

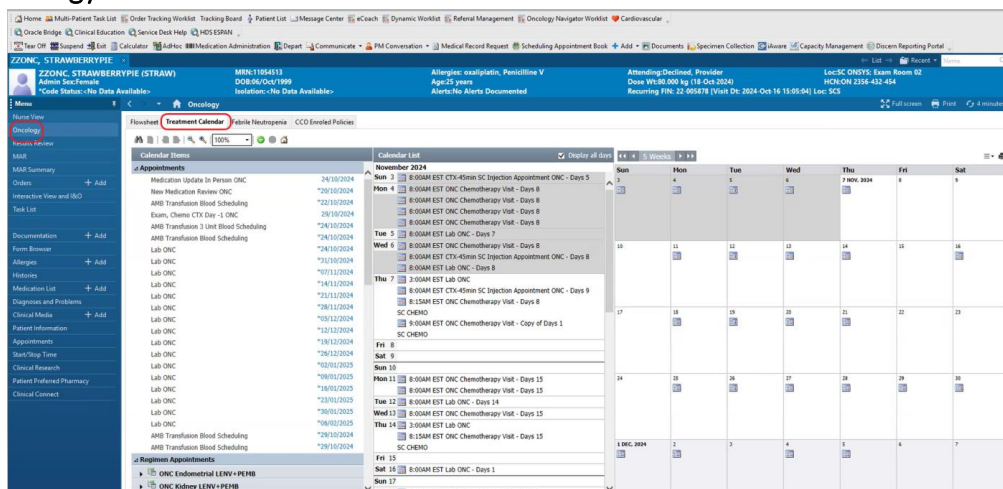
TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

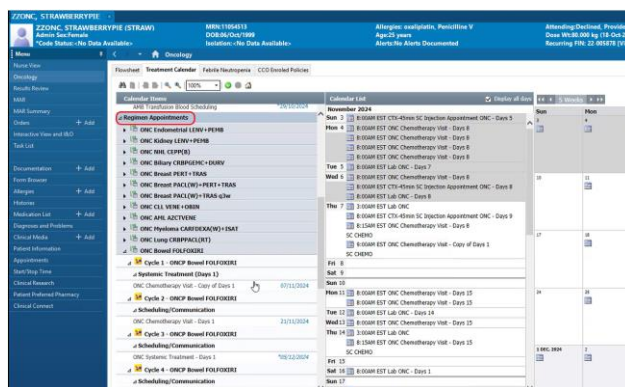
Oncology - Treatment Calendar - Printing Calendar

Targeted Users: Oncologist, Oncology Ambulatory Nurse, Oncology Navigator, Oncology Nurse

1. Open the Patient's chart.
2. If the patient has no Regimen ordered, follow the **Oncology – Provider Ordering Treatment** workflow.
3. If the patient has a Regimen ordered, review all scheduled and future appointments in the Treatment Calendar.
4. Click **Oncology** from the Menu. Click the **Treatment Calendar** tab.



5. Navigate to the **Regimen Appointments** Section. This is where the Regimen Appointments will display. All other Appointments should display under the **Appointments** Section.



6. Dates are in **regular font** if the appointment has been **sent to scheduling** and are already scheduled.

ONC Bowel FOLFOXIRI	
Cycle 1 - ONCP Bowel FOLFOXIRI	
Systemic Treatment (Days 1)	
ONC Chemotherapy Visit - Copy of Days 1	07/11/2024
Cycle 2 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Chemotherapy Visit - Days 1	21/11/2024
Cycle 3 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*05/12/2024
Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024
Cycle 5 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*02/01/2025
Cycle 6 - ONCP Bowel FOLFOXIRI	

a.

7. Dates are in **Italicized font with asterisk** if the appointment has **NOT** been sent to scheduling and has **NOT** been scheduled.

