Cancer Services Scheduling Inpatient Appointment - Direct Scheduling



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Process appointments for patients who **DO NOT** have a regimen ordered in EMR that are Inpatient visits. e.g. HITH, Clinical Trials, Non-EMR IP treatment.

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. Review that there is no treatment ordered in Treatment Calendar via Oncology/Haematology View

Nurse Oncology View ONC/HAEM Flowsheet Treatment Calendar Febrile Neutropenia

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Calendar Items	Calendar List	✔ Display all da
⊿ Appointments	August 2023	
A Regimen Appointments	Mon 21	
	Tue 22	
	Wed 23	
	Thu 24	
	Fri 25	
	Sat 26	
	Sun 27	
	Mon 28	
	Tue 29	
	Med 30	

- 3. Navigate to Scheduling Appointment Book to process scheduling request
- 4. Open/Click on Appointment tab
- 5. Within the 'Appointment' tab, select appropriate appointment type (try to match the minutes with intended time).

Books Appointment		
CDU Inpatient Visit - 120 Mins		^
*Appointment location:		
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*Person name:		
RESEARCH, NURSING MRS		
*Reason for Visit:		÷



6. Complete all mandatory (highlighted yellow) fields as a minimum including the right patient (**Do not select any encounter for patient**).

*** Reason for Visit* ** Ensure appropriate prefix!**

Туре	Pre-Fix
Paper Based Regimens	PAPER – (Name of Treatment)
Clinical Trials	CT – (Name of Treatment)
HITH	HITH – (Name of Treatment)
Other	Appropriate name e.g. SURC Education

- 7. Select 'Move' once ready to place into date/time/chair
- 8. Appointment attribute window will display for review of details. Click OK.
- 9. Appointment request will display in 'Work in progress:' section, to be scheduled into appropriate date/time.
- 10. Drag and drop 'Primary Resource' to appropriate date/time/chair.

Scheduling: Scheduling Appointment	Book									-	ο×
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MRN: 7100006	DOB: 25/12/1	980	: M; 42 years		Mobile Phone:	Interpreter Requi	ed:	Home Address:		# of No Shows: 0	
*** Allergies Not Recorded ***			: Clinical Rese	arch: On Study	Email:	Indigenous Statu:		Medicare Status:		# of Cancellations: 0	
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			_			23/02/2023 - Primary Resource					
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For Help, press F1										M2031 P2RN1 Thursday, 2 M	arch 2023 2:03 PM

- 11. 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.
- 12. Once the pre-admission is created in iPM, go back to Scheduling Appointment Book and click Confirm to continue
 - processing appointment.

Work in progress:					
E- 🕼 TESTRO, JOANNE MS	Schedule				
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🗈 🗇 Patient	Suggest				
	Request				
	Insert				



Digital Health



- 13. 'Confirm' window appears. Review details and click OK
- 14. '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. e.g. EMR date/time is 01/01/2023 at 0900 > iPM should also be 01/01/2023 at 0900
- 15. Click 'OK'. Appointment will now be confirmed

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
NVE72000996	No Visit		19/04/2023 - 8:06 AM
IPE75375895	PreAdmit	22/05/2023 - 9:00 AM	

