Scheduling and Referrals – Scheduling Internal Diagnostic Referrals

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:
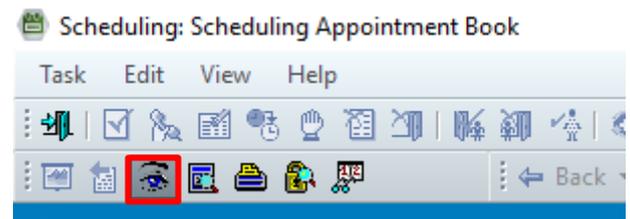
Use **Schapptbook** to schedule an internal diagnostic referral.
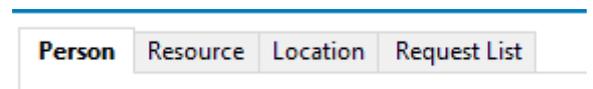

💡 **Handy Hint**

- When creating the **New Episode**, for the **Description of New Episode** select **Specialist Clinics (OP)** if this is a VINAH clinic, otherwise select **Diagnostics – Specialty**
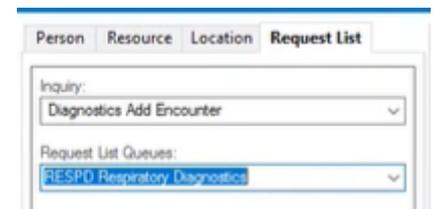
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1. Open **Scheduling Appointment Book**

2. From the top tool bar, click on **Appointment Inquiry** button

3. Click on the **Request List** tab

4. In the **Inquiry** field, **Diagnostics Add Encounter** should be selected

5. In the **Request List Queues**, select the diagnostics queue for the area
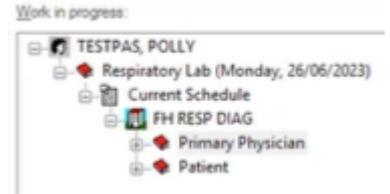
Scenario 1 – Schedule Immediately

1. Right-click on the patient and select **Schedule**

2. Select the **Mode of Contact** in the **Appointment Attributes** window
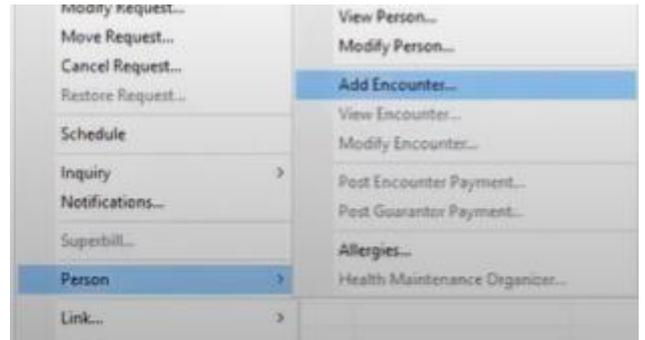

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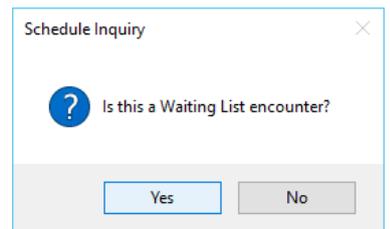3. Appointment details will move to the **Work in Progress** frame

4. To book and confirm the appointment, refer to QRG *SC – Scheduling – Walk in Clinic/Direct Scheduling*

Scenario 2 – Place on Waitlist

1. Right-click on the patient in **Schedule Inquiry** and select **Person** and then **Add Encounter**
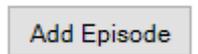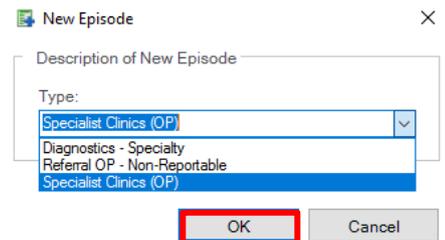

2. Click **Yes**

3. **Select Episode** window will open
   - Select **Add Episode**

4. **New Episode** window will open, select **Specialist Clinics (OP)** or **Diagnostics – Specialty**
   - Click **OK**

5. Episode will be added under **Episodes** section
   - Select the Episode just created (use Created Date/Creator to confirm)
   - Click **OK**

| Name	Type	Created	Creator	Last Reg Date	Registrar	Episode End Date	Referring Facility	Attending Physician	Service Category
VSPEC83921	Specialist Clinics (OP)	08/06/2023 16:39	P2CLERK2			31/12/2100			
V-SPEC71321	Specialist Clinics (OP)	23/03/2023 14:30	P2CLERK1	24/03/2023 15:11	P2CLERK1	31/12/2100 11:00	*Sunshine Hosp		
(Unattached encounters)				27/01/2023 13:45					

6. **Referral Add/Modify** window will open

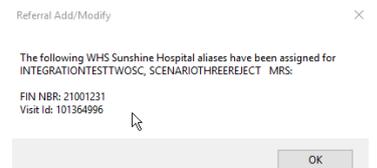   • Click on **Referral and Encounter Info** tab

7. In the **Referral Status/Priority** drop down, select a waitlist category, complete other mandatory fields
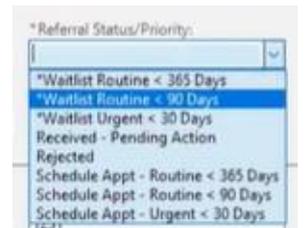
   • Click **Complete**
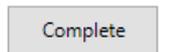
8. **Referral Add/Modify** window opens confirming FIN NBR has been created

   • Click **OK**

9. Patient will now appear in **PMOffice (Access Management Office)** under **Referral Wait Lists** > **Referrals – Waiting: Not Scheduled**
   • To book and confirm the appointment, refer to QRG *Scheduling - Schedule Immediately and Waitlist Scheduling*