

# Cancer Services – Schedule Inpatient 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.

**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' sidebar lists various options, with 'Oncology/Haematology View' highlighted in red. The main content area shows the 'Treatment Calendar' for 'Nurse Oncology View'. It displays a list of 'Calendar Items' under 'Regimen Appointments' for 'ONC - FOLFOX6 (8 cycles)'. Each cycle (Cycle 1 to Cycle 6) is listed with a 'Scheduling' link and a calendar icon. The 'Scheduling' link is highlighted in blue for each cycle.

- 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:    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.

- 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**

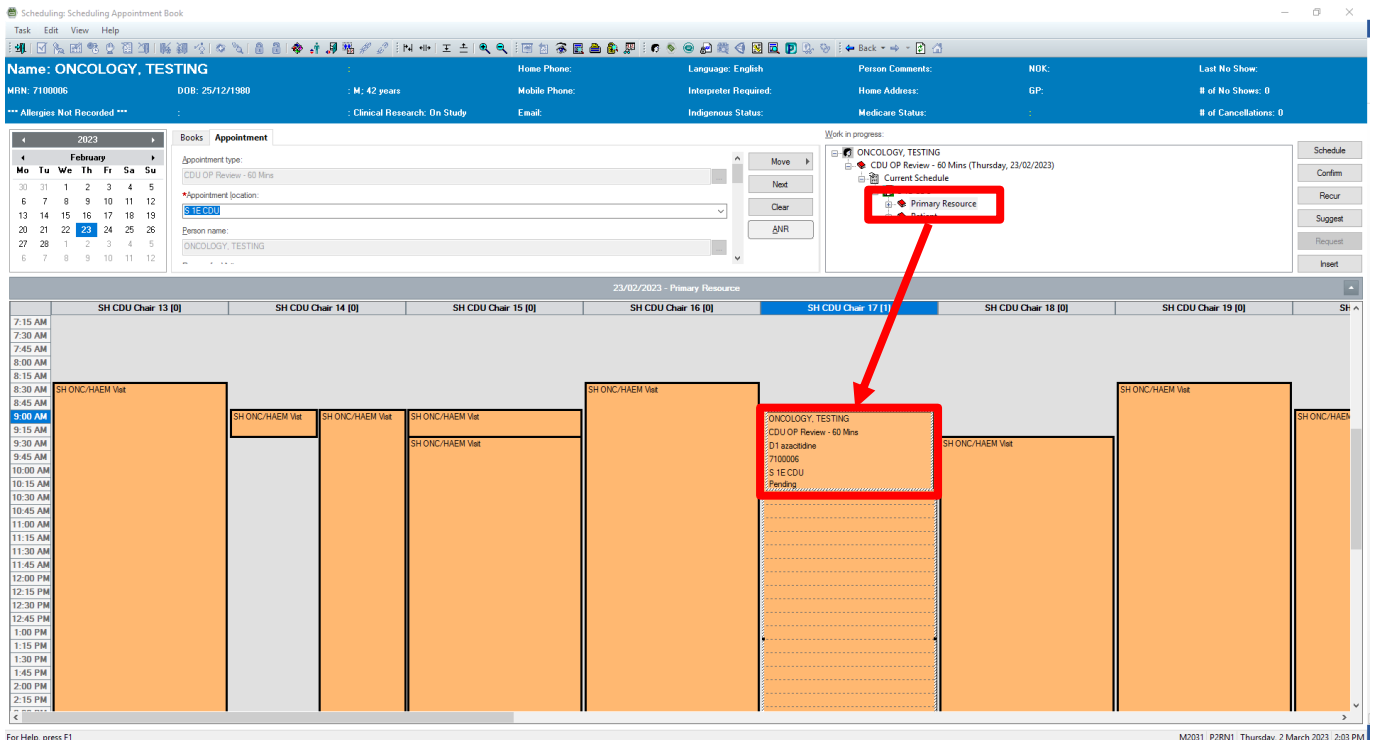
Inquiry:

Request List Queues:

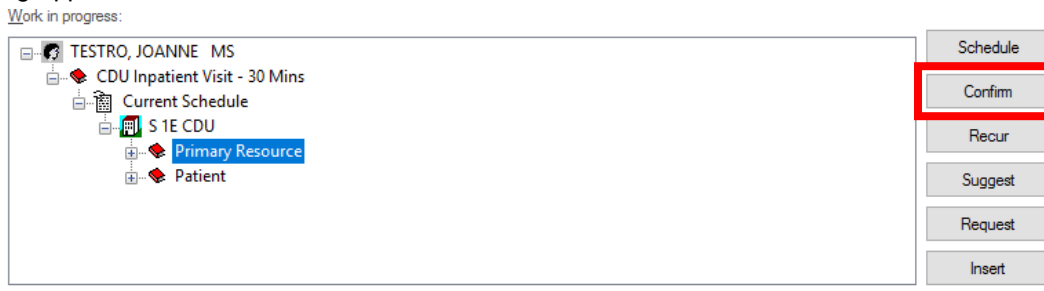
- Right click on row that is to be processed and select 'Complete Request'. Appointment attribute window will display for review of details. Click OK.



- 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	19/06/2023 - 11:59 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	18/04/2023 - 8:06 AM
IPE75375895	PreAdmit	22/05/2023 - 9:00 AM	

- Select OK appointment displays as confirmed