# Cancer Services - Scheduling Outpatient 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 Outpatient. e.g. HITH,

Clinical Trials, Non-EMR OP treatment, SURC Review/Education

### **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.
- 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	
🏔 🐚   🖶   🔍 🔍   100% 🔹   🍪 🏠		
Calendar Items	Calendar List	🖌 Display all da
⊿ 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).

CDU OP Review - 120 Mins	^
*Appointment location:	
S 1E CDU 🗸	
*Person name:	
RESEARCH, NURSING MRS	
*Reason for Visit:	~





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

1. Within the person search window, select a previous CDU Outpatient visit. \*Ensure that an appropriate encounter is selected\* Click 'OK'

Referral Type	Referral Service	Specialty	Reason	Referral Status	Wait List Status
Specialist Clinics (OP)	Oncology	CDU Oncology	surc phone	Schedule Appt - Routine < 90 Days	Scheduled

2. Complete all mandatory (highlighted yellow) fields as a minimum including the right patient

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

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

- 3. Select 'Move' once ready to place into date/time/chair
- 4. 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.
- 5. Drag and drop 'Primary Resource' to appropriate date/time/chair.

Name: Nursing, Changer	management MS		Home Phone:	Language: English	Person Comments:	NOK:	Last No Show:
MRN: 2000694	DOB: 15/08/1995	: F; 27 years	Mobile Phone:	Interpreter Required: No	Home Address: 19 Pear Pde, Fraser F	i GP: No Gp, No Gp	# of No Shows: 0
*** No Known Allergies ***	:	:	Email:	Indigenous Status: NOT Aboriginal or .	Medicare Status: Not stated/unknow	n : Currently an Inpatient	# of Cancellations: 1
	Books Appointment			<u>W</u> ork	in progress:		
∢ May →	*Appointment type:	Nursing, Changemanagement MS		Sched			
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1 2 3 4 5 6 7	*Appointment location:			Next			Ben
8 9 10 11 12 13 14	S 1E CDU			<u>Q</u> ear	Primary Resource		
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			05/05/2023 -	Primary Resource			
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6. Click Confirm to continue processing appointment.

Work in progress:	
- 😰 Testro, Frank MR	Schedule
ia-♠ CDU OP Review - 120 Mins ia- Current Schedule	Confirm
iaJ_III S 1E CDU ia→ ♥ Primary Resource	Recur
🖅 🔶 Patient	Suggest
	Request
	Insert

## If patient DOES NOT have an existing CDU referral. (Check PowerChart if unsure).

- 1. Click 'Set Enc'. Encounter Selection window displays
- 2. Encounter Selection window displays.
- 3. 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
938166	938166	Testro, Frank	MR	Historical						0403968563	HIS
<											

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

Confirm	
? Is this a Waiting Lis	st encounter?
Yes	No

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

Select	i episode	- [Testro, P	TATIK IVINJ													
Episodes:																
Name	034527	2	Type	Clinics (OP)	Created		Last Reg [	Date	Registrar	Episode	End Date	Referring Facility	y Attending Physician		Service	Category
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Encounter	rs:															
Fin Nbr	Туре	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc 0	lient Facility	Building	Nurse	Unit Roo	m Bed	Attending Doctor	Fin Class	Bound I	Bound By	Program Service
<																2
													Add Enioor		OK	Canaal
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6. 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.

38165													
					_		_						
ast Name:	First Name:	Middle Name:		Title:		Sex		Date of Birth:		Age		Medicare Status:	
Testro	Frank					Male		03/05/1921		102Y			
Medican Nomber	Medicare Evolov Date	Annual Comment											
30643855861	-/*/**** (* *												
FIN (Visit #):	Referral ID	Referral Data Set		Encounter Data Set		Episode Type (Pyppram):		Referral Encounter ID		Launcher			
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tient Information Referral and Fo	counterinfo Doutsi Authorized Preservativ	hour Noter and Marte					_						
	Futur Planting representation												
*Referral Add Type:	*Referral Received Date	*Date on Refemal:		Waiting Start Date:		Referral Type		*Referral Source:		*Referral Length:		Referral Expiry Date:	
	· · · · · · · · · · · · · · · · · · ·		0.4		* *	External	~		~		~	31/12/2100	0.4
Wait List Status:	*Referral Status/Priority:	Proposed Prioritys		Referral Status/Priority Date:		*VINAH - Referral In Outcome		Referral Accepted Date:		Last Clinical Review Date:		Wait List Reason for Change	
Requested	· ·		v	an lan lanas		Referral processing in progress	×		1 m		÷		~
Breach Date:													
Referral Details													
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7. Click OK and appointment displays as confirmed





## APPENDIX A – VINAH FIELDS

Field Name	O = Optional M = Mandatory	Description	Typical CDU Value
Referral Add Type	M	Whether this referral is new or	*New Referral
		whether it is renewed (expired	
		referrals)	
Referral Received Date	M	The date which Medical Officer	Date of Message in Message
		has completed the CDU Referral	Centre
		appears in message centre	
Date on Referral	М	The date which Medical Officer	Date of Message in Message
		has completed the CDU Referral	Centre
		Powerform and the message	
		appears in message centre	
Referral Type	0	This field indicates whether the	Internal
		field has come from external or	
		Internal means, generally for CDU	
		Specialist Clinics and external if	
		coming from a private clinician	
Referral Source	M	Where the source of the referral is	If a patient has had previous
		coming from.	treatment in CDU, then it would be
			considered a same program;
			otherwise new. This Hosp new
			program / This Hosp same
Poforrol longth	N4	This field indicates how long a	As treatment is engoing in CDU
Referrariengin	IM	referral should remain active for	this in general indefinite
Referral Status/Priority	Μ	This field is vital for CDU, it must	Schedule Appt - < 90 Days
		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	
VINAH – Referral In Outcome	NA	This field indicates the outcome for	Referral Accepted - New
		the referral in the case of CDU we	Appointment
		always provide a new appointment	, ppointinoite
		This field is mainly used in the	
		Specialist clinics triaging process	
VINAH - Health Conditions	M	This is the condition that the	
		patient is receiving treatment as	
		derived from the CDU Referral	
		Powerform	
Reason for Visit	Μ	This field indicates the reason for	Oncology/Haematology Treatment
		the referral (not the reason for the	
		visit itself).	
VINAH – referral In Reason	M	The reason why we are creating	Treatment or intervention
		the referral.	
Referral in Stream	M	The stream that is associated with	Oncology of Haematology
Referral (Episode) Stream	M	The Referral (Episode) Steam that	Oncology or Haematology
		is associated with the referral	checkey of flacinatology
Speciality	M	The speciality relating to the	CDU Haematology or CDU
		referral	Oncology
Account Class	M	The funding arrangement for the	Public: Eligible
		patients	
	IVI	the CDLL Referral PowerForm	
Referring Unit	M	The Unit that has referred	Specialist Clinics: Opcology
Recommending Date	0	A field that is required for	Today's Date
		specialist clinics patients – The	
		date we are recommending the	
		first booking to comments	