

#### 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

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- 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
  - o Click the 'Find' button to load all appointments in the Request Queue

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HEALTH AND REHABILITATION CENTRE



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

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inquity:	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					
Request By Queue ~	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 wee	ik .	
	19/Aug/2024 - 3:30 PM			Book	SCHED, KIM	WB-IOL	19/Aug/2024 - 8:00 AM	08:00						
Request List Queues:	30/Oct/2024 - 9:50 AM			Book	ZZBORNTEST, BABE-A-F-MOMTWINS	W8 - BILI Follow Up	30/Oct/2024 - 12:00 AM		Return to Clinic Women and Babies			Return in 24 h	ours	
W&B Future Book ~	30/Oct/2024 - 1:47 PM			Book	ZZBORNTEST, NB FEMALE CSTESTONE	WB - BILI Follow Up	30/Oct/2024 - 12:00 AM		Return to Clinic Women and Babies					
	30/Oct/2024 - 1:54 PM			Book	ZZBORNTEST, NB FEMALE CSTESTONE	WB - BILI Follow Up	31/Oct/2024 - 12:00 AM		Return to Clinic Women and Bables					
	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 retu	m to clinic in _2 days	
	07/Jan/2025 - 2:32 PM			Book	ZZWOMENBABIES, NB FEMALE ANGELATEST	WB - BILI Follow Up	07/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies					
	08/Jan/2025 - 11:47 AM			Book	ZZBORNTEST, BABE-B-M-MOMTWINS	WB - BILI Follow Up	09/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies		- Alexandren			
	08/Jan/2025 - 11:52 AM			Book	ZZTESTWB, NB UNKNOWN PREADMITNB	WB - BILI Follow Up	09/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies		Opport the second			
	08/Jan/2025 - 11:55 AM			Book	ZZWOMENBABIES, NB FEMALE BILI	WB - BILI Follow Up	09/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies	c	ontact			
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	14/Jan/2025 - 9:30 AM			Book	ZZTEST, NEONATALDEATH	WB - BILI Follow Up	15/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies					
	15/Jan/2025 - 12:33 PM			Book	ZZWOMENBABIES, NICUDEMOTEST	WB - BILI Follow Up	16/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies	H	fold			
	21/Jan/2025 - 9:03 AM	(d)	2 2 2 2 4 2	Book	ZZTESTWB, PREADMITNB	WB - BILJ Follow Up	22/Jan/2025 - 12:00 AM		Return to Clinic Women and Babies	C	ancel			3
	21/Jan/2025 - 1:12 PM			Book	TESTPATIENT, NB FEMALE MARY	WB - BILI Follow Up	22/Jan/2025 - 12:00 AM		Return to Clinic Women and Bables	N	lo Show_			4
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• 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.

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• Window opens with details of appointment scheduled, select OK

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• Select the 'Add Enc' button

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

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• 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)

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





