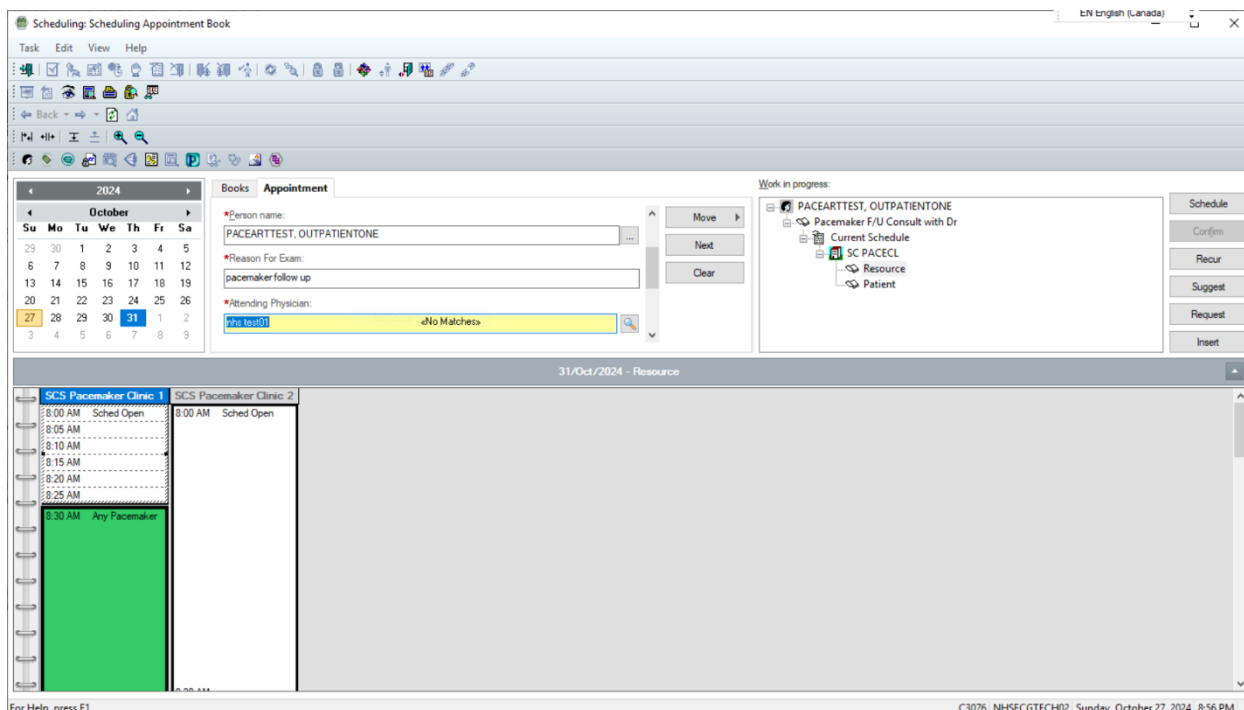# ORDERING, SCHEDULING, AND PERFORMING A PACEMAKER FOLLOW-UP APPOINTMENT

The following instructions are for ECG Technologists who are responsible for scheduling and placing an order for patients requiring a pacemaker follow-up appointment. Ensure you have **PowerChart**, **Scheduling Appointment Book**, **Department Order Entry**, and **Online Worklist** on your AppBar.
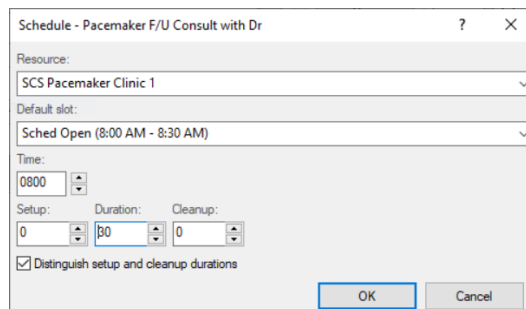
SCHEDULING A PACEMAKER FOLLOW-UP FOR OUTPATIENTS

Scheduling Appointment Book

1. From the AppBar or PowerChart, open **Scheduling Appointment Book**.
   - In PowerChart, you may need to click the downward arrow at the far right-end of the toolbar to see the Scheduling Appointment Book link.
2. In Scheduling Appointment Book, click the **Appointment** tab.
3. Under Appointment type, search for and select your preferred pacemaker clinic appointment type (e.g. Pacemaker Initial Post Sngl) by clicking the ellipses (…) button.
4. Under Appointment location, type in "**SC PACECL**" and press **Enter**.
5. Under Person name, type in the patient's **first name**, **last name**.
6. The Person Search window will appear. Click **Add Encounter** to create a new outpatient encounter. Fill out the patient registration form by jumping to the required fields by pressing the OK button.
7. Back in Scheduling Appointment Book, under Reason for Exam, type in a reason, such as "pacemaker initial follow up".

