable.  
Please note, you may enter a comment explaining the unavailable time in more detail.



3. Click **File**.

Things to keep in mind:

- You will receive a system warning if there are scheduled appointments or other template exceptions during the selected time.



- Any patients scheduled during the time set as unavailable will need to be rescheduled. Please refer to the Reschedule report to access this list.