

Cancer Services – Schedule Outpatient Appointments via Treatment Calendar



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.

Outpatient – A patient who attends hospital for treatment without being admitted

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 displays the 'Oncology/Haematology View' interface. On the left, a menu lists various options, with 'Oncology/Haematology View' highlighted in red. The main area shows the 'Treatment Calendar' tab, which is also highlighted in red. The calendar displays a list of cycles for 'ONC - FOLFOX6'. Each cycle includes a 'Scheduling' section with two rows: 'CDU Inpatient Visit - 240 Minutes - Day 1' and 'CDU OP Review - 60 Minutes - Day 3'. The first day of the first cycle is highlighted in red, and the date '***/**/****' is visible next to it.



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

- Access the 'Referrals View' section via the table of contents. Check to see if existing referral for CDU exists. Example:

Referrals

Time: Last One Year Referral Service: *All Show Expired Show Closed

Referral ID	Referral Type	Referral Service	Specialty	Reason	Referral Status	Wait List Status
VSPEC76350	Specialist Clinics (OP)	Haematology	CDU Haematology	D1 CyBorD weekly	Schedule Appt - Routine < 90 Days	Scheduled

- 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', click 'Find' to locate and review requests available for processing

Request List

Inquiry: Request by Queue

Request List Queues: ONC/HAEM Booking Requests

If patient has an existing CDU referral. (Check PowerChart if unsure)

- Right click on row that is to be processed and select 'Modify'.

Action	Person Name	Appointment Type	Earliest Date	Time	Orders	Timeframe	Scheduled Date
Book	Ppplim, Alex	MR CDU OP Review - 60 Mins	13/11/20			0 Minutes	
Book	Ppplim, Alex	MR CDU OP Review - 60 Mins	20/11/20			0 Minutes	
Book	Ppplim, Alex	MR CDU OP Review - 60 Mins	27/11/20			0 Minutes	
Book	Ppplim, Alex	MR CDU OP Review - 60 Mins	04/12/20			0 Minutes	

2. Select 'Set Enc'
3. Select correct/appropriate referral

21000994	Referral	09/10/2023 - 9:30 AM		CDU Oncology	Sunshine	S 1E CDU	Treating Dr	Herath, Dishan - SMO	CDU Onc Referral
IPE75375919	PreAdmit	07/06/2023 - 11:00 AM	Elective Admission	Oncology	Sunshine	S 1E CDU	Treating Dr	Herath, Dishan - SMO	Fluids
21000865C002	PreReg	05/06/2023 - 10:00 AM		CDU Oncology	Sunshine	S 1E CDU	Treating Dr	Herath, Dishan - SMO	Phone Review
21000865	Referral	01/06/2023 - 10:00 AM		CDU Oncology	Sunshine	S 1E CDU	Treating Dr	Herath, Dishan - SMO	Oncology Referral

4. Choose appropriate Mode of Contact. Click 'OK'
5. Right Click and Select 'Complete Request' and Click 'OK'
6. Appointment request will display in 'Work in progress:' section, to be scheduled into appropriate date/time.
7. Drag and drop 'Primary Resource' to appropriate date/time/chair.

