

RHOGAM CLINIC HOSPITAL INFORMATION SYSTEM (HIS)

OB CLERK

Clerk receives phone call from Physician office to schedule Rhogam Appointment

1. Open Schedule appointment book from tracking board and search patient in scheduling window and select patient if patient exists and add encounter



- 2. Appointment type: WB Rhogam (this will autofill appointment location automatically)
 - a. Mandatory fields include appointment type, appointment location, patient name, reason for exam

BOOKS Appointment		
* <u>A</u> ppointment type:	^ <u>M</u> ove	I
WB - RHOGAM	Not	
*Appointment location:	IVEAL	_
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* <u>P</u> erson name:		
SYSTEMTEST, WBSEVEN		
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- b. Select Move this will move data into the Work in Progress box
- c. Schedule appointment

	Work in progress:	
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	Patient	Suggest
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3. Clerk to select patient to applicable room and select appointment time. Time allotted for appointment will be automatically defaulted to 15 minutes.

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- 4. Once all fields are filled out, select OK
- 5. Appointment will now populate as pictured to below



6. To confirm appointment details, select **Confirm**



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7. The following window now opens to finalize appointment booking, select **OK**

Summary General Resource View Guidelines Notification Conversation Summaries Itineraries Locks Eligibility Booking Notes Systemates	Name: SYSTEMTES	T, WBSEVEN			MRN: 1100140 Age: 26 Years	99	DOB: 02/Fe Sex: Female	ь/1998 -
SUDOP SYSTEMTEST, WBSEVEN Med Rec Nbr: 11001409 SYSTEMTEST 24/Sep2024 - 4:00 PM 15 Minutes WB - RHOGAM SC LDOP RHOGAM Room 1 Prot. Prot. Prot. Altr.	SYSTEMTEST, WBSEVEN	Summary General R	esource View	Guidelines Notification	Conversation Summaries	Itineraries Locks	Eligibility	Booking Notes
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8. If the patient does not have an encounter, you will be prompted to add one

Encour	nter Selectio	on						ſ
FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name	
22-001567	Inpatient	17/Jun/2024 - 1:22 PM		SCS	SC 4DA	Attending Physician	Tam, Benjamin Ho-Lai	, FRCPC
			/					
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Modify		Add Enc					ОК	Cance

a. Select the 'Add Enc' button

OPERATION

- b. Pre-Registration window opens, fill in all required fields
- 9. Communicate with MRP booking time and date if applicable
- 10. Refer to scheduling Out Patient Tip sheet
- 11. Consents will need to be linked via Work Que Management to the Rhogam encounter especially as this will be utilized for Transfusion Medicine preparation, day off appointment and documentation
- 12. On Sunday & Tuesday morning Clerk to print the Rhogam patient schedule for nurse as pictured below





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13. Clerk to type in 'Rhogam Rooms', select the applicable date, time and printer name then press

Sched	ule Report							_		×
Task Edit	View H	elp								
Person	Resource	Location	Eligibility	Request List	Medical Necess	y Bene	efits			
Report:										
Multiple	Resources S	chedule Det	ail (Postscript)						~
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RHOG/	M Rooms									
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or Help, pi	ess F1						C3076 NHSO	BCLERK03 Friday, Sep	tember 20, 2	20

14. Appointment schedule now printed out

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