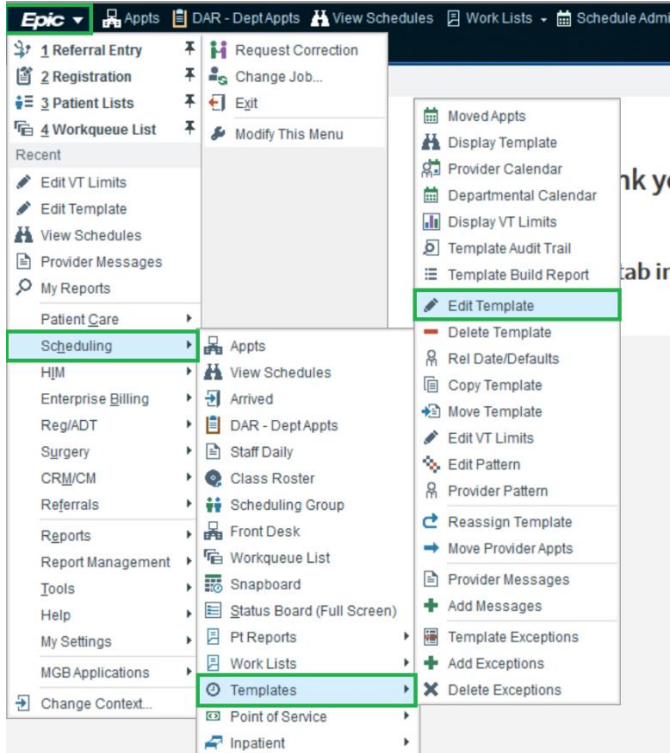

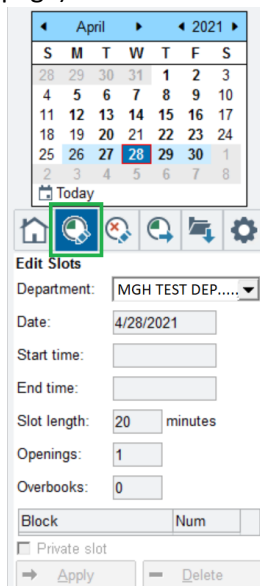



ADDING AND ADJUSTING TEMPLATE SLOTS TIP SHEET

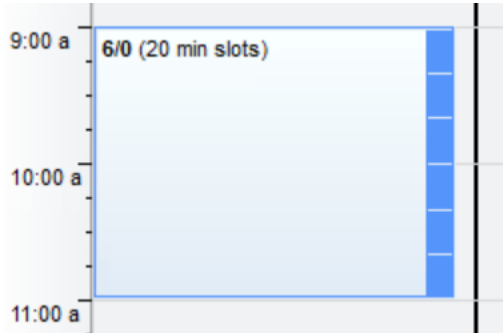
1. Open and log into EPIC.
2. In EPIC, navigate to your tool bar, located at the top of the page, and select **Epic>Scheduling>Templates>Edit Template.**



3. Search for the provider and click **Accept**.
4. To add a slot:
 - a. Click the date on the calendar where you want your slot to begin and then click the **Create, edit or delete slots** icon  in the template toolbox (located on the left side of the edit template page).



- b. Using your mouse, you can also left-click, hold, and drag on the template to create slots.
5. In the **Openings** field in the template toolbox, enter the number of appointment openings per slot.
6. To recur the schedule, click the **Recur** icon  in the template toolbox.
7. Click Apply to add the slot information to the template. The new slot and slot information should appear in the template.



8. To edit an existing slot:
 - a. Click the time slot on the calendar that you want to edit. You can edit the slot details using the template toolbox.
 - b. You can also right-click the slot to access a number of other editing options (including adding block, setting unavailable time and setting hold time).
9. Select **File & Close** to save any changes made. Enter the dates and days of the week when the template should begin and end.

Things to keep in mind:

- You can use unblocked slots on a template to delineate a provider's clinic hours. For example, if a provider sees patients 8AM-5PM, with a break 12PM-1PM, you can create an 8AM-12PM slot and a 1PM-5PM slot to denote a morning and afternoon session. Unavailable time can be used for the 12PM-1PM break.

