

Outpatient Bookings: NST, IOL's, Rhogam, Anesthetic Cons, ECV, Prenatal Care Consults

****Once Appointment booked and IF prescriber needs to input orders please inform prescriber of

FIN to facilitate powerplan entry

- Provider office calls to schedule an appointment
- Select the Scheduling Appointment Book in the grey toolbar

:r 🍿 Point Of Care Result Enti	🖉 🖀 Scheduling Appointment Book
	N

- Enter in the appointment type in the applicable field by typing in the appointment type or type WB and press enter to view the appointment types to choose from
 - Appointment types for Women and Babies:

ſ	Appointment Type Help	?	×
-	Appointment Type		
	WB - Anesthetic Consult		
	WB - BILI Follow Up		N
	WB - ECV		63
	WB - EPAC Consult Only		
	WB - EPAC US/Consult		
	* WB - IOL		
-	WB - NST		
	WB - Post Partum Follow Up		
	WB - Prenatal Care Consult		
	WB - RHOGAM		
	WB Staff in OR		
	WB Surgery		
	WB Surgery Rapid		
	ОК	Ca	ncel

- Select appointment type then press **OK**
- Outpatient Location automatically populates depending on what appointment type chosen
- Complete all required fields
 - For Person name field
 – select the icon to search the patient or to add them if they
 do not exist in the system

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J	Books Appo	intment	
	*Appointment ty	/pe:	
	WB - NST		
	*Appointment lo	ocation:	
	SC LDOP		\sim
	* <u>P</u> erson name:		
	l		

• If they exist, ensure they are selected in the top box, then press OK

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🔍 Person Search											×
							-			1.	1
Health Card Number:	MRN	Patient N	ame	Health Ca	ard Number	VC	Sex	Birth Date (DD-	MMM-YYYY)	Age	Deceased?
	11001045	SYSTEM	TEST, WBFIVE	1231-234	-545		Female	12/May/1999		25 Years	No
Last Name:											
SYSTEMTEST											
First Name:											
WREIVE											
MRN:											
Birth Date (DD-MMM-YYYY):											
/*/****											
Sex:											
~ ·	Facility	MRN	FIN	Visit Id	Patient Type	Re	eg Date (DD	-MMM-YYYY)	Expected Dat	e of Arrival	Disch Date (DD-MMM-YYYY
FIN	SCS	11001045	22-000462	22-001835	Inpatient	20)24-Mar-14	13:30	2024-Apr-05	10:00	2024-Jul-26 08:07
	SCS	11001045	22-001292	22-001674	Outpatient	20)24-Mar-07	13:29			2024-Mar-08 10:09
Phone Number:											
Deceased?:											
~											
Search Reset											
	<										>
					ок	Ca	ancel	Preview	Add Person	Add E	ncounter Modify

• Once all fields are completed, click Move

Books Appointment		
*Appointment location:	^	Move 🕨
SC LDOP	ľ	Next
SYSTEMTEST, WBFIVE		Clear
*Reason For Exam:	I	
NST	Ŷ	

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• Appointment moves to the Work In Progress box

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		Work in progress:	
~		SYSTEMTEST, WBFIVE	Schedule
	Move P	iano Santa S	Confirm
	Next		-
	Clear	🕸 Resource	Recur
		Statient	Suggest
			Request
~			

• The appointment book displays open time slots. Utilize the calendar to view appointments available and to select the correct date for the appointment you are booking

Ī			2024			Þ	Books	Appointment	
•		()ctobe	er		•	* <u>A</u> ppoin	ment type:	
Su	Мо	Tu	We	Th	Fr	Sa	WB - N	ST	
29	30	1	2	3	4	5	*Appoin	ment location:	
13	14	15	9 16	17	18	12	SC LDC	P	
20	21	22	23	24	25	26	*Person	name:	
27	28	29	30	31	1	2	SYSTE	MTEST, WBFIVE	
3	4	5	6	7	8	9	~		
4	1	NST	Roo	m 1		N	IST Roor	12	
	2:00	PM	NST	-		2:00 P	M NST		
I	3:00	PM	NST	-		3:00 P	M NST		
T	4:00	PM	NST			4:00 P	M NST		
	5:00	РМ	NST			5:00 P	M NST		
المالي									

- To schedule the appointment, you can either drag and drop, schedule or suggest
- Drag and drop the appointment to a particular time slot by clicking and dragging the resource from the Work In Progress box to a time slot

^	Move 🕨	
	Next	Current Schedule SC LDOP
	Clear	Patient
~		

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•			2024			Þ
.↓ Su	Mo	(Tu)ctob We	er Th	Fr) Sa
29 6 13 20 27 3	30 7 14 21 28 4	8 15 22 29 5	2 9 16 23 30 6	3 10 17 24 31 7	4 11 18 25 1 8	5 12 19 26 2 9
	28 4	29 5	30 6	31 7	1 8	1
Į	1	NST	Roo	om 1		,
	2:00 3:00	PM PM	NS1 NS1	r r		2:00 3:00
T	4.00	DM	NICT	-		4.001

 Alternatively, you can select Schedule beside the Work In Progress box and fill in the appointment fields, then press OK (Ensure correct date is selected on the calendar beforehand)

Schedule - WB - NST		?	\times
Resource:	\searrow		
NST Room 1			\sim
Default slot:			
NST (2:00 PM - 3:00 PM)			~
Time:			
1400			
Duration:			
1 Hour(s) Minutes	Day		
Distinguish setup and cleanup durations			
	ОК	Cance	I

- Also, you can select **Suggest** beside the Work In Progress box. The Suggest feature will automatically find the first available appointment without searching the grid
 - o Once the suggest criteria is filled in, select Suggest
 - \circ If any appointments are available as per the criteria, double click on it then press **OK**



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	Patient	Appointment Location	Appointment Type	Primary Order	Scheduled Date/Time	Patient Duration			
•	SYSTEMTEST, WBFIVE	SC LDOP	WB-NST		21/Oct/2024 - 2:00 PM	1 Hour(s)			
ggest Cri	iteria Preferences				Pat Dur Pat	: Date/Time /Oct/2024 - 2:00 PM	Person SYSTEMTEST, WBFIVE	Appt Date/Time 21/Oct/2024 - 2:00 Pt	Ap M W
Date rar	nge: 20/0ct/20	24	26/0ct/2024	• ~	3				
) Schedul	le in: 1	Days V From:	23/0ct/2024						
Date res	strictions: Next 2 Da	ys							
Mon	Tue Wed	Thu Fri Sa	at Sun E	xceptions					
Appointme	nt Time								
Time rar	nge: 0800		1600	- -					
) Time res	strictions: AM Only			/					
Schedule	e as visit within	1 day(s) 🗸						
Override	suggested date and time								
Schedule	e multiple persons to mixed (Group Sessions							

• All of these methods will place a grey pending appointment in the selected time slot

	NST Room 2
2:00 PM	SYSTEMTEST, WB
3:00 PM	NST
4:00 PM	NST
5:00 PM	NST

• To confirm the booking, you can select Confirm beside the Work In Progress box or right-click on the booking and select Confirm Request

Schedule	NST Room 2	
Confirm	3:00 PM NST	Actions >
Recur	4:00 PM NST	Add New Appointment Book Request
Suggest	5:00 PM NST	Confirm Request
Request		Remove Request bs Recur Appointment

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• A **Confirm** window opens to review the appointment details. Click **OK**

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Nor	Name: SYSTEMTEST_WBEIVE				MRN: 110010	DOB: 12/May/1999						
Ival	IValite. STSTEWTEST, WORTVE						Age: 25 Year	Sex: Female				
.	SYSTEMTEST, WBFIVE	Summary	General	Resource View	Guidelines	Notification	Conversation Summaries	ltineraries	Locks	Eligibility	Booking Notes	
	SC LDOP	SYSTEMTEST, WBFIVE Med Rec Nbr: 11001045 Allergies:										
-	- BISTERIEST,	23/Oct/2	024 - <mark>2</mark> :00	PM 1 Hour(s)	WB -	NST	SC LDOP NS	ST Room 2				
1												
								Optior	ns	Print	Print ABN	
										ОК	Cano	cel

• Select Add Enc to complete a Pre-Registration encounter

🛱 Encour	nter Selectio	n						?	×		
FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name				
22-000462	Inpatient	26/Jul/2024 - 8:07 AM		SCS	SC 4DA	Attending Physician	Cerner Test, Physiciar	n - Wome	n's He		
22-001292	Outpatient	08/Mar/2024 - 10:09 AM		SCS	SC LD	Attending Physician	Cerner Test, Physiciar	n - Wome	n's He		
<									>		
Modify Add Enc OK Cancel											

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