ONC Bowel FOLFOXIRI	
Cycle 1 - ONCP Bowel FOLFOXIRI	
Systemic Treatment (Days 1)	
ONC Chemotherapy Visit - Copy of Days 1	07/11/2024
Cycle 2 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Chemotherapy Visit - Days 1	21/11/2024
Cycle 3 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*05/12/2024
Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024
Cycle 5 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*02/01/2025
Cycle 6 - ONCP Bowel FOLFOXIRI	

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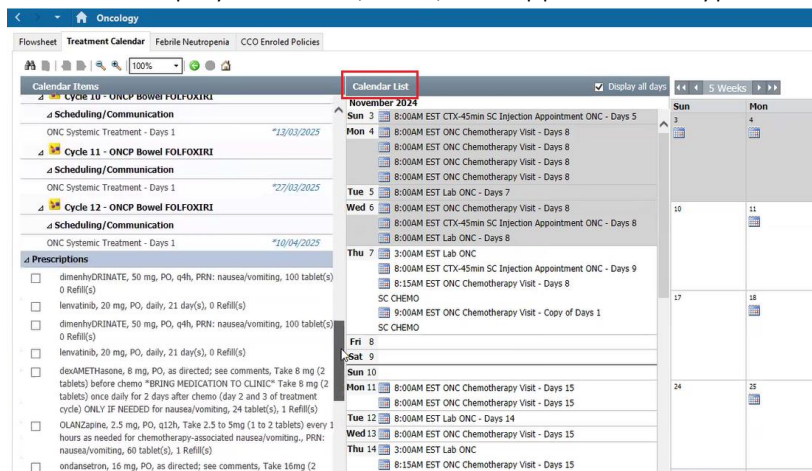
8. The **Prescription** Section displays the Prescriptions ordered for this patient.

The screenshot shows the 'Oncology' section with a 'Treatment Calendar' and a 'Prescriptions' list. The calendar displays cycles 1 through 6 with dates. The prescriptions list includes:

- oxycodone tablets, 50 mg, PO, q6h, PRN: nausea/vomiting, 100 tablets(s) 0 Refill(s)
- lorazepam, 20 mg, PO, daily, 21 day(s), 0 Refill(s)
- dexamethasone tablets, 50 mg, PO, q6h, PRN: nausea/vomiting, 100 tablets(s) 0 Refill(s)
- lorazepam, 20 mg, PO, daily, 21 day(s), 0 Refill(s)
- dexamethasone, 8 mg, PO, as directed: see comments, Take 8 mg (2 tablets) before chemo. *BRING MEDICATION TO CLINIC* Take 8 mg (2 tablets) once daily for 2 days after chemo (day 2 and 3) of treatment cycle ONLY IF NEEDED for nausea/vomiting. 24 tablets(s), 3 Refill(s)
- ondansetron, 16 mg, PO, as directed: see comments, Take 16mg (2 tablets) before chemo. * BRING MEDICATION TO CLINIC*, 8 tablets(s), 3 Refill(s)
- brivardone, 100 mg, PO, daily, 30 day(s), 0 Refill(s)

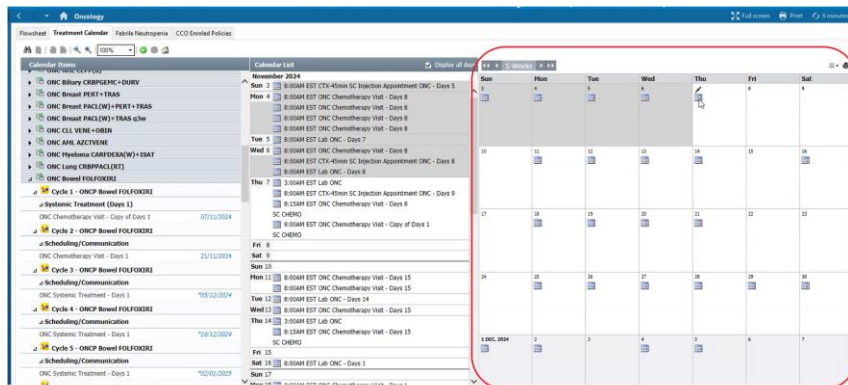
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9. The **Calendar List** displays the Date, Time, and Appointment Type.