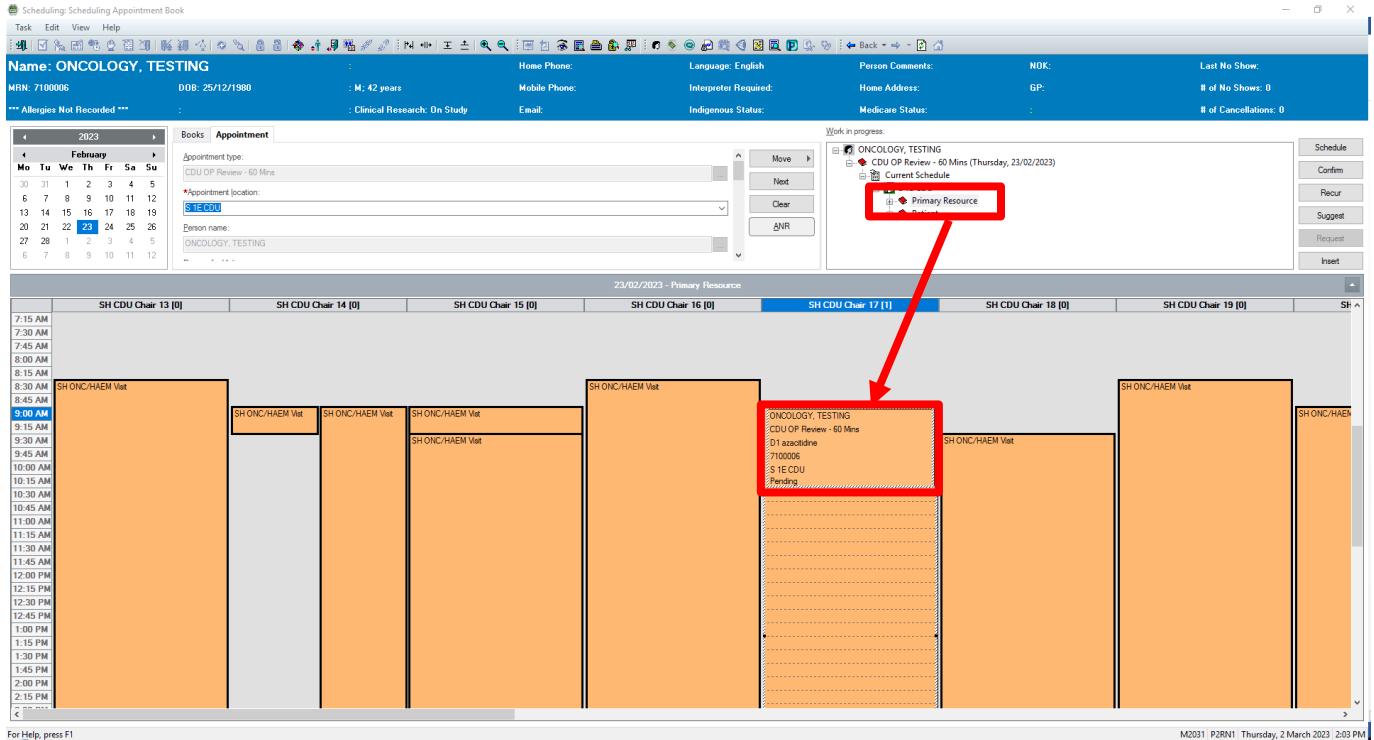
8. Click Confirm to continue processing appointment.

9. Appointment will display as confirmed

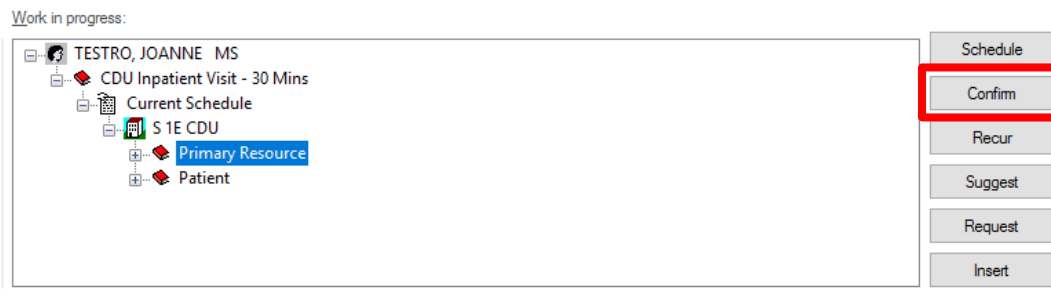


If patient DOES NOT have an existing CDU referral. (Check PowerChart if unsure).

1. Right Click and Select 'Complete Request' and Click 'OK'
2. Appointment request will display in 'Work in progress:' section, to be scheduled into appropriate date/time.
3. Drag and drop 'Primary Resource' to appropriate date/time/chair.



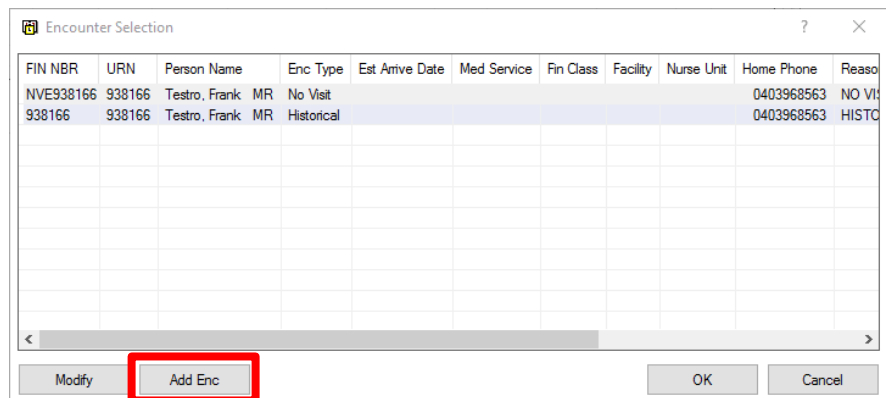
4. Click Confirm to continue processing appointment.



