

# PsychConsult<sup>®</sup> Provider Front Desk Reception

Managing the front desk requires easy-to-use tools to effectively execute daily activities, while maintaining an efficient workflow. PsychConsult's Front Desk Reception is designed to handle the multiple tasks that come across the front desk, all from one centralized location.

- ▶ Display scheduled services by date, location, program or staff.
- ▶ Filter information for user-defined views.
- ▶ Review dynamic alerts for service authorizations.
- ▶ Track status of appointments: Schedule, Show, Start, Stop and Complete.
- ▶ Send real time alerts to clinicians announcing the arrival of a consumer.
- ▶ Create, cancel or reschedule appointments.
- ▶ Manage individual and group appointments.
- ▶ Collect payments and print organization-defined receipts.
- ▶ Organize and manage end-of-day processing activities.

Appointment Date		Acty	Cnt	Patient ID	Name	Home Phone	Staff	Group	Status	Time	Procedure	Patient		
From:	To:											Total Bal.	Exp Pmt	Actl Pmt
07/21/2016														
				00000001	Conway, Karen	(610) 892-3156	Green, Tracy		Scheduled	08:00 AM	PSYCHOT	60 M	\$262.00	\$15.00
				00000001	Conway, Karen	(610) 892-3156	Silver, Anthony		Scheduled	09:00 AM	EMESTPAT	15 M	\$262.00	\$15.00
				00000213	Hayes, Peter	(765) 556-6543	Green, Tracy		Scheduled	09:00 AM	ICM	15 M	\$0.00	\$0.00
				00000214	Jeffers, Billy	(555) 123-1234	Green, Tracy		Scheduled	09:15 AM	ICM	15 M	\$0.00	\$0.00
				00000137	Adams, Jonathan	(724) 457-8999	Silver, Anthony		Scheduled	10:00 AM	EMNEWPA	60 M	\$60.00	\$10.00
			1	00000009	Quinn, Lester	(707) 343-2809	Green, Tracy		Scheduled	10:00 AM	PSYCHOT	60 M	\$0.00	\$0.00
				00000008	Seidel, Napoleon	(717) 543-8732	Green, Tracy		Scheduled	11:00 AM	DIAG	60 M	\$0.00	\$0.00
				00000012	McDonald, Garret	(662) 908-5645	Silver, Anthony		Scheduled	02:00 PM	EMOFFCO	30 M	\$0.00	\$5.00
				00000002	Pitale, Thomas	(412) 321-9090	Green, Tracy		Scheduled	03:00 PM	GROUP	60 M	\$90.00	\$0.00
				00000106	Austin, Steve	(732) 998-8881	Green, Tracy		Scheduled	03:00 PM	GROUP	60 M	\$109.50	\$0.00
				00000023	Barbireri, Cathi	(860) 676-2344	Green, Tracy		Scheduled	03:00 PM	GROUP	60 M	\$215.00	\$0.00
				00000001	Conway, Karen	(610) 892-3156	Green, Tracy	Anger Mana	Scheduled	03:00 PM	GROUP	60 M	\$262.00	\$15.00
				00000002	Pitale, Thomas	(412) 321-9090	Green, Tracy	Anger Mana	Scheduled	03:00 PM	GROUP	60 M	\$90.00	\$0.00