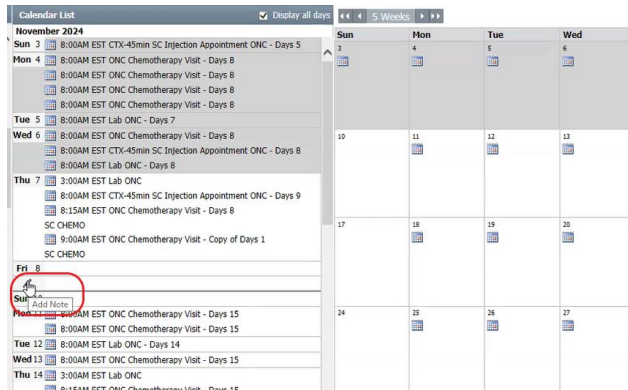
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10. The **Calendar View** displays a Calendar for the full month. The **calendar icon** is an indication that there is an appointment for that day.



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11. If you hover your mouse in the Calendar List Date or anywhere in the Calendar view, you will see a pencil icon.



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12. Click the **Pencil icon** to **Add Note**. Add a freetext note in the Add Note field. You can click anywhere in the calendar to associate the Note on that date(s), then click **Save**.

Add Note(s) to Patient Treatment Calendar ☰

Add Note:

Click to select and deselect date(s):

NOVEMBER 2024

27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

DECEMBER 2024

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

JANUARY 2025

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Clear all selected dates << >>

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13. After clicking Save, you'll see the Note and Note Icon in the Calendar List as well as the Note icon in the Calendar View.

Calendar List ☰

November 2024

- Sun 3 8:00AM EST CTX-45min SC Injection Appointment ONC - Days 5
- Mon 4 8:00AM EST ONC Chemotherapy Visit - Days 8
- 8:00AM EST ONC Chemotherapy Visit - Days 8
- 8:00AM EST ONC Chemotherapy Visit - Days 8
- 8:00AM EST ONC Chemotherapy Visit - Days 8
- Tue 5 8:00AM EST Lab ONC - Days 7
- Wed 6 8:00AM EST ONC Chemotherapy Visit - Days 8
- 8:00AM EST CTX-45min SC Injection Appointment ONC - Days 8
- 8:00AM EST Lab ONC - Days 8
- Thu 7 3:00AM EST Lab ONC
- 8:00AM EST CTX-45min SC Injection Appointment ONC - Days 9
- 8:15AM EST ONC Chemotherapy Visit - Days 8
- SC CHEMO
- 9:00AM EST ONC Chemotherapy Visit - Copy of Days 1
- SC CHEMO
- Fri 8
- Sun 10
- Mon 11 8:00AM EST ONC Chemotherapy Visit - Days 15
- 8:00AM EST ONC Chemotherapy Visit - Days 15
- Tue 12 8:00AM EST Lab ONC - Days 14
- Wed 13 8:00AM EST ONC Chemotherapy Visit - Days 15
- Thu 14 3:00AM EST Lab ONC
- 8:15AM EST ONC Chemotherapy Visit - Days 15
- SC CHEMO
- Fri 15
- Sat 16

Calendar View (5 Weeks)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7 NOV, 2024	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1 DEC 2024	2	3	4	5	6	7

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14. Click the **Printer icon** in the upper right corner of the Calendar View.

Calendar View (Printer icon circled)

Wed	Thu	Fri	Sat
6	7 NOV, 2024	8	9
13	14	15	16

a.

15. This will display the **Treatment Calendar Print Preview**.



Treatment Calendar Print Preview

1 of 2

Print Sign Cancel

Sign Document while printing.

