

My Schedule

Your own day, one visit at a time. Open a visit to see who it is, start it, read the brief, record it with the AI scribe and write your note.

Page manual · For Providers, Nurses and MAs · aminova.health/university/my-schedule

1. THE PAGE AT A GLANCE

My Schedule shows only your visits: the ones you are the provider on, covering for a colleague, or helping with. Your day is on the left. The visit you open fills the right side.

If the page says **You're not set up as a clinician**, you have no visits of your own yet. Add yourself under Team, or use Appointments to see the whole clinic.

Peak Vitality Clinic
Growth Plan

My Schedule
Monday, September 28 · Dr. Alex Rivera

Today 3 visits
0 Waiting 0 In visit 0 Done

NOW · 12:33 AM

11:20 AM 15 min
Sandra Moore Not confirmed
Injection visit
In person Laser — Motus AY
Forms done

1:20 PM 15 min
Karen Robinson Not confirmed
Injection visit
In person Aesthetics Suite
Forms done

4:40 PM 20 min
Joshua Sanchez Not confirmed
Follow-up
In person Exam Room 1
Sulfa drugs

Next visits: Tomorrow →

Sandra Moore Forms done
Start visit

Injection visit Today · 11:20 AM – 11:35 AM (15 min) In person
Laser — Motus AY

Starts in about 11h — the visit opens 60 min before.

Confirmed I'm here Checked in In visit Checked out

ALLERGIES
No known drug allergies

PROVIDER
Dr. Alex Rivera

ROOM

Pre-Visit Brief AI Scribe Post-Visit Note Last Visit

FORMS Hand to patient Send

Peptide Therapy Consent Done
TRT Informed Consent Done
GLP-1 Weight Management Consent Done
Telehealth Consent Done

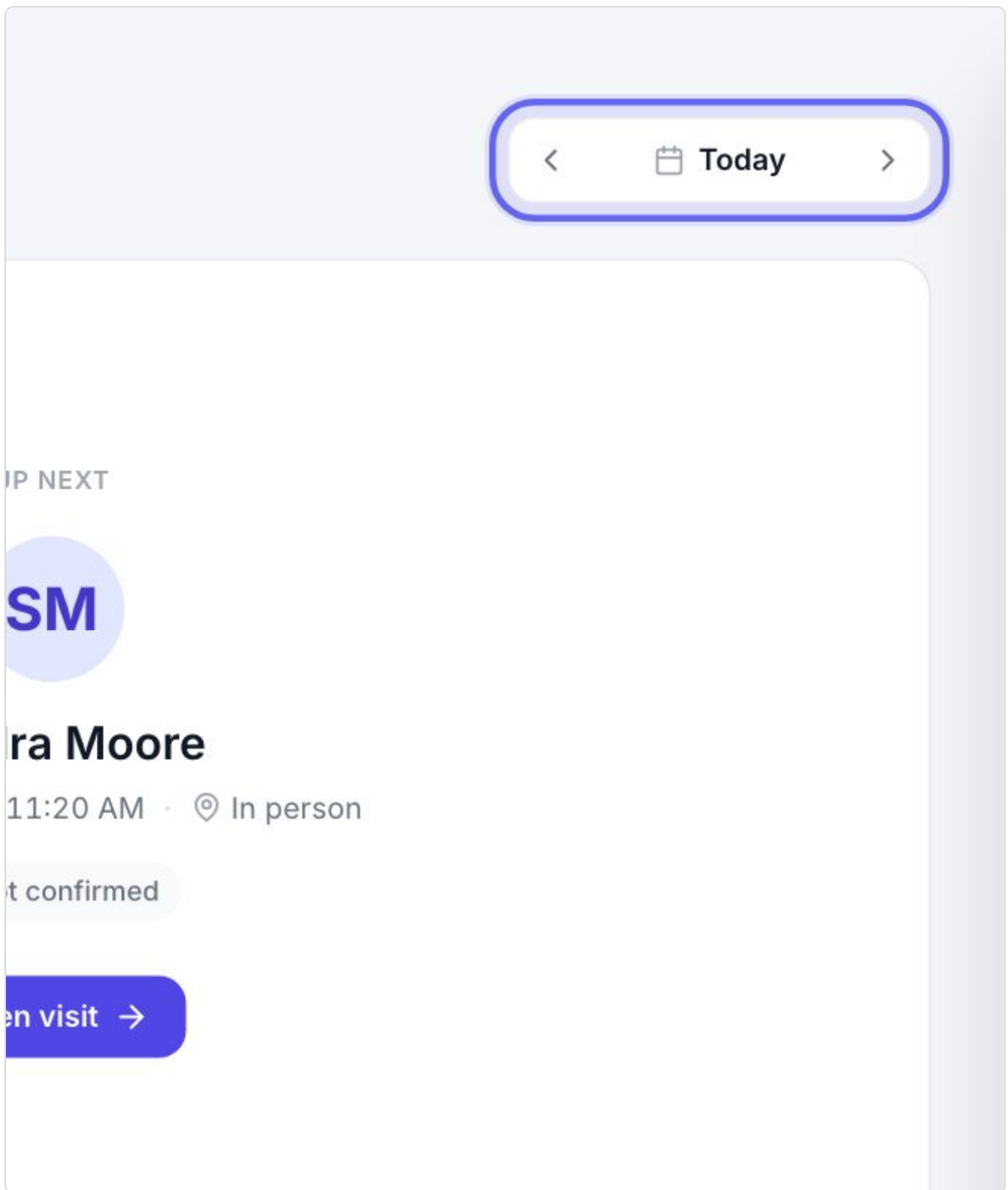
PRE-APPOINTMENT NOTES
Things to cover, open questions, clinical reminders for this visit...

