

Digital Health Quick Reference Guide

# Cancer Services – Schedule Outpatien 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.

## Navigate to Treatment Calendar via the Oncology/Haematology View

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

Menu	🕴 < 👻 者 Oncology/Haematology View
Patient Information	Nurse Oncology View ONC/HAEM Flowsheet Treatment Calendar Febrile Neu
Nurse View	
Outpatient View	
Care Plan Summary	Calendar Items
MAR	⊿ Appointments
Medication Request	⊿ Regimen Appointments
nteractive View and Fluid Balance	ONC - FOLFOX6 (8 cycles)
Activities and Interventions	⊿ 🛅 ONC - FOLFOX6 (8 cycles)
Orders and Referrals + Add	🛛 🎽 Cycle 1 - ONCP - FOLFOX6
Medication List	⊿ Scheduling
Documentation + Add	CDU Inpatient Visit - 240 Minutes - Day 1
orm Browser	CDU OP Review - 60 Minutes - Day 3
Continuous Notes	🛛 🎦 Cycle 2 - ONCP - FOLFOX6
Observation Chart	⊿ Scheduling
	CDU Inpatient Visit - 240 Minutes - Day 1 ***//****
lesults Review	CDU OP Review - 60 Minutes - Day 3
Allergies/Sensitivities + Add	⊿ 🎽 Cycle 3 - ONCP - FOLFOX6
 Case Conference/Discharge Plann	⊿ Scheduling
 Dx, Problems/Alerts	CDU Inpatient Visit - 240 Minutes - Day 1 ***//****
Dx, Current Procedures	CDU OP Review - 60 Minutes - Day 3
Growth Chart	⊿ 🎽 Cycle 4 - ONCP - FOLFOX6
listories	⊿ Scheduling
mmunisation	CDU Inpatient Visit - 240 Minutes - Day 1 ***//****
/IAR Summary	CDU OP Review - 60 Minutes - Day 3
/ultiMedia Manager 🛛 🕂 Add	🛛 🎦 Cycle 5 - ONCP - FOLFOX6
Jy Health Record	⊿ Scheduling
lotes	CDU Inpatient Visit - 240 Minutes - Day 1
GP View	CDU OP Review - 60 Minutes - Day 3
Pregnancy Summary Report	⊿ 🎦 Cycle 6 - ONCP - FOLFOX6
Oncology/Haematology View	⊿ Scheduling
Research	CDU Inpatient Visit - 240 Minutes - Day 1 ***//**//****
Referrals View	CDU OP Review - 60 Minutes - Day 3

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

		Review									8:00 A			🖌 Update						•• •	<b>     </b>
	,		GUST 2		1.5					SEPT	EMBER	2023					OC	OBER 2	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

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

# Referrals

Time Last One Ye	ear 🗸 Referral Se	ervice *All		$\checkmark$	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 CyBo	rD weekly Schedule Appt - Scheduled Routine < 90 Days

- 6. Navigate to Scheduling Appointment Book to process scheduling request
- 7. 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

Inquiry:	
Request by Queue	~
Request List Queues:	
ONC/HAEM Booking Requests	~

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

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



**Digital Health** 

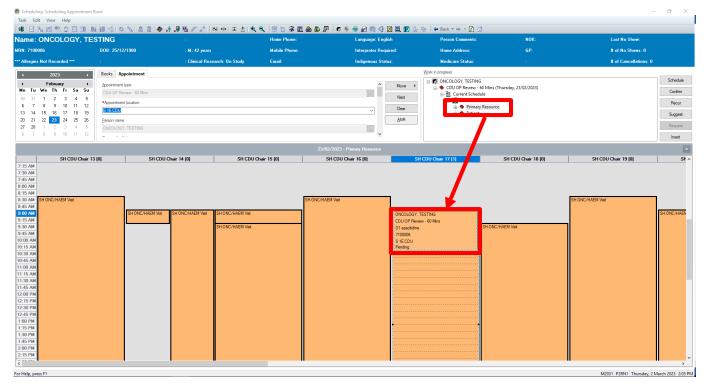


Action	Person Name	Appointment Type	Earliest Date	Tì	lime	Orders		Timeframe	Scheduled Date
Book	Ppplim, Alex MR	CDU OP Review - 60 Mins	13/11/20	Confirm		10	Minutes		
Book	Ppplim, Alex MR	CDU OP Review - 60 Mins	20/11/20	Continn		01	Minutes		
Book	Ppplim, Alex MR	CDU OP Review - 60 Mins	27/11/20	Contact		01	Minutes		
Book	Ppplim, Alex MR	CDU OP Review - 60 Mins	04/12/20	Modify		01	Minutes		
				Reschedul	le				

- 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.