Portrait Landscape

Patient Care Template: SC CHEMO

Template Language: Default Language

Calendar Events:

- Blank Calendar
- Patient Schedule
 - Scheduled Events
 - Estimated Events
 - Appointments
 - Regimen Appointments
 - Prescriptions
 - Day Notes for Patient

Treatment Specific Notes: [Dropdown]

niagarahealth
ZZONG, STRAWBERRYPIE
DOB: 06/10/1999
Extraordinary Caring. Every Person. Every Time.
Cancer Care Ontario Partner

Address: Walker Family Cancer Centre, 1200 Fourth Ave, St. Catharines, ON L2S 0A9

Phones will be answered between: Monday - Friday 8:30 AM - 4:30 PM (except on statutory holidays)

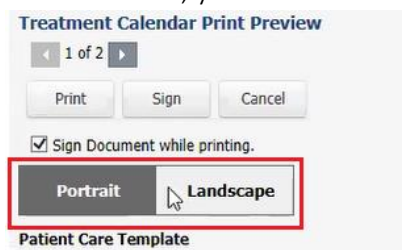
Contact Information: Phone: 905-682-6451

Appointments Medications Notes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7 November, 2024	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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16. On the left-hand side, you will have a choice if you want to print in **Landscape** or **Portrait**.



Treatment Calendar Print Preview

1 of 2

Print Sign Cancel

Sign Document while printing.

Portrait Landscape

Patient Care Template

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17. You can choose a **Template Language**.



Template Language

- Default Language
- English
- French
- Portuguese
- Spanish
- English_United_Kingdom
- Australian English
- German

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18. You can choose what you want to show in the Treatment Calendar in the **Calendar Events**. If you uncheck the Estimated Events, it drops off the Calendar view on the right side.



Treatment Calendar Print Preview

Print Sign Cancel

Sign Document while printing.

Portrait Landscape

Patient Care Template: SC_CHEMO

Template Language: Default Language

Calendar Events

Blank Calendar

Patient Schedule

Scheduled Events

Estimated Events

Appointments

Regimen Appointments

Prescriptions

Day Notes for Patient

Treatment Specific Notes

niagarahealth
ZZONC, STRAWBERRYPIE
DOB: 06/10/1999
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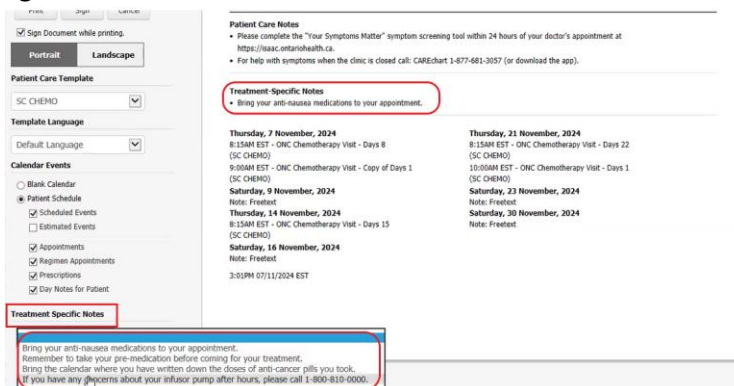
Phones will be answered between: Monday - Friday 8:30 AM - 4:30 PM (except on statutory holidays)

Contact Information: Phone: 905-662-6451

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7 November 2024	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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19. You can add a **Treatment Specific Notes** from the pre-built list. Just click the desired Specific Notes and click ADD, and it should be added under the Treatment-Specific Notes on the right-hand side. You can add more than one if needed.



Treatment Specific Notes

Sign Document while printing.

Portrait Landscape

Patient Care Template: SC_CHEMO

Template Language: Default Language

Calendar Events

Blank Calendar

Patient Schedule

Scheduled Events

Estimated Events

Appointments

Regimen Appointments

Prescriptions

Day Notes for Patient

Treatment Specific Notes

Bring your anti-nausea medications to your appointment.

Patient Care Notes

- Please complete the "Your Symptoms Matter" symptom screening tool within 24 hours of your doctor's appointment at <https://isaac.ontariohealth.ca>.
- For help with symptoms when the clinic is closed call: CAREchart 1-877-681-3057 (or download the app).