5. Click 'Set Enc'. Encounter Selection window displays

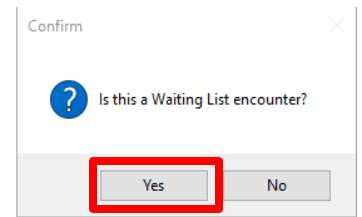
6. Encounter Selection window displays.

7. Select 'Add Enc'

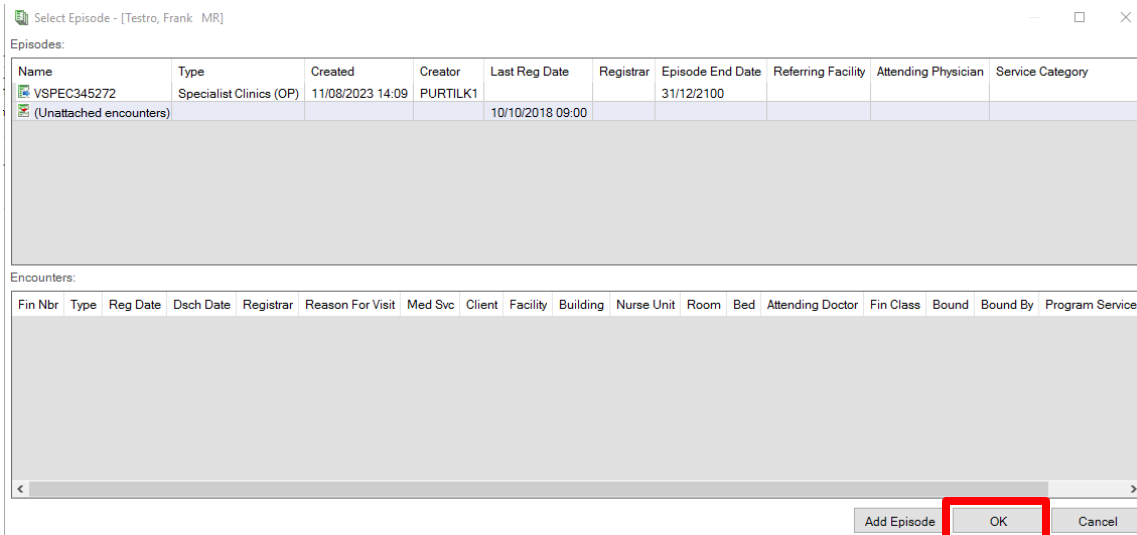




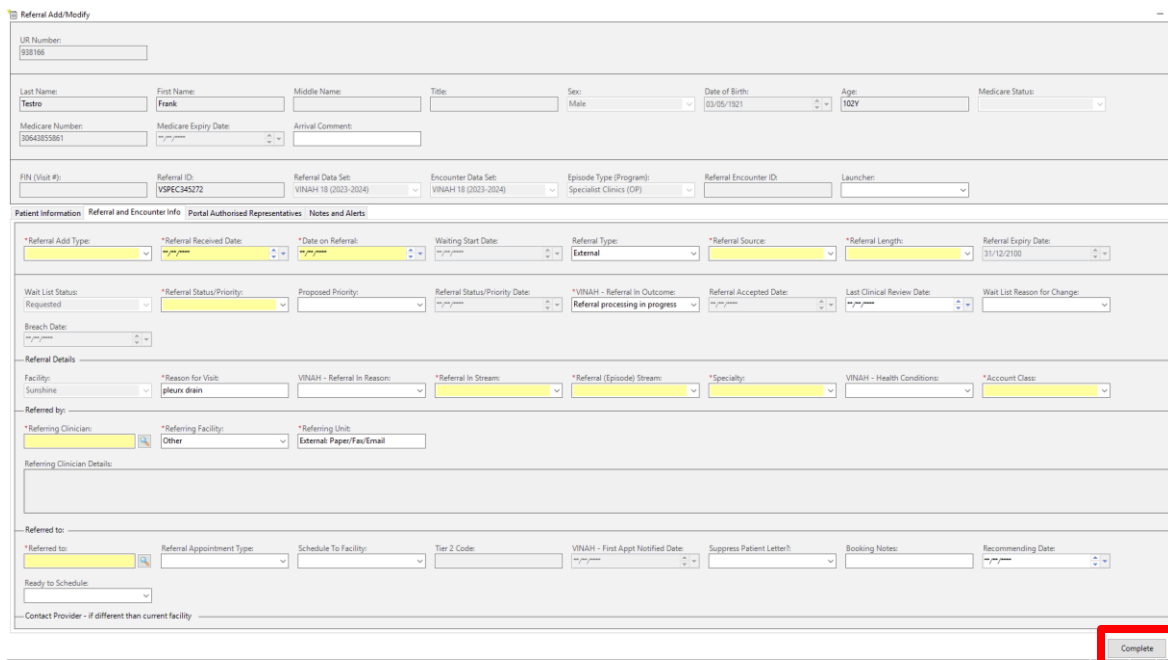
8. Confirmation window asking 'Is this a Waiting List encounter?' Select 'Yes'.



