

Cancer Services Scheduling Inpatient Appointment - Direct Scheduling



Digital Health
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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

Calendar Items	Calendar List
Appointments	August 2023
Regimen Appointments	Mon 21
	Tue 22
	Wed 23
	Thu 24
	Fri 25
	Sat 26
	Sun 27
	Mon 28
	Tue 29
	Wed 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:
S 1E CDU

*Person name:
RESEARCH, NURSING MRS

*Reason for Visit:

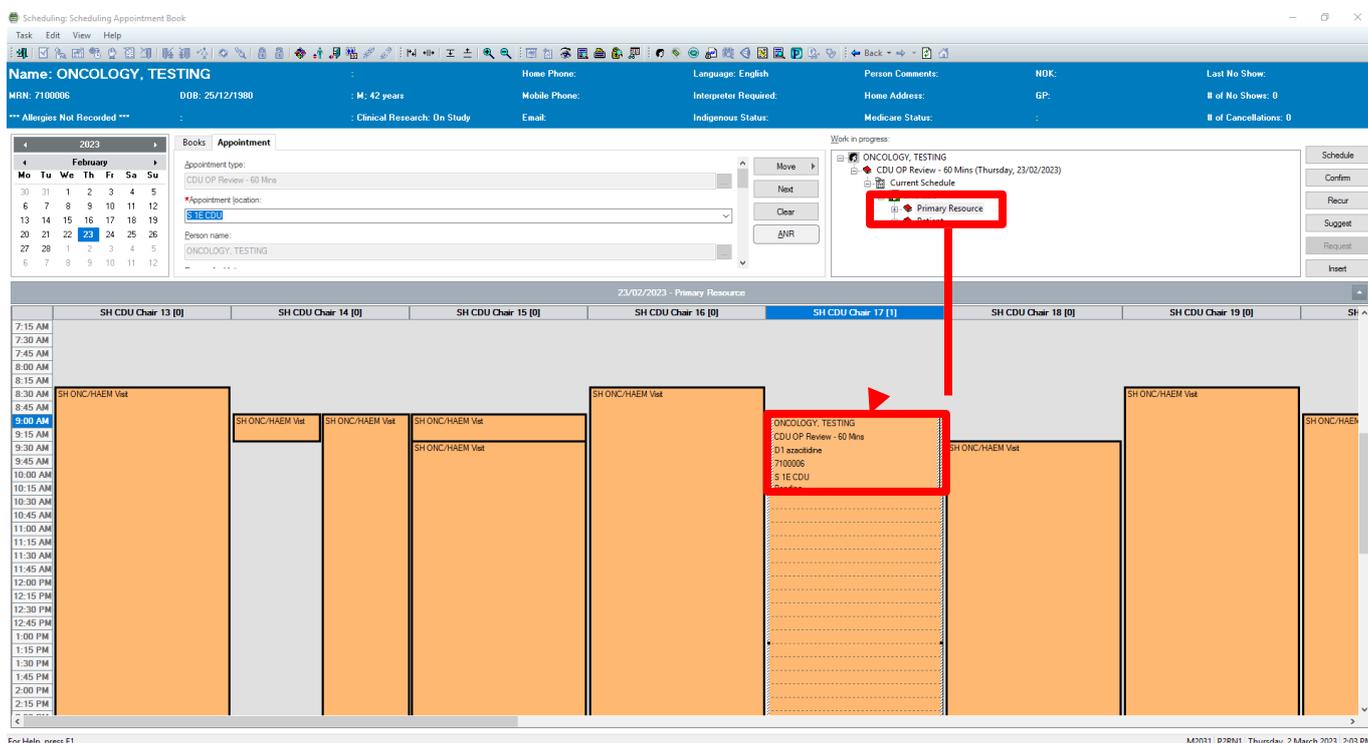


6. Complete all mandatory (highlighted yellow) fields as a minimum including the right patient (**Do not select any encounter for patient**).

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

Type	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.



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.





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	