

Cancer Services – Schedule Inpatient Appointments via Treatment Calendar



Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Process appointments for patients who have had a regimen ordered in EMR that are Inpatients

Definitions:

Scheduling Appointment Book – Calendar view of the daily time slots available for an appointment to be scheduled

Direct Scheduling – Allows patients or users of an external application to schedule appointments without interacting with the health systems scheduling staff.

Inpatient – A patient who is admitted to hospital for treatment

1. Search for patient in PowerChart.

2. Navigate to Treatment Calendar via the Oncology/Haematology View

3. Select the link next to the first day of treatment for that cycle

The screenshot shows the Oncology/Haematology View interface. On the left, a menu lists various options, with 'Oncology/Haematology View' highlighted in red. The main area displays the 'Treatment Calendar' for 'ONC - FOLFOX6 (8 cycles)'. The calendar shows a list of cycles, each with a 'Scheduling' section. The first cycle is expanded, showing 'CDU Inpatient Visit - 240 Minutes - Day 1' and 'CDU OP Review - 60 Minutes - Day 3'. The interface includes a search bar, a zoom level of 100%, and a 'Febrile Neutro' tab.

- Select appropriate date from calendar and choose ‘Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates’. Click to sign

Add to Patient Treatment Calendar

Order: **CDU OP Review - 60 Minutes - Days 1** Time: 8:00 AM Update the Cycle/Plan Start Date.

To schedule, click to select and deselect date(s):

| AUGUST 2023 | | | | | | |
|-------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| SEPTEMBER 2023 | | | | | | |
|----------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| OCTOBER 2023 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Send Scheduling Requests for Current Cycle.
 Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates.

Sign Cancel

- Navigate to Scheduling Appointment Book to process scheduling request
- Open ‘Request Inquiry’



- With the request list inquiry set to ‘Request by Queue’ and the request list queue set to ‘**ONC/HAEM Booking Requests**’ for **Sunshine CDU**, or ‘**Melton Day Unit**’ for **Melton MDU**, click ‘Find’ to locate and review requests available for processing