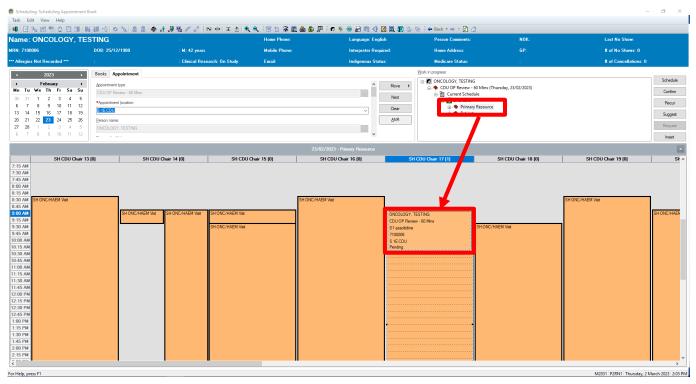


9. Appointment will display as confirmed



# 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'

FIN NBR	URN	Person Name		Enc Type	Est Arrive Date	Med Service	Fin Class	Facility	Nurse Unit	Home Phone	Reas
NVE938166	938166	Testro, Frank	MR	No Visit						0403968563	NO V
938166	938166	Testro, Frank	MR	Historical						0403968563	HIST
<											3





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

Confirm	×
? Is this a Waiting Li	st encounter?
Yes	No

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

pisodes:													
Name	0345272	Type Specialist (	Clinics (OP)	Created 11/08/2023 14:09		Last Reg Date	Registrar	Episode End Date 31/12/2100	Referring Facility	Attending	Physician	Service	Category
	ached encounter		5111103 (01.)	11/00/2020 14:00	, TORNER	10/10/2018 09:0	0	51/12/2100					
ncounters	s:												
		Dsch Date	Registrar	Reason For Visit	Med Svc C	lient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound 8	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	lient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound E	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	lient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound I	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	lient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound E	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	lient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound [	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	ilient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound [	Bound By	Program Serv
		Dsch Date	Registrar	Reason For Visit	Med Svc C	ilient Facility Bui	ding Nurse	Unit Room Bed	Attending Doctor	Fin Class	Bound f	Bound By	Program Serv

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.

st Name: estro	First Name: Frank	Middle Name:	Title:		Sex: Male		Date of Birth: 13/05/1921	A V	Age: 102Y		Medicare Status:	
ledicare Number: 0643855861	Medicare Expiry Date:	Arrival Comment:										
N (Visit#):	Referral ID: VSPEC345272	Referral Data Set: VINAH 18 (2023-2024)	Encounter Data Set: VINAH 18 (2023-2024)		Episode Type (Program): Specialist Clinics (OP)	R	leferral Encounter ID:		Launcher:	~		
tient Information Referral and En	counter Info Portal Authorised Representa	tives Notes and Alerts										
* Referral Add Type:	*Referral Received Date:	* Date on Referral:	Waiting Start Date:	A V	Referral Type: External	~	*Referral Source:	~	*Referral Length:	~	Referral Expiry Date: 31/12/2100	
Wait List Status: Requested	*Referral Status/Priority:	Proposed Priority:	Referral Status/Priority Date:	A V	*VINAH - Referral In Outcome: Referral processing in progress		Referral Accepted Date:	A V	Last Clinical Review Date:	•	Wait List Reason for Change:	Ÿ
Breach Date:	) <b>v</b>											
Facility: Sunshine	*Reason for Visit: v pleurx drain	VINAH - Referral In Reason:	*Referral In Stream:	~	*Referral (Episode) Stream:	~	*Specialty:	~	VINAH - Health Conditions:	~	*Account Class:	~
Referred by:	*Referring Facility:	*Referring Unit: External: Paper/Fax/Email										
Referring Clinician Details:												
-Referred to:												
*Referred to:	Referral Appointment Type:	Schedule To Facility:	Tier 2 Code:		VINAH - First Appt Notified Date:	Ŧ	Suppress Patient Letter?	~	Booking Notes:		Recommending Date:	÷ *
Ready to Schedule:												

11. Confirm 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 w hether it is renew ed (expired referrals)	*New Referral
Referral Received Date	M	The date which Medical Officer has completed the CDU Referral Pow erform and the message appears in message centre	Date of Message in Message Centre
Date on Referral	M	The date w hich Medical Officer has completed the CDU Referral Pow erformand the message appears in message centre	Date of Message in Message Centre
Referral Type	0	This field indicates w hether 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; otherw ise new. This Hosp new program / This Hosp same program
Referral length	М	This field indicates how long a referral should remain active for.	As treatment is ongoing in CDU this in 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 w e alw ays 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 Pow erform	
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 w hy we are creating the referral.	Treatment or intervention
Referral In Stream	М	The stream that is associated with the referral	Oncology or Haematology
Referral (Episode) Stream	M	The Referral (Episode) Steam that is associated with the referral	Oncology or Haematology
Speciality	М	The speciality relating to the referral	CDU Haematology or CDU Oncology
Account Class	M	The funding arrangement for the patients	Public: Eligible
Referring Clinician	М	The clinician that has submitted the CDU Referral Pow erForm	
Referring Unit Recommending Date	M O	The Unit that has referred A field that is required for specialist clinics patients – The date w e are recommending the first booking to comments	Specialist Clinics: Oncology Today's Date