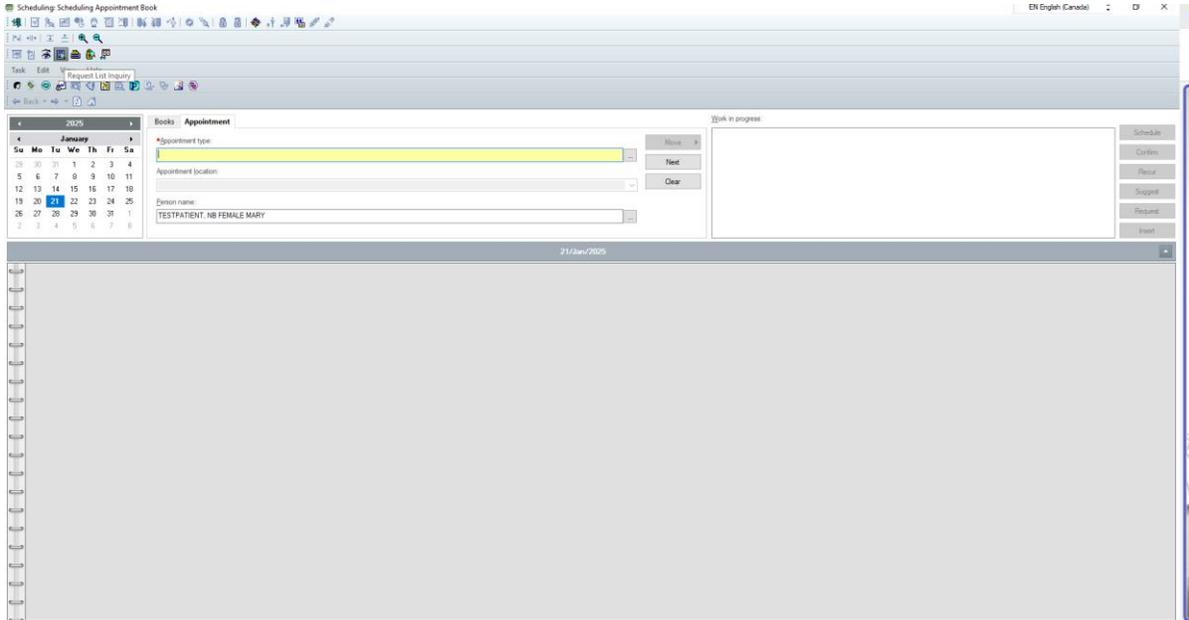


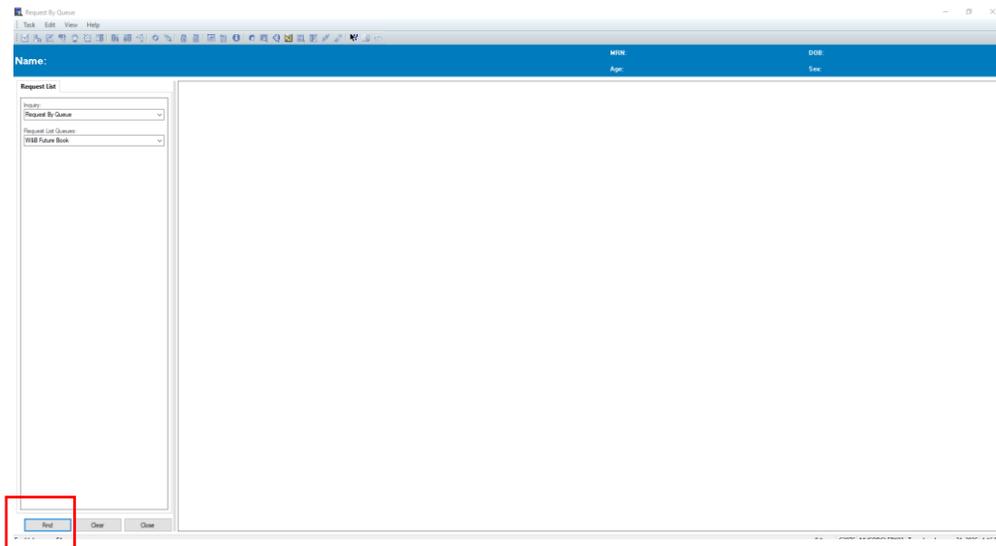


WB/NICU REQUEST WORK QUEUE TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

