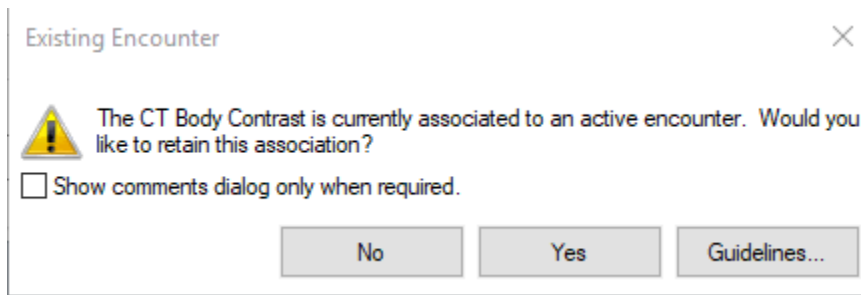


### CHANGING APPOINTMENT LOCATION (RESCHEDULE TO ANOTHER SITE)

1. Locate the appointment you are trying to change appointment locations for by locating it on the GRID or find it through the appointment inquiry icon.
2. Once appointment is located, single click to highlight. Right click and choose Reschedule.

09/Dec/2024 - 10:00 AM	15	Confirmed	CT Body Contrast	
11/Dec/2024 - 10:15 AM	90	Rescheduled	MD Venofer 200mg	
11/Dec/2024 - 2:00 PM	30	Confirmed	WB - BILI Follow Up	
18/Dec/2024 - 10:15 AM	90	Confirmed	MD Venofer 200mg	
23/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry	
25/Dec/2024 - 10:15 AM	90	Confirmed	MD Venofer 200mg	
06/Jan/2025 - 8:30 AM	20	Confirmed	PFT Spirometry	

3. Existing Encounter Window will appear. Since the appointment location is changing, click NO to retain the association for the active encounter. Normally within Rescheduling Workflow, we would choose YES but since this appointment is changing locations it requires a new encounter.



4. Appointment Attribute window will appear. Note the order is still associated to the appointment. Accept formats will already be filled out from the original appointment. Change the Performing Location to the new location if this accept format appears. Press OK to continue to the Scheduling Appointment Book.



# TITLE OF WORKFLOW HOSPITAL INFORMATION SYSTEM (HIS)

Appointment Attributes

SCHED, TANIA  
CT Body Contrast

Details Orders Move Criteria Resource List Guidelines Appointment Eligibility

SCHED, TANIA

CT Abdomen w/wo

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

\*Requested Start Date/Time:  
09/Dec/2024 1000

\*Priority:  
Routine

\*Reason for Exam:  
ct

Special Instructions:

Order for future visit:

Exam to be performed outside organization:

\*Performing Location:  
NFS - Niagara Falls Site

CC Provider:

OK Cancel

- Scheduling Appointment Book will launch. Change the Appointment Location in the Accept formats to the new Scheduling Location.

Books Appointment

\*Appointment location:  
NF CT

Appointment type:  
CT Body Contrast

Person name:  
SCHED, TANIA



# TITLE OF WORKFLOW

## HOSPITAL INFORMATION SYSTEM (HIS)

6. Click Move to move appointment in the Work in Progress Window.

The screenshot shows the 'Appointment' form with the following details:

- Appointment location: NF CT
- Appointment type: CT Body Contrast
- Person name: SCHED, TANIA

The 'Work in progress' window shows a tree view with the following structure:

- SCHED, TANIA
  - CT Body Contrast
    - Reschedule
    - Current Schedule
      - SC CT
        - SC CT (P3,P2,Any,Open)
        - Patient

7. Schedule appointment for the same date and time as original appointment at new scheduling location. (In this example, appointment was dragged and dropped into the Open CT slot at 10am on Dec 9<sup>th</sup>)

The screenshot shows a calendar for December 2024. The date 9<sup>th</sup> is highlighted. The appointment details are as follows:

- Appointment location: NF CT
- Appointment type: CT Body Contrast
- Person name: SCHED, TANIA

The calendar view shows a slot for 'NF CT 1' at 10:00 AM on December 9<sup>th</sup>, which is highlighted in green. The time slots are: 9:30 AM, 9:45 AM, 10:00 AM, 10:15 AM, 10:30 AM, and 10:45 AM.

8. Press the Confirm button to confirm appointment. Confirm window will appear. Ensure all appointment details are correct. Press OK.



# TITLE OF WORKFLOW

## HOSPITAL INFORMATION SYSTEM (HIS)

Confirm ? X

**Name: SCHED, TANIA** MRN: 11000764      DOB: 01/Aug/1995

Age: 29 Years      Sex: Female

Summary | General | Resource View | Guidelines | Notification | Conversation Summaries | Itineraries | Locks | Eligibility | Booking Notes

**SCHED, TANIA**      **Med Rec Nbr: 11000764**

**Allergies:**  
Allergies

09/Dec/2024 - 10:00 AM 15 Minutes      CT Body Contrast      NF CT    NF CT 1

**Orders:**  
CT Abdomen w/wo

**Preparations:**  
Patient is required to fast 2 hours prior to exam, unless diabetic. Please instruct patient to arrive 30 minutes early. To cancel or reschedule, please contact the booking office 905-378-4647 x 46391.

Options    Print...    Print ABN...

OK    Cancel

9. Encounter window will appear. **Click Add Enc to add a new Encounter.**

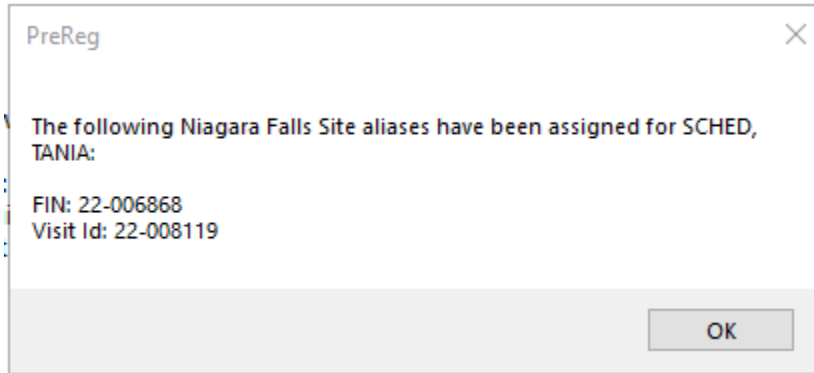
Encounter Selection ? X

FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prs
22-006836	Medical Day Care		Elective	SCS	SC MDC	Attending Phys
22-006444	Outpatient		Elective	SCS	SC RAD	Attending Phys
22-006617	Inpatient		Urgent/Emergent	SCS	SC EDHOLD	Attending Phys
22-005116	Recuring		Elective	NFS	NF HEPC	Attending Phys
22-005113	Recuring		Elective	WS	WS HEPC	Attending Phys
22-005111	Recuring		Elective	PCS	PC HEPC	Attending Phys

Modify    **Add Enc**      OK    Cancel

Pre-Reg window will appear. Fill out any missing pre-registration information. When finished click OK.

Pre reg box will appear. Press OK.



10. Reschedule window will appear. Please select the most appropriate reschedule reason.  
NOTE: MR and CT appointments will need a WT reschedule reason. Press OK. Appointment location has been changed.