Thursday, 7 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 8 (SC CHEMO)
9:00AM EST - ONC Chemotherapy Visit - Copy of Days 1 (SC CHEMO)
Saturday, 9 November, 2024
Note: Freetext

Thursday, 14 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 15 (SC CHEMO)

Saturday, 16 November, 2024
Note: Freetext
3:01PM 07/11/2024 EST

Thursday, 21 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 22 (SC CHEMO)
10:00AM EST - ONC Chemotherapy Visit - Days 1 (SC CHEMO)

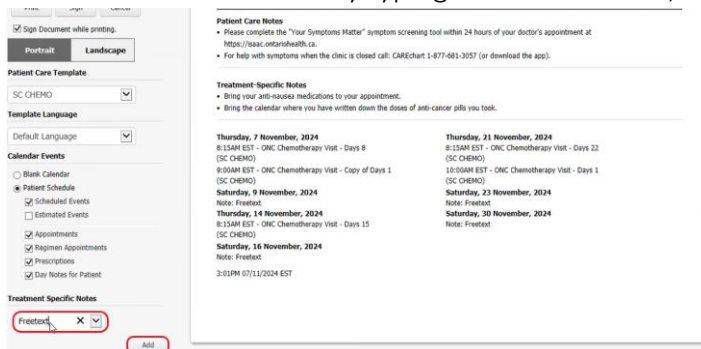
Saturday, 23 November, 2024
Note: Freetext

Saturday, 30 November, 2024
Note: Freetext

Bring your anti-nausea medications to your appointment.
Remember to take your pre-medication before coming for your treatment.
Bring the calendar where you have written down the doses of anti-cancer pills you took.
If you have any concerns about your infuser pump after hours, please call 1-800-812-0000.

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20. You can also add a freetext note by typing in the blank field, then click ADD.



Treatment Specific Notes

Sign Document while printing.

Portrait Landscape

Patient Care Template: SC_CHEMO

Template Language: Default Language

Calendar Events

Blank Calendar

Patient Schedule

Scheduled Events

Estimated Events

Appointments

Regimen Appointments

Prescriptions

Day Notes for Patient

Treatment Specific Notes

Freetext

Patient Care Notes

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- For help with symptoms when the clinic is closed call: CAREchart 1-877-681-3057 (or download the app).

Treatment Specific Notes

- Bring your anti-nausea medications to your appointment.
- Bring the calendar where you have written down the doses of anti-cancer pills you took.

Thursday, 7 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 8 (SC CHEMO)
9:00AM EST - ONC Chemotherapy Visit - Copy of Days 1 (SC CHEMO)
Saturday, 9 November, 2024
Note: Freetext

Thursday, 14 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 15 (SC CHEMO)

Saturday, 16 November, 2024
Note: Freetext
3:01PM 07/11/2024 EST

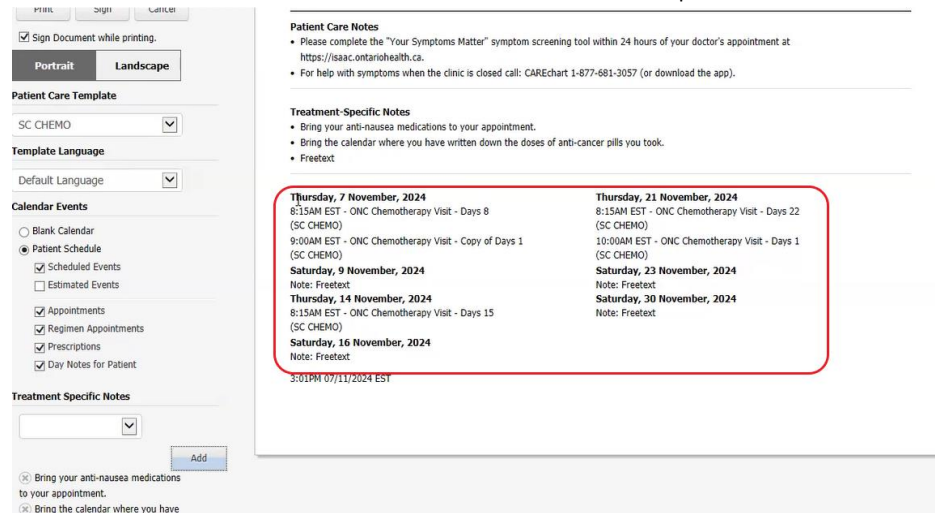
Thursday, 21 November, 2024
8:15AM EST - ONC Chemotherapy Visit - Days 22 (SC CHEMO)
10:00AM EST - ONC Chemotherapy Visit - Days 1 (SC CHEMO)

Saturday, 23 November, 2024
Note: Freetext

Saturday, 30 November, 2024
Note: Freetext

a.

21. Below the Notes, you can see the **Appointments** that are scheduled. It has the date/time and the Notes added from the Calendar List and the Prescriptions.



Sign Document while printing.
 Portrait Landscape
 Patient Care Template: SC CHEMO
 Template Language: [Dropdown]
 Calendar Events:

- Blank Calendar
- Patient Schedule
 - Scheduled Events
 - Estimated Events
 - Appointments
 - Regimen Appointments
 - Prescriptions
 - Day Notes for Patient

 Treatment Specific Notes: [Dropdown] Add

Patient Care Notes

- Please complete the "Your Symptoms Matter" symptom screening tool within 24 hours of your doctor's appointment at <https://isaac.ontariohealth.ca>.
- For help with symptoms when the clinic is closed call: CAREchart 1-877-681-3057 (or download the app).

Treatment-Specific Notes

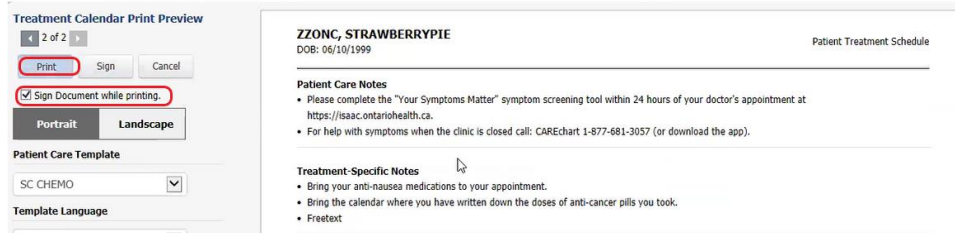
- Bring your anti-nausea medications to your appointment.
- Bring the calendar where you have written down the doses of anti-cancer pills you took.
- Freetext

Appointments:

- Thursday, 7 November, 2024 8:15AM EST - ONC Chemotherapy Visit - Days 8 (SC CHEMO)
- Thursday, 14 November, 2024 8:15AM EST - ONC Chemotherapy Visit - Days 15 (SC CHEMO)
- Thursday, 21 November, 2024 8:15AM EST - ONC Chemotherapy Visit - Days 22 (SC CHEMO)
- Thursday, 9 November, 2024 9:00AM EST - ONC Chemotherapy Visit - Copy of Days 1 (SC CHEMO)
- Thursday, 16 November, 2024 9:00AM EST - ONC Chemotherapy Visit - Days 1 (SC CHEMO)
- Saturday, 23 November, 2024 10:00AM EST - ONC Chemotherapy Visit - Days 1 (SC CHEMO)
- Saturday, 30 November, 2024 [Note: Freetext]

a.

22. Make sure the **Sign Document while printing** box is checked before clicking the **Print** button.



Treatment Calendar Print Preview
 2 of 2
 Print Sign Cancel
 Sign Document while printing.
 Portrait Landscape
 Patient Care Template: SC CHEMO
 Template Language: [Dropdown]

Patient Care Notes

- Please complete the "Your Symptoms Matter" symptom screening tool within 24 hours of your doctor's appointment at <https://isaac.ontariohealth.ca>.
- For help with symptoms when the clinic is closed call: CAREchart 1-877-681-3057 (or download the app).

Treatment-Specific Notes

- Bring your anti-nausea medications to your appointment.
- Bring the calendar where you have written down the doses of anti-cancer pills you took.
- Freetext

a.

23. End of Process.