- Login to Millennium
- Navigate to the Scheduling Appointment Book within the Grey Toolbar Menu
- Select the 'Request List Inquiry' button



- Request by Queue opens, ensure the following are selected in the drop down options
 - ***Inquiry: Request By Queue***
 - ***Request List Queues: W&B Future Book***
 - Click the 'Find' button to load all appointments in the Request Queue





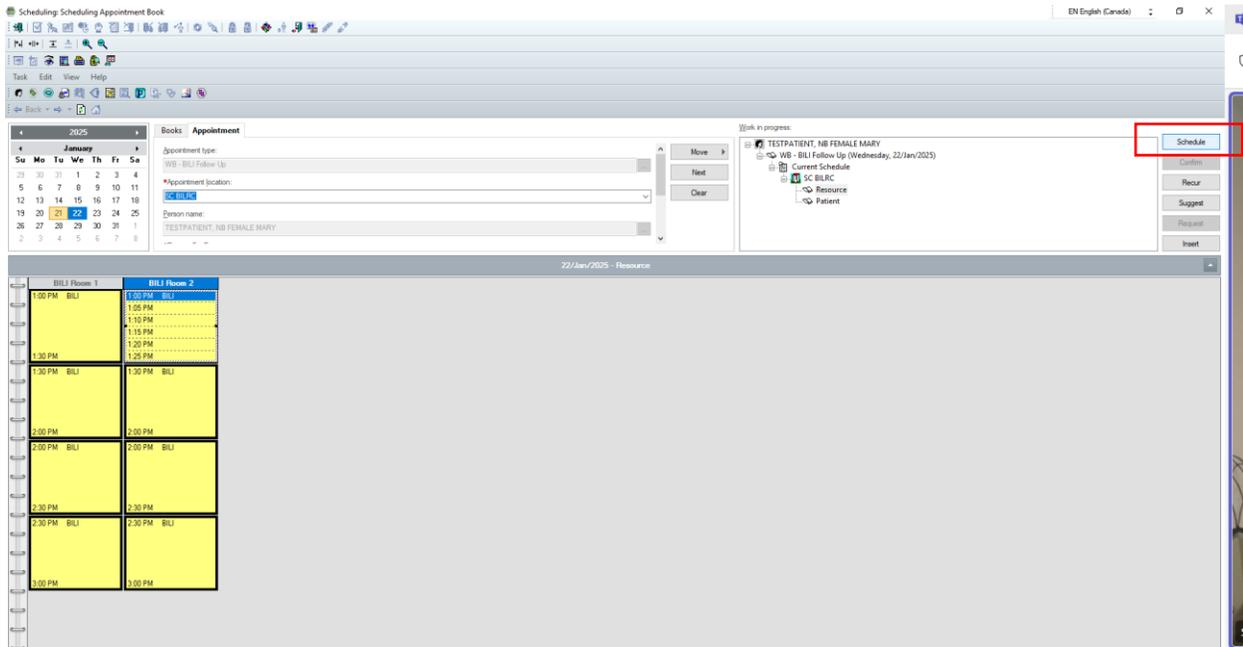
HOSPITAL INFORMATION SYSTEM (HIS)

- Select the patient you are scheduling the follow up appointment for. Right click on the patient and select the 'complete request' button