9. On the Select Episode Window, select 'Add Episode' then select 'Specialist Clinics (OP)'. Once this is created select the row and click OK



10. The Referral Add/Modify Window will appear – This screen will need to be populated. See Appendix A with details for each field. Click 'Complete' once all fields have been filled out.



11. Confirmation window appears with the encounter now set to a "Referral" encounter type. Click 'OK' to complete appointment. Click OK to complete booking

FIN NBR	URN	Person Name	Enc Type	Est Arrive Date	Med Service	Fin Class	Facility	Nurse Unit	Home Phone	Reason For Visit	Admitting Doctor	Treating Dr	VIP	Visit Id
21002460	1596161	TEST, A MR	Referral	11/08/2023 - 4:00 PM	CDU Oncology	Public: Eligible	Sunshine	S 1E CDU		C1 D1 Rituximab	Herath, Dishan - SMO	Herath, Dishan - SMO		101366408



APPENDIX A – VINAH FIELDS

Field Name	O = Optional M = Mandatory	Description	Typical CDU Value
Referral Add Type	M	Whether this referral is new or whether it is renewed (expired referrals)	*New Referral
Referral Received Date	M	The date which Medical Officer has completed the CDU Referral PowerForm and the message appears in message centre	Date of Message in Message Centre
Date on Referral	M	The date which Medical Officer has completed the CDU Referral PowerForm and the message appears in message centre	Date of Message in Message Centre
Referral Type	O	This field indicates whether the field has come from external or internal means, generally for CDU all referrals are internal from Specialist Clinics and external if coming from a private clinician	Internal
Referral Source	M	Where the source of the referral is coming from.	If a patient has had previous treatment in CDU, then it would be considered a same program; otherwise new. This Hosp new program / This Hosp same program
Referral length	M	This field indicates how long a referral should remain active for.	As treatment is ongoing in CDU this is general indefinite
Referral Status/Priority	M	This field is vital for CDU, it must be changed to Schedule - No Wait Listing, Cat 1 or Schedule - No Wait Listing, Cat 2 or Schedule - No Wait Listing, Cat 2 This field is used for Triaging process in Specialist clinics but can be skipped for CDU	Schedule Appt - < 90 Days
VINAH – Referral In Outcome	M	This field indicates the outcome for the referral in the case of CDU we always provide a new appointment This field is mainly used in the Specialist clinics triaging process	Referral Accepted - New Appointment
VINAH - Health Conditions	M	This is the condition that the patient is receiving treatment as part of the referral – This can be derived from the CDU Referral PowerForm	
Reason for Visit	M	This field indicates the reason for the referral (not the reason for the visit itself).	Oncology/Haematology Treatment
VINAH – referral In Reason	M	The reason why we are creating the referral.	Treatment or intervention
Referral In Stream	M	The stream that is associated with the referral	Oncology or Haematology
Referral (Episode) Stream	M	The Referral (Episode) Stream that is associated with the referral	Oncology or Haematology
Speciality	M	The speciality relating to the referral	CDU Haematology or CDU Oncology
Account Class	M	The funding arrangement for the patients	Public: Eligible
Referring Clinician	M	The clinician that has submitted the CDU Referral PowerForm	
Referring Unit	M	The Unit that has referred	Specialist Clinics: Oncology
Recommending Date	O	A field that is required for specialist clinics patients – The date we are recommending the first booking to comments	Today's Date