

Directions for Setting Up and Using the Electronic Patient Scheduling Form

The electronic Microsoft Word version of the Patient Scheduling Form allows you to fill in the form at your computer. There are several advantages to this: 1) It will save you time and let you easily make any needed changes on the form before submitting it to Dr. Fisher's office. 2) It will make the faxed copies much easier to read, thus eliminating handwriting deciphering problems.

To download the Word file to your computer:

- 1) Click on the Patient Scheduling Form Microsoft Word link on the Web site.
- 2) A dialog box will come up asking if you want to "open" the file or "save" the file to disk. Choose "save to disk" and click OK.
- 3) Depending on your computer, it will ask you where you want to save the file or it will automatically save the file directly to your desktop. Make a file folder on your hard drive to file your Patient Scheduling Forms in.
- 4) Save the Word file to your desktop, so it will be handy every time you need it. Each time you use the form file, do a "save as" and give it the name of the month and/or scheduling date you are using it for. That way the master copy on your desktop will always be blank for you to use over and over again. Your file name may look like this: 1 2008 Jan 15.doc; 2 2008 Feb 14 doc; 3 2008 March 12.doc; etc. That file name format will put the files in order by year and month for easy reference.

When you are ready to open the file and use it, you will need to "enable macros" on your computer before it will allow you to fill in the form. A dialog box may pop up asking you if you want to enable macros, if it does, say "yes." If it doesn't, follow the directions below.

Directions for MSWord 2003 and/or earlier versions.

- 1) Open "tools" on the top menu bar within MS Word.
- 2) Select the "macro" option.
- 3) Click on the "security" ... tab.
- 4) Set the security level to medium (this will give you the option to allow macros embedded in the MS Word form to function) click "OK."
- 5) If the form is still open, close the MS Word form document.
- 6) Re-open the form and choose "Enable Macros" when given the option.

Give the form a few seconds to load the macros. When it is working, you can click on each blank line and/or box and fill in the blanks. Use your "Tab" key to move your cursor from one blank to the next blank.

See directions for MSWord 2007 on the next page.

Directions for MSWord 2007

When you open the form file, you will see the following message just above the left-hand top edge of the form: **“Security Warning: Some active content has been disabled.”** At the end of the message will be an “options” button.

1. Click on the “options” button.
2. Choose “Enable this content” and click OK.
3. Wait a few seconds for the form to re-appear.
4. Put your cursor (or arrow) over the form blanks (or boxes) and click. Now you can type information into the form.