8. Under Attending Physician, type in the last name of the cardiologist that the patient will see and press Enter or click the lens icon to the right and use the Provider Search window to search.

9. Back in Scheduling Appointment Book, click an appointment date in the calendar to the left and click **Move**. The patient's appointment details will appear in the Work in progress box.

10. The Appointment Attributes window will appear. Select the correct order and fill out the order entry form to the right if necessary. Click **OK**.

11. Back in Scheduling Appointment Book, click **Suggest** to use the date suggestion function or click **Schedule** pick your own date and time in their respective windows that will open.

12. Back in Scheduling Appointment Book, the patient's appointment should appear in the bottom half of the window for the time and room you scheduled.

PLACING AN ORDER FOR PACEMAKER FOLLOW-UP ON INPATIENTS

1. From AppBar, open **Department Order Entry**.
2. In the Department Order Entry window, click **View** and hover over **Orderable Filter**. Ensure **Radiology** is selected with a checkmark to the left of it.
3. In the Department Order Entry window, next to Person Name**,** type in the patient's **last name**, **first name** and press **Enter**.

Department Order Entry

4. The Patient Search window will appear. Click **OK**.
5. Back in Department Order Entry, next to Orderable, type in "**cs pacemaker**" and press **Enter**.
6. The Find Orderable window will appear. Click the patient's required order (dual chamber or single chamber). Click **OK**.
7. Back in Department Order Entry, fill in the required fields highlighted in yellow.
8. If the order needs to be scheduled, click the checkbox next to **Order for future visit**.
9. Click **Submit**.

USING AMBULATORY ORGANIZER TO CHECK SCHEDULED PATIENTS
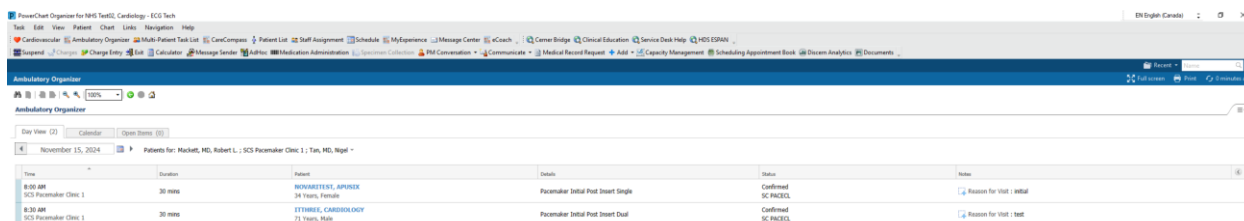
In PowerChart, click the **Ambulatory Organizer** button in the toolbar above to check the schedules of upcoming appointments in the Pacemaker Clinic or schedules of physician consults. Click the downward facing arrow next to **Patients for** to search for cardiologist or clinic and check/uncheck them to show/hide them in the schedule view.

PERFORMING THE PACEMAKER FOLLOW-UP APPOINTMENT

When the patient arrives for their follow-up appointment, the clerk will check-in the patient and activate the Pacemaker Interrogation order. After the patient is checked-in and the order is activated, the patient's name and order will appear in **Online Worklist** for the ECG Technologist to Start/Complete.

Online Worklist

In Online Worklist:

1. Ensure your filters are set to show SCS CS orders.
2. Right click the patient's order in the worklist and select **Exam Management**.
3. The Exam Management window will appear. If necessary, you can change the clinic room at the top right or include the name of an additional ECG technologist in the top middle section.
4. Select the patient's order and click **Start** at the beginning of the pacemaker follow-up appointment with the patient.
5. At the end of the appointment, click **Complete**.
6. The Bill Only window will appear. Select any add-on procedure that may apply to the appointment, such as Isolation by double-clicking the option in the left side and moving it to the right.