

# Cancer Services - Oncology/Haematology Day Unit Multi Appointment Letter



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

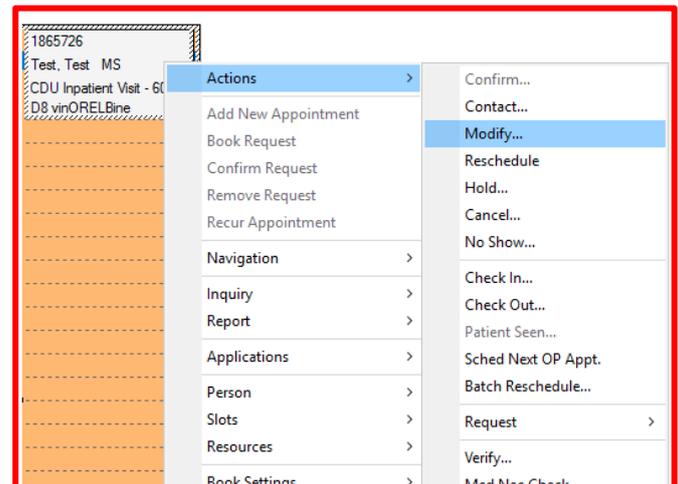
Generate and print an Oncology/Haematology Day Unit Multi-Appointment Letter.

The Oncology/Haematology Day Unit Multi-Appointment Letter is a unique template customised for use by the Oncology/Haematology Day Unit. The letter will list the upcoming appointments (maximum of 5) for a patient in the Day Unit. This has been limited to: CDU Inpatient Visit, CDU OP Review, Oncology Research, Oncology Symptom Urgent Review and Oncology Symptom Urgent Review Education appointment types

To ensure appointment letters have the latest information, always re-generate a letter before printing.

## Generating a Letter

1. Locate an appointment related to the Oncology/Haematology Day unit in **Scheduling Appointment Book** (either on the grid or using a search).
2. Right click and select the **Modify** action to bring up the appointment details
3. From the Modify window, select “**Yes**” from the “Generate Multi-Appointment Letter?” dropdown
4. Select OK



The 'Modify' window displays patient information for 'Test, Test IP: MS' (MRN: 1865726, DOB: 03/07/1948). The 'General' tab is active, showing the 'Generate Multi-Appointment Letter?' dropdown set to 'Yes'. Below this are fields for 'Modify reason:' and 'Comments:'. A table at the bottom lists appointment details:

FIN NBR	URN	Person Name	Enc Type	Est Arrive Date	Med Service	Fin Class	Facility	Nurse Unit	Home Phone	Reason For Visit	Visit Id	Admitting Doctor	Treating D
30149198	1865726	Test, Test MS	Between Visit	16/10/2023 - 8:30 AM			Sunshine	S 1E CDU	93633583		101714046		

Buttons for 'View', 'Modify', 'Set Enc', 'OK', and 'Cancel' are located at the bottom of the window.



## Viewing/Printing the letter

1. Double click the Oncology/Haematology Day Unit related appointment
2. From the Appointment View window, select the **Post Document** tab

Appointment View

Event Details **Post Document** General Scheduling Comments Booking Notes Orders Action Details Action History Res

Post Document:

Post Document Id	Parent Entity Id	Parent Entity Name	Document Type Code	Document Layout	Document Create Date Time
378485427	13392604	SCH_EVENT	OP - Appt Multi Conf Letter	OP_MULTI_CONF	13/10/2023 10:31
378201434	13392602	SCH_EVENT	OP - Appt Multi Conf Letter	OP_MULTI_CONF	06/10/2023 10:56
377989427	13392604	SCH_EVENT	OP - Appt Multi Conf Letter	OP_MULTI_CONF	04/10/2023 11:46

**Important – Check Date and Document Type**

Check the Document Type is “OP – Appt Multi Conf Letter” and the date is correct. Other letters will also appear here

Close

3. Double click the letter that was most recently generated
4. Select the icon to print the document for the patient

Document

Western Health

If you require an interpreter please call 8345 7148

Ms Test Test  
12 Miles St  
Deer Park, Victoria, 3023

13 October 2023  
**URN/MRN: 1865726**

Dear Test Test

Please find below a list of your upcoming appointments:

Sunshine Day Oncology at 16 October 2023 at 08:30 am for 300 Minutes - D1 cisPlatin vinORELBine  
Sunshine Day Oncology at 23 October 2023 at 08:30 am for 60 Minutes - D8 vinORELBine

Please bring this appointment letter with you, to each of the appointments above. For appointments at Sunshine Hospital, all patients and visitors are advised to park in Sunshine Hospital Car Park A - the first car park immediately in front of the hospital.

For Oncology Hospital in the Home (HITH) please call 0409 952 820

Yours sincerely