Save

My Schedule: your day on the left, the open visit on the right.

2. PICK A DAY

1. Use the arrows to go back or ahead one day.
2. Click the date to pick any day from a calendar.
3. On any other day, **Jump to today** brings you back.



Step a day at a time, or click the date to jump.

3. YOUR DAY

1. Your visits are listed in time order. A red **Now** line shows where you are in the day.

- Each row shows the time, the patient, the kind of visit, and whether it is in person or video. Allergies show in red.
- The tag on the right says where the visit stands, like **Not confirmed**, **Confirmed**, **Waiting** or **In visit**. Waiting and In visit also show how long so far.
- At the top, today shows how many are **Waiting**, **In visit** and **Done**.
- When the front desk checks your patient in, a bar at the top tells you they are waiting. Press **Open visit** to go straight to it.

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In person Exam Room 1
Sulfa drugs

Next visits: Tomorrow →

Sandra I
Injection visit · 11:20
Not confirmed
Open visit

Your day, in time order, with where each visit stands.

4. OPEN A VISIT

Click a visit to open it. If nothing is open, the right side offers the visit that needs you next, with **Open visit**.

The top of the visit shows the patient, the kind of visit, the time, and the room. A **First visit** tag means this is their first visit to the clinic.

8 · Dr. Alex Rivera

Today

3 visits

visit 0 Done

Sandra Moore ✓ Forms done

• Injection visit ⌚ Today · 11:20 AM – 11:35 AM (15 min) 📍 In person

🏠 Laser — Motus AY

Starts in about 11h — the visit opens 60 min before.

Confirmed I'm here Checked in In visit Checked out

ALLERGIES
No known drug allergies

PROVIDER
Dr. Alex Rivera

ROOM
Laser — Motus AY (assigned) Enter room

Pre-Visit Brief AI Scribe Post-Visit Note Last Visit

a Moore • Not confirmed
on visit
person 🏠 Laser — Motus AY
ms done

Robinson • Not confirmed
on visit
person 🏠 Aesthetics Suite
ms done

a Sanch... • Not confirmed

The open visit: who, what kind of visit, when and where.

5. START THE VISIT

1. For an in-person visit, press **Start visit**. It also opens **Quick Visit**, for vitals and a short note.
2. For a video visit, press **Join Telehealth Call**. If you leave the call, **Rejoin call** takes you back.
3. Both open 60 minutes before the visit, so you can't start one weeks early by mistake.
4. When you're done, press **Check out**. It's the same check-out the front desk does.
5. The ... menu holds **Quick Visit**, **No-show** and **Cancel**. No-show and cancel ask you first.
6. Once a visit is over, **Book follow-up** books the next one right here.

< Today >

▶ Start visit

...

:35 AM (15 min) 📍 In person

○ In visit

○ Checked out

PROVIDER

Dr. Alex Rivera

Enter room

te ⌛ Last Visit

The main button changes as the visit moves along. Everything else is in the menu.

Tip. Before a video visit, if the patient hasn't signed a required consent, you're shown which ones. You can stop, or press Proceed anyway.

6. WHERE THEY ARE, AND WHAT TO KNOW

1. The steps show where the patient is: **Confirmed**, **I'm here**, **Checked in**, **In visit**, **Checked out**, with the time of each.
2. Below them: **Allergies**, the **Price**, whether the **Deposit** is paid, and the **Provider**.

The screenshot shows a patient visit interface for Sandra Moore. At the top, there's a header with the patient's name, a 'Forms done' status, and a 'Start visit' button. Below this, a timeline shows the visit steps: Confirmed, I'm here, Checked in, In visit, and Checked out. The 'In visit' step is currently active. Below the timeline, there are sections for 'ALLERGIES' (No known drug allergies), 'PROVIDER' (Dr. Alex Rivera), and 'ROOM' (Laser — Motus AY (assigned)). There is an 'Enter room' button. At the bottom, there are tabs for 'Pre-Visit Brief', 'AI Scribe', 'Post-Visit Note', and 'Last Visit'. Below these tabs, there are 'FORMS' listed: 'Peptide Therapy Consent' and 'TRT Informed Consent', both with 'Done' buttons. On the left side, there is a list of other visits for the patient, including 'a Moore', 'Robinson', and 'a Sanch...', each with a 'Not confirmed' status and a 'Done' button.

The patient's steps through the visit, and the facts to know before you go in.

7. ROOMS

1. For an in-person visit, pick a room and press **Enter room**.
2. When you leave, press **Done — free the room**, so the front desk knows it's open.
3. A visit that moves through several rooms shows its room steps here instead. See the Room steps manual.

8. BEFORE, DURING, AFTER

1. **Pre-Visit Brief** is what to read before you go in.
2. **AI Scribe** records the visit and drafts your note. Video visits don't show it; they have their own scribe inside the call.
3. **Post-Visit Note** is where you write up the visit.
4. **Last Visit** shows the patient's last note, with **Print**.
5. A visit that hasn't started opens on the brief. One that has started opens on the note.

Patient Information: Robinson (Not confirmed), Aesthetics Suite, Exam Room 1.

ALLERGIES: No known drug allergies

PROVIDER: Dr. Alex Rivera

ROOM: Laser — Motus AY (assigned) [Enter room](#)

Tabs: Pre-Visit Brief (selected), AI Scribe, Post-Visit Note, Last Visit

FORMS:

Form	Status
Peptide Therapy Consent	✓ Done
TRT Informed Consent	✓ Done
GLP-1 Weight Management Consent	✓ Done
Telehealth Consent	✓ Done

Hand to patient [Send](#)

Know before you walk in [Add](#)

Personal context — not part of the medical record.

Nothing yet — add what you would want to remember before the next visit.

PRE-APPOINTMENT NOTES

Things to cover, open questions, clinical reminders for this visit...

[Save](#)

Four tabs: the brief, the scribe, your note, and the last visit.

9. FORMS AND PREP

1. The **Forms** card shows each form as **Done**, **Opened**, **Waiting** or **Not sent**.
2. Press **Send now** on a form that was never sent. **Send** lets you pick more forms.
3. **Hand to patient** lets the patient sign what they still owe on a tablet.
4. If the visit type has a **Prep checklist**, tick items off as you get ready. The ticks stay on this device only.

Patient Information: Robinson (Not confirmed), Aesthetics Suite, Exam Room 1.

ALLERGIES: No known drug allergies

PROVIDER: Dr. Alex Rivera

ROOM: Laser — Motus AY (assigned) [Enter room](#)

Tabs: Pre-Visit Brief (selected), AI Scribe, Post-Visit Note, Last Visit

FORMS:

Form	Status
Peptide Therapy Consent	✓ Done
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Telehealth Consent	✓ Done

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Nothing yet — add what you would want to remember before the next visit.

PRE-APPOINTMENT NOTES

Things to cover, open questions, clinical reminders for this visit...

[Save](#)

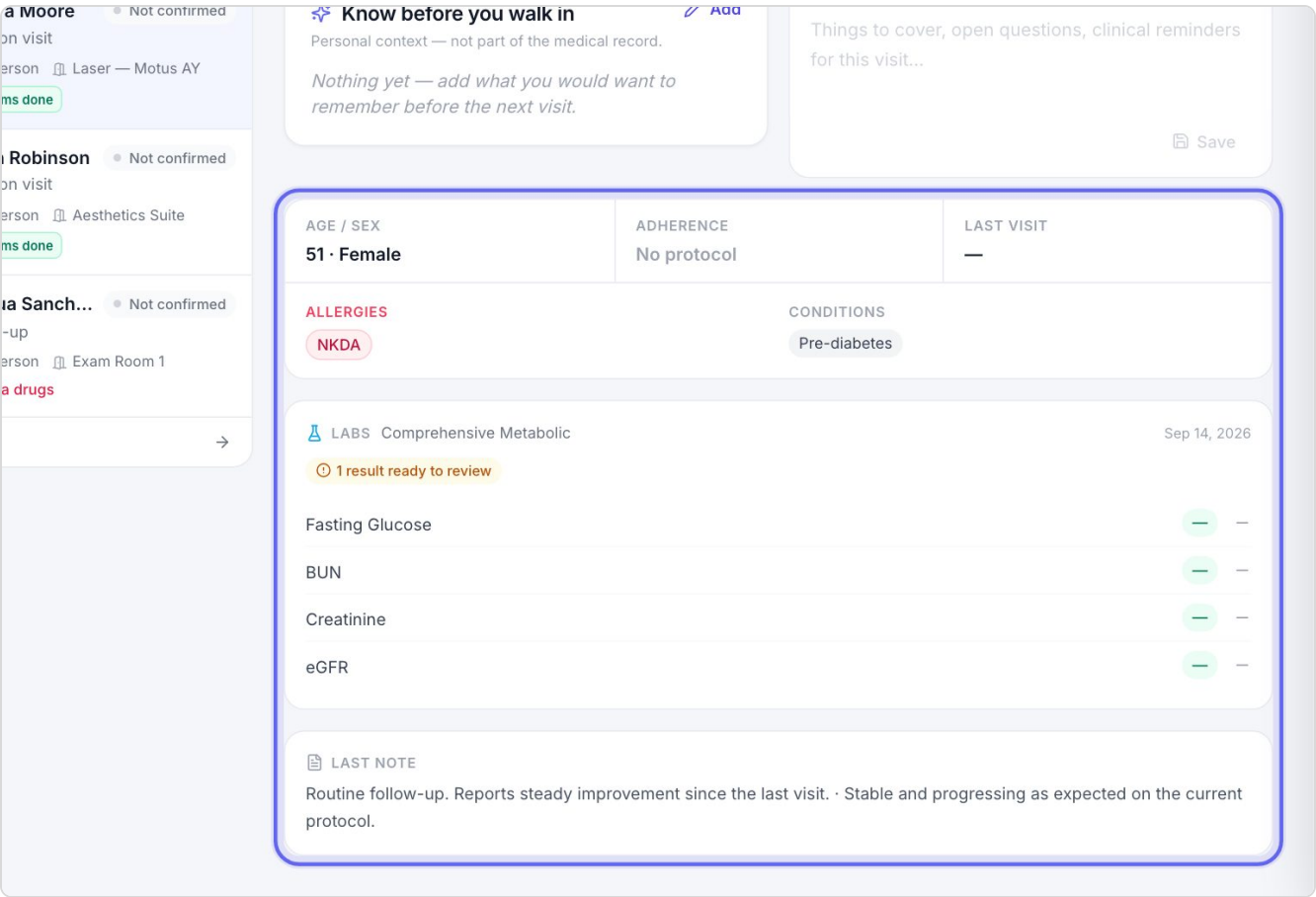
The Forms card: each one checked off as it is done.

10. YOUR NOTES BEFORE THE VISIT

- 1. **Know before you walk in** holds personal things worth remembering, like their kids’ names. It is not part of the medical record.
- 2. **Pre-Appointment Notes** are notes to yourself for this visit. Press **Save**.
- 3. Once the visit starts, the pre-visit notes lock. Write what happens in the visit note instead.

11. THE PATIENT BRIEF

- 1. Read it before you go in: **Clinical Alerts**, age, **Allergies**, **Conditions** and **Last Visit**.
- 2. **Active Protocol** shows their protocol and medications.
- 3. **Labs** shows the latest results, with results waiting for review and labs still out.
- 4. **Refills Due** lists refills running low. Each one opens in a new tab, so your note stays put.

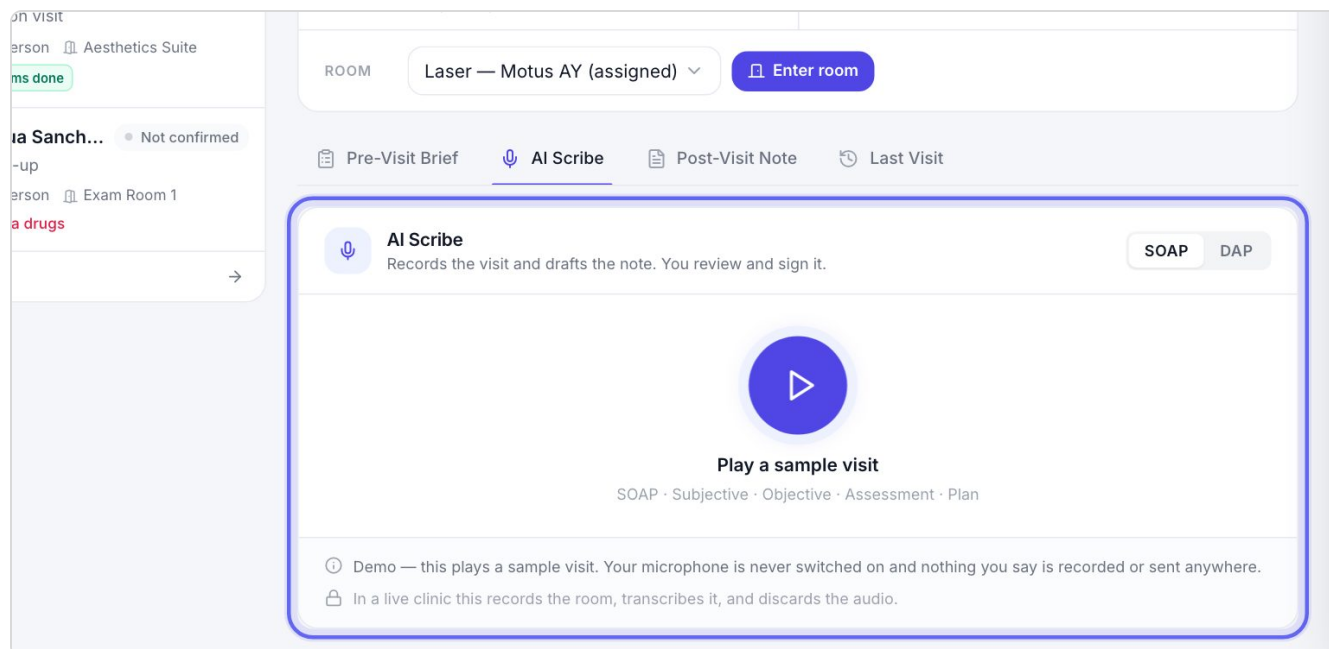


The brief: age, allergies, conditions and the latest labs.

12. AI SCRIBE

On an in-person visit, the **AI Scribe** tab records the visit and drafts the note for you to check. It records only patients who signed your recording consent form. Tell the patient first and get their agreement.

See the AI scribe manual for the whole flow.



The AI Scribe tab on an in-person visit.

13. YOUR VISIT NOTE

1. The note has four boxes: Subjective, Objective, Assessment and Plan. If you have note templates, pick one under **Note layout** instead.
2. Write in each box. Add diagnosis codes under **ICD-10 Diagnosis Codes** and press **Add**.
3. **Save Draft** puts the note in the chart and keeps it open for changes.
4. **Sign & Lock** makes the note final and marks the visit completed.

Write the visit up, then save a draft or sign and lock it.

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