Request List

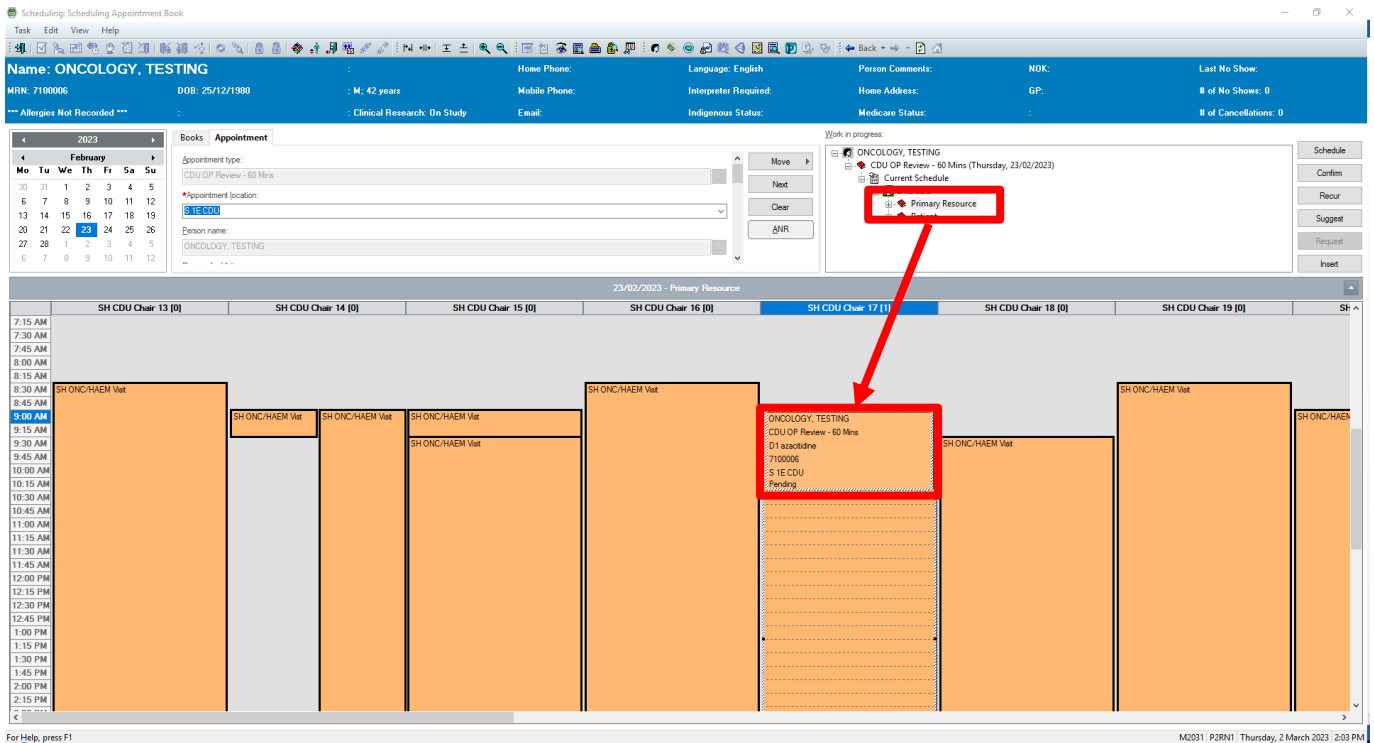
Inquiry: Request by Queue

Request List Queues: ONC/HAEM Booking Requests

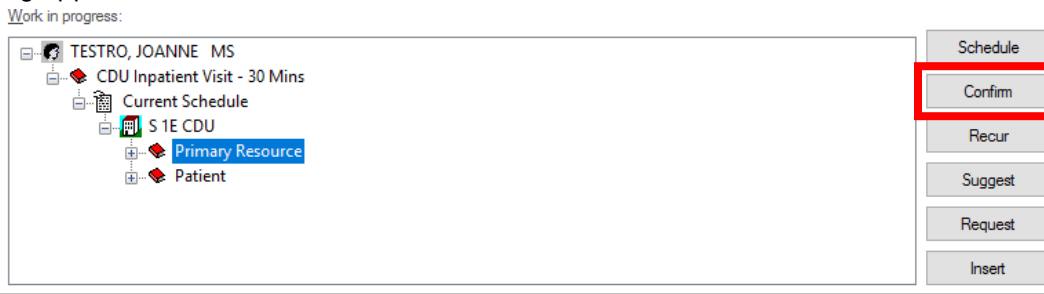
- Right click on row that is to be processed and select ‘Complete Request’. Appointment attribute window will display for review of details. Click OK.



- Appointment request will display in 'Work in progress:' section, to be scheduled into appropriate date/time.
- Drag and drop 'Primary Resource' to appropriate date/time/chair.



- PLEASE CREATE iPM Pre-Admission at this point for this booking. Date/Time for iPM Pre-Admit to EXACTLY match date/start time you have just chosen.**
- Once the pre-admission is created in iPM, go back to Scheduling Appointment Book and click Confirm to continue processing appointment.



- Confirm' window appears. Review details and click OK
- 'Encounter Selection' window appears. SELECT iPM Pre-Admit that was created for this appointment. *Use 'Est Arrive Date' Column to see date to help find correct date/time

| FIN NBR | Enc Type | Est Arrive Date | Disch Date |
|--------------|------------|-----------------------|-----------------------|
| 21000888C003 | Outpatient | 08/08/2023 - 2:00 PM | 08/08/2023 - 11:59 PM |
| 21000888C002 | Outpatient | 04/08/2023 - 9:00 AM | 04/08/2023 - 11:59 PM |
| 21002181 | Outpatient | 07/07/2023 - 2:36 PM | 07/07/2023 - 11:59 PM |
| 21001663C002 | Outpatient | 20/06/2023 - 8:30 AM | 20/06/2023 - 11:59 PM |
| IPE75376265 | Inpatient | 19/06/2023 - 2:00 PM | |
| 21000888 | Outpatient | 19/05/2023 - 1:00 PM | 19/06/2023 - 11:59 PM |
| 21001663 | Outpatient | 19/06/2023 - 11:00 AM | 19/06/2023 - 11:59 PM |
| IPE75375780 | Inpatient | 09/05/2023 - 10:00 AM | 10/05/2023 - 10:00 AM |
| NVE73000886 | No Meet | | 18/04/2023 - 8:06 AM |
| IPE75375895 | PreAdmit | 22/05/2023 - 9:00 AM | |

- Select OK appointment displays as confirmed