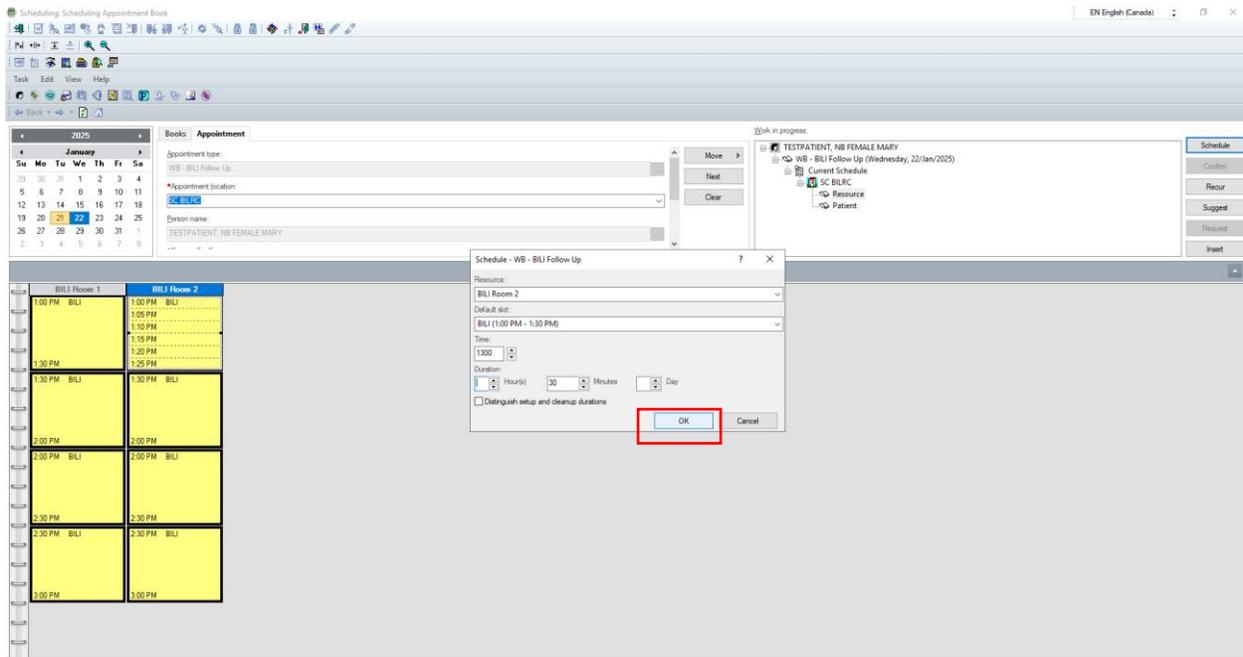
Request Made Dt Tm	Sch Comments	Order Comments	Ino	Stat	Inp	Action	Person Name	Appointment Type	Earliest Date	Time	Orders	Ordered At	Ordering Location	Special Instructions	Ordering Provider
19/Aug/2024 - 11:36 AM						Book	SCHED, KATIE	WB - IOL	19/Aug/2024 - 12:00 AM		Return to Clinic Women and Babies				
19/Aug/2024 - 11:37 AM						Book	SCHED, KATIE	WB - EPAC Consult Only	19/Aug/2024 - 12:00 AM		Return to Clinic Women and Babies				
19/Aug/2024 - 3:08 PM						Book	SCHED, KATIE	WB - Post Partum Follow Up	19/Aug/2024 - 12:00 AM		Return to Clinic Women and Babies			Book in 1 week	
19/Aug/2024 - 3:30 PM						Book	SCHED, KIM	WB - IOL	19/Aug/2024 - 8:00 AM	08:00	Return to Clinic Women and Babies				
30/Oct/2024 - 9:50 AM						Book	ZZBORINTEST, BABE A-F-MOMTWN	WB - Bill Follow Up	30/Oct/2024 - 12:00 AM		Return to Clinic Women and Babies			Return in 24 hours	
30/Oct/2024 - 1:47 PM						Book	ZZBORINTEST, NB FEMALE CESTESTONE	WB - Bill Follow Up	30/Oct/2024 - 12:00 AM		Return to Clinic Women and Babies				
30/Oct/2024 - 1:54 PM						Book	ZZBORINTEST, NB FEMALE CESTESTONE	WB - Bill Follow Up	31/Oct/2024 - 12:00 AM		Return to Clinic Women and Babies				
04/Nov/2024 - 9:30 AM						Book	ORDERSET, TEST	WB - Post Partum Follow Up	04/Nov/2024 - 12:00 AM		Return to Clinic Women and Babies			Patient to return to clinic in _2_ days	
07/Jan/2025 - 2:32 PM						Book	ZZWOMENBABIES, NB FEMALE ANGELATEST	WB - Bill Follow Up	07/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
08/Jan/2025 - 11:47 AM						Book	ZZBORINTEST, BABE&MOMTWN	WB - Bill Follow Up	08/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
08/Jan/2025 - 11:52 AM						Book	ZZTESTWB, NB UNKNOWN PREADMITNB	WB - Bill Follow Up	09/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
08/Jan/2025 - 11:55 AM						Book	ZZWOMENBABIES, NB FEMALE BILL	WB - Bill Follow Up	09/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
09/Jan/2025 - 9:34 AM						Book	ZZWOMENBABIES, NB FEMALE BILL	WB - Bill Follow Up	10/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
09/Jan/2025 - 9:04 PM						Book	ZZWOMENBABIES, NB FEMALE BILL	WB - Bill Follow Up	10/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
14/Jan/2025 - 9:30 AM						Book	ZZTEST, NEONATALDEATH	WB - Bill Follow Up	15/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
15/Jan/2025 - 12:33 PM						Book	ZZWOMENBABIES, INCLUDEMTEST	WB - Bill Follow Up	16/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
21/Jan/2025 - 9:03 AM						Book	ZZTESTWB, PREADMITNB	WB - Bill Follow Up	22/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				
21/Jan/2025 - 1:12 PM						Book	TESTPATIENT, NB FEMALE MARY	WB - Bill Follow Up	22/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies				

- Scheduling Appointment Book opens and appointment attributes window opens with patient's information. Fill out the required field 'reason for exam' with applicable information, example: Bilirubin Follow Up, then select OK.

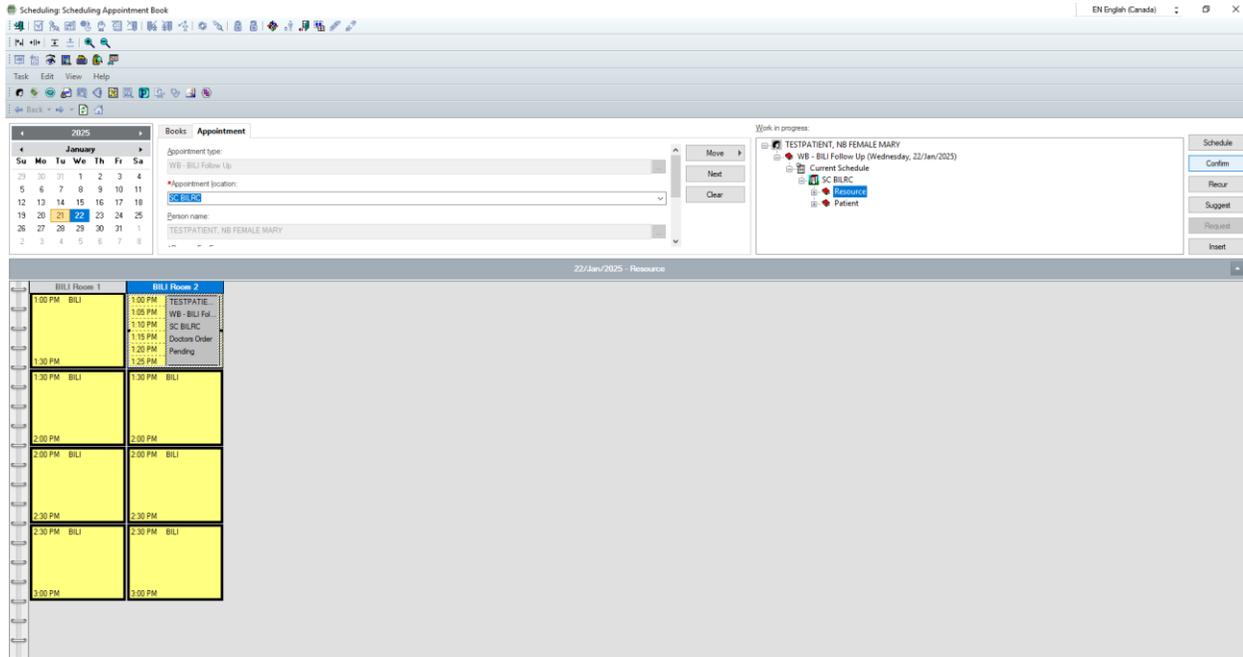
- Select the 'Schedule' button



- Select OK

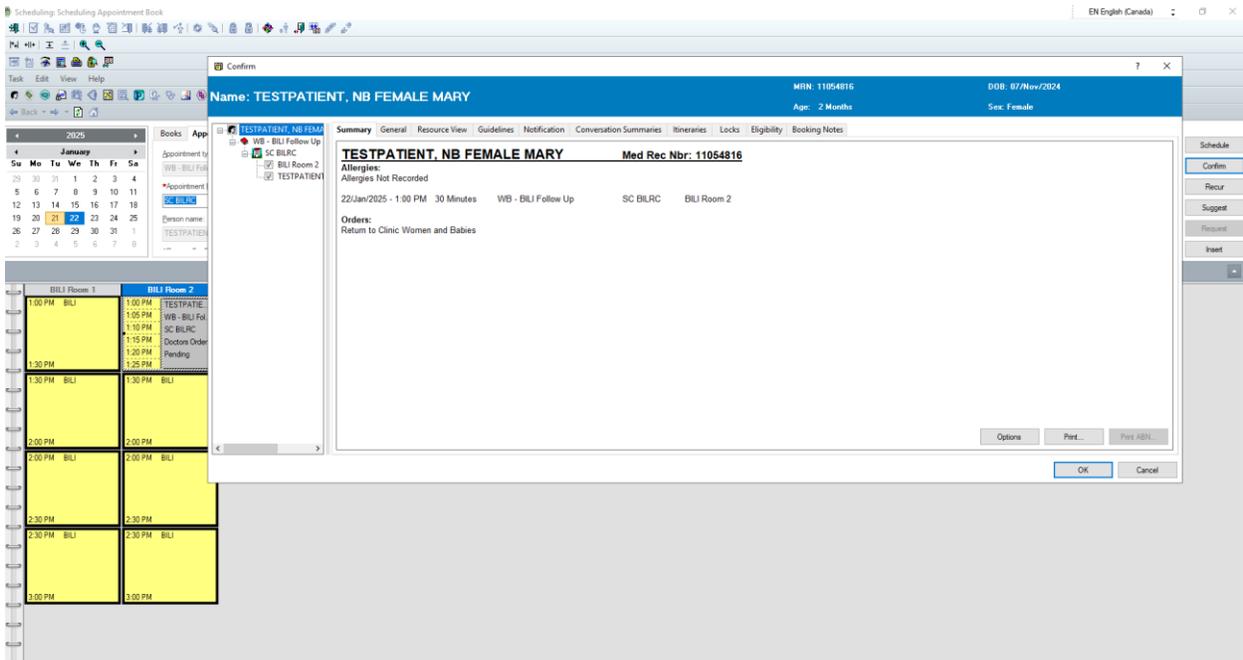


- Select 'Confirm' to finalize scheduling the appointment



The screenshot shows the 'Scheduling: Scheduling Appointment Book' window. At the top, there is a calendar for January 2025. Below the calendar, there are fields for 'Appointment type' (WB - BILI Follow Up), 'Appointment location' (SC BILRC), and 'Person name' (TESTPATIENT, NB FEMALE MARY). To the right, there are buttons for 'Move', 'Next', 'Clear', and 'Schedule'. A 'Book in progress' section shows a tree view of the appointment: TESTPATIENT, NB FEMALE MARY > WB - BILI Follow Up (Wednesday, 22/Jan/2025) > Current Schedule > SC BILRC > BILRC > Patient. On the far right, there are buttons for 'Schedule', 'Confirm', 'Recur', 'Suggest', 'Resound', and 'Insert'.

- Window opens with details of appointment scheduled, select OK



This screenshot shows the same Scheduling Appointment Book window as above, but with a 'Confirm' dialog box open over it. The dialog box title is 'Confirm' and contains the following information:

- Name: TESTPATIENT, NB FEMALE MARY
- MIIN: 11054816
- DOB: 07/Nov/2024
- Age: 2 Months
- Sex: Female

 The dialog also shows a 'Summary' tab with the following details:

- Appointment type: WB - BILI Follow Up
- Appointment location: SC BILRC
- Person name: TESTPATIENT
- Med Rec Nbr: 11054816
- Allergies: Allergies Not Recorded
- Appointment: 22/Jan/2025 - 1:00 PM 30 Minutes WB - BILI Follow Up SC BILRC BILI Room 2
- Orders: Return to Clinic Women and Babies

 At the bottom of the dialog, there are buttons for 'Options', 'Print...', 'Print HTML', 'OK', and 'Cancel'. The background Scheduling Appointment Book window is partially visible behind the dialog.



HOSPITAL INFORMATION SYSTEM (HIS)

- Select the 'Add Enc' button

The screenshot shows the 'Scheduling Appointment Book' window. The patient is 'TESTPATIENT, NB FEMALE MARY' (MRN: 11054816, DOB: 07/Nov/2024). The appointment is for 'WB - BLI Follow Up' on 22/Jan/2025 at 1:00 PM. The 'Encounter Selection' dialog box is open, showing a table with columns: FN, Enc Type, Disch Date, Admit Type, Facility, Nurse Unit, Encounter Prod, Provider Name, Reg Date, and Arive Date. The first row contains: 22-009504, Inpatient, Newborn, SCS, SC 40NB, Attending Physician, MacKenzie, Katelyn Jillan, BNSc, FRCP(C), 07/Nov/2024 - 4:27 PM, 07/Nov/2024 - 4:27 PM. The 'Add Enc.' button at the bottom of the dialog is highlighted with a red box.

- PreReg Conversation opens, all patient information will populate. Fill out any additional required fields and then select OK

The screenshot shows the 'PreReg' form with the following populated fields:

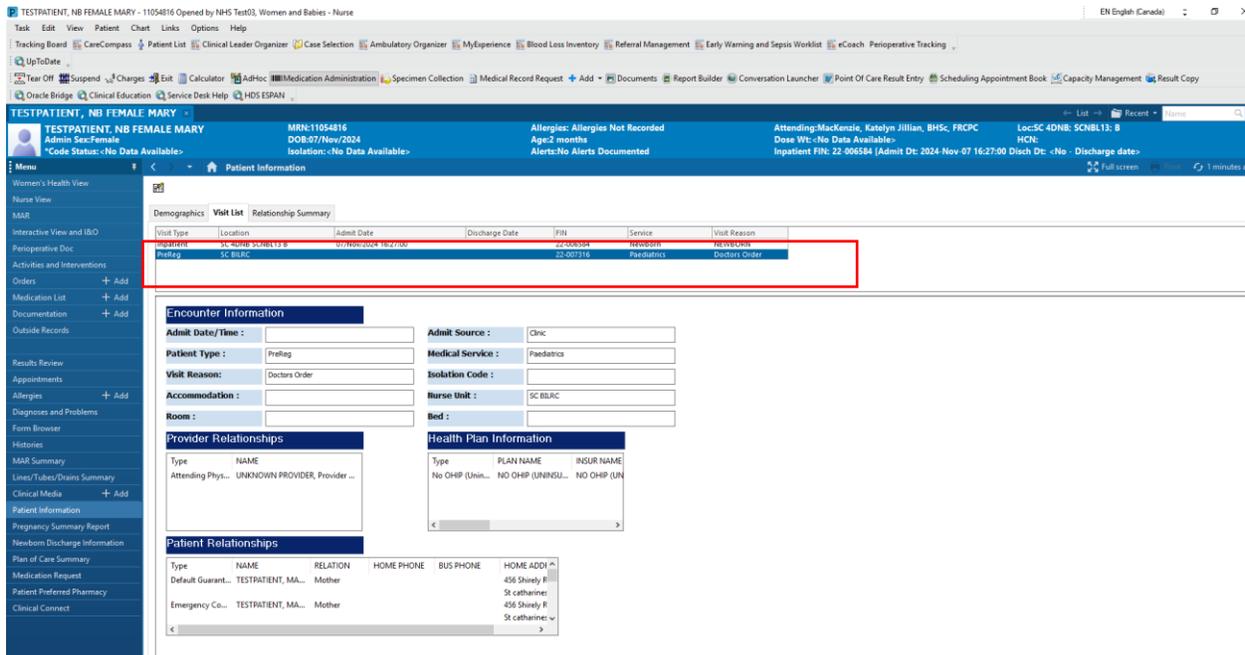
- Last Name: TESTPATIENT
- First Name: NB FEMALE MARY
- Sex: Female
- Birth Date: 07/Nov/2024
- Age: 2M
- Medical Record Number: 11054816
- Address: 456 Shirley Road, St. Catharines, Ontario

The 'OK' button at the bottom right of the form is highlighted with a red box.

- PreReg window opens with the information created for the patients upcoming appointment, select OK



- To check that appointment has been scheduled, navigate to 'Patient Information' within the Table of Contents (blue menu)



- Can now see the patient has a PreReg encounter and the FIN associated to it.