

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	0.074
11/Dec/2024 - 10:15 AM	90	Rescheduled	MD Venofer 200mg	Confirm
11/Dec/2024 - 2:00 PM	30	Confirmed	WB - BILI Follow Up	Contact
18/Dec/2024 - 10:15 AM	90	Confirmed	MD Venofer 200mg	Modify
23/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry	,
25/Dec/2024 - 10:15 AM	90	Confirmed	MD Venofer 200mg	Reschedule
06/Jan/2025 - 8:30 AM	20	Confirmed	PFT Spirometry	Hold

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

Existing Encounter			×
The CT Body Contra like to retain this ass Show comments dialog of	sociation?	ciated to an active en	counter. Would you
	No	Yes	Guidelines

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.







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Appointment Attributes

SCHED, TANIA CT Abdomen w/wo Optional Search Existing Orders Privileges AC (*) CT Abdomen w/wo CT Chest w + High Resolution CT Chest w Abdomen w/wo CT Ches	SCHED, TANIA	Details Orders Move Criteria Resource List Gu	idelines Appointment Eligibility
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Optional Search Existing Orders Privileges AC • • CT Abdomen w CT Abdomen w (Ped Sedate) CT Abdomen w/wo CT Chest w CT Chest			
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CT Chest w CT Chest w + High Resolution			NFS - Niagara Falls Site 🗸
CT Chest w + High Resolution		CT Abdomen/Pelvis w/wo	CC Provider:
CT Chest w + High Resolution			
		-	
QK Cancel			

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

*Appointment location:		
NFCT		
Appointment type:		
CT Body Contrast		
Person name:		
SCHED, TANIA		

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

ooks Appointment	Work in progress:	
Appointment (ocation: IF CT	Move CT Body Contrast	
ppointment type: DT Body Contrast	Next	(Open)
erson name:	S Patient	/-p/
SCHED, TANIA		

 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 9th)

•	202	4		۱.	Books Appointment
∢ Su Mo	Decerr Tu We		Fr	.⊧ Sa	*Appointment location:
1 2 8 9 15 16 22 23 29 30 5 6	3 4 10 11 17 18 24 25 31 1 7 8	5 12 19 26 2 9	6 13 20 27 3 10	7 14 21 28 4 11	NF CT Appointment type: CT Body Contrast Person name: SCHED, TANIA
9:30 / 9:45 / 9:45 / 10:00 10:15 10:30	AM AM AM	NI IED. T/	- CT	1	

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







🔁 Confirm			? ×
Name: SCHED, TAM	ша	MRN: 11000764	DOB: 01/Aug/1995
Name. SCHED, TAP		Age: 29 Years	Sex: Female
SCHED, TANIA	Summary General Resource View Guidelines Notification Co	onversation Summaries Itineraries I	ocks Eligibility Booking Notes
C T Body Contrast	SCHED, TANIA Med Rec Nbr: 11 Allergies: Allergies 09/Dec/2024 - 10:00 AM 15 Minutes CT Body Contrast Orