

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

SCHEDULING A PACEMAKER FOLLOW-UP PATIENT

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- 1. Click Scheduling Appointment Book by clicking
- 2. Click the Appointment tab (can be found to the right of the calendar next to the Books tab).
 - a. In the Appointment type field, type in "pacemaker f/u" and press tab. The field will autocomplete to **Pacemaker F/U Consult with Dr**.
 - b. In the Appointment location field, type in "SC PACECL" if it is not already filled out.
 - c. In the Person name field, type in the patient's last name, first name and press **Enter**.
 - i. The Person Search window will open with the patient's demographics listed at the top of the window and a list of encounters at the bottom.

in the AppBar.

- ii. Select the patient's correct encounter that lists Cardiology under the Medical Service column (click on the Reg Date (DD-MMM-YYYY) column header twice and scroll up if needed to list the most recent encounter at the top of the list).
 iii. Click **OK**.
- d. Back in the Scheduling Appointment Book window, fill out the Reason For Exam field.
- e. In the Attending Physician field, type in the last name, first name of the desired physician (**Mackett, Robert** or **Tan, Nigel**). Press tab or enter; the physician's name should autocomplete.

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- 3. Click the **Move** button to the right of the Appointment tab.
- 4. Click **Schedule** to the right of the Work in progress pane.
- 5. A window titled Schedule Pacemaker F/U Consult with Dr will appear.
 - a. Select the desired clinic room under Resource.
 - b. Select the desired scheduling slot under Default slot.
 - c. Click OK.
- 6. In Scheduling Appointment Book, click **Confirm**.

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