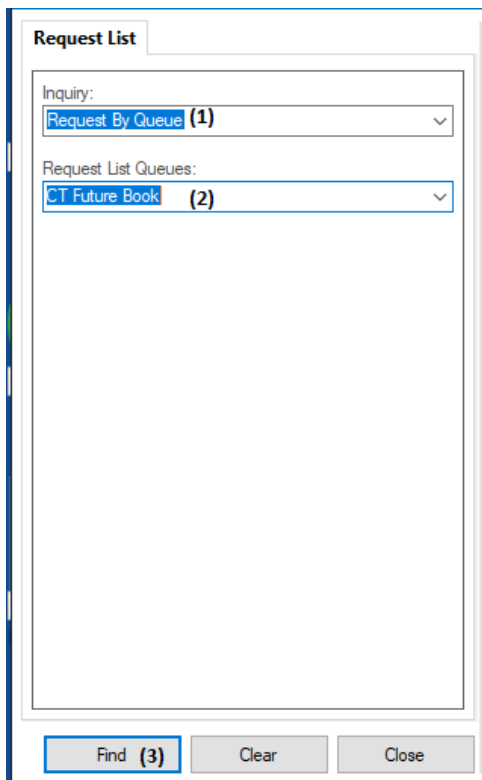


Tip Sheet – Scheduling an Appointment from the Request List

Click the **Request List Inquiry** icon to find appointment type requests located on the toolbar.



Request List Inquiry window will appear. In the Inquiry box select **Request By Queue** (1) from the dropdown menu. In the Request List Queues box, select the request list that the order you are trying to schedule will fall on. In this example, we will be using **CT Future Book** (2). Once the proper request list queue has been selected, click **Find** (3) at the bottom of the window to find all appointment types that need to be scheduled.



Find the Appointment type that needs to be scheduled. The request list inquiry can be filtered by Request Made Date, and Time, Person Name, Appointment Type, Earliest Date, and Orders. Once the request has been found, right click and select **'Complete Request'**.

p	Action	Person Name	Appointment Type	Earliest Date	Time	Orders
	Book	ZZZTEST, MADDY	CT Angiogram	20/May/2024 - 12:00 AM		CT Abdomen/Pelvis w/wo
	Book	ZZZTEST, LOGAN		1/Aug/2024 - 12:00 AM		CT Abdomen/Pelvis w
	Book	ZZTESTWITS, SCENARIOTH	Confirm...	1/Sep/2024 - 12:00 AM		CT Head wo
	Book	ZZTESTWITS, SIX	Contact...	1/Aug/2024 - 12:00 AM		CT Abdomen w/wo/ Pelvis w
	Book	ZZTESTWITS, SIX	Modify...	1/Aug/2024 - 12:00 AM		CT Abdomen/Pelvis w
	Book	ZZTESTWITS, ONEOP	Reschedule	1/Aug/2024 - 12:00 AM		CT Abdomen w/wo
	Book	ZZTESTWITS, FIVE	Hold...	1/Aug/2024 - 12:00 AM		CT Extremity Lower Left wo
	Book	ZZTEST, WHITNEY	Cancel...	1/Jun/2024 - 12:00 AM		CT Abdomen w
	Book	ZZTEST, WHITNEY	No Show...	1/Jun/2024 - 12:00 AM		CT Abdomen wo
	Book	ZZTEST, WHITNEY		1/Jun/2024 - 12:00 AM		CT Abdomen wo
	Book	ZZTEST, WHITNEY	Check In...	1/Jun/2024 - 12:00 AM		CT Chest/Abdomen/Pelvis + Head w
	Book	ZZTEST, ONC SCHED DEMO	Check Out...	7/Jul/2024 - 12:00 AM		CT Abdomen w
	Book	ZZTEST, ONC SCHED DEMO	Patient Seen...	1/May/2024 - 12:00 AM		CT Abdomen w
	Book	ZZTEST, NIAGTRANSFER	Batch Reschedule	1/May/2024 - 12:00 AM		CT Chest w
	Book	ZZTEST, LOULOU		1/May/2024 - 12:00 AM		CT Abdomen/Pelvis w
	Book	ZZTEST, ANJ	Group Info...	1/Jun/2024 - 12:00 AM		CT Abdomen w/wo
	Book	ZZTEST, AMB		1/Jun/2024 - 12:00 AM		CT Sinuses w
	Book	ZZTEST, AMB	Verify...	1/Jun/2024 - 12:00 AM		CT Sinuses w/wo
	Book	ZZTEST, ABBY	Med Nec Check...	1/Jul/2024 - 12:00 AM		IR Chest Tube Insertion CT
	Book	ZZTEST, AAREN		1/Jun/2024 - 12:00 AM		CT Chest High Resolution
	Book	ZZONCTEST, UNITTWO	Lock...	1/May/2024 - 12:00 AM		CT Abdomen w
	Book	ZZONCTEST, UNITTWO	Unlock...	1/May/2024 - 12:00 AM		CT Abdomen w
	Book	ZZONCTEST, UNITTWO	Add New Appointment	1/May/2024 - 12:00 AM		CT Abdomen w
	Book	ZZONCTEST, UNITTWO	Complete Request...	1/Jun/2024 - 12:00 AM		CT Abdomen w
	Book	ZZONCTEST, UNITTWO		1/Jun/2024 - 12:00 AM		CT Abdomen/Pelvis w

Since all appointment types in the request list are tied to an order, an Appointment Attributes window will appear after selecting Complete Request. The Appointment Attributes window will be defaulted to the Orders Tab (1). The order (2) tied to this appointment type will be populated in the top box. There may be additional required accept formats to complete depending on the order tied

Tip Sheet – Scheduling an Appointment from the Request List

to the appointment type. Fill out the required accept format (3,4) if necessary. Select OK (5) when finished.

Appointment Attributes

ZZZTEST, LOGAN
CT Body Contrast

Details **Orders (1)** Move Criteria Resource List Guidelines Appointment Eligibility

ZZZTEST, LOGAN

CT Abdomen/Pelvis w/ (2)

*Requested Start Date/Time: 20/Aug/2024 1159

*Priority: Routine

*Reason for Exam: CT abdomen

Special Instructions: test

CC Provider:

Optional Search Existing Orders Privileges AC

CT Abdomen w
CT Abdomen w (Ped Sedate)
CT Abdomen w/wo
CT Abdomen w/wo/ Pelvis w
CT Abdomen/Pelvis w
CT Abdomen/Pelvis w/wo
CT Chest w
CT Chest w + High Resolution
CT Chest w Abdomen w/wo Pelvis w
CT Chest w PE Protocol
CT Chest w/wo
CT Chest/Abdomen/Pelvis + Head w

*WTIS Priority: (3)

*Clinical Indication for Scan (4)

*Received Requisition on Date/Time: 20/Aug/2024 1159

*Combination Scan Indicator: Yes

Specified Date Procedure:

OK (5) Cancel

Appointment Attributes window will close, and the information will pull from the order to the accept formats in the Scheduling Appointment Book. The appointment will be populated in the Work in Progress box. The appointment can be scheduled using Suggest, Schedule or Drag and Drop.

Books Appointment

*Appointment location: NF CT

Appointment type: CT Body Contrast

Person name: ZZZTEST, LOGAN

Move Next Clear

Work in progress:

ZZZTEST, LOGAN
CT Body Contrast (Tuesday, 20/Aug/2024)
Current Schedule
NF CT
NF CT (P3,Any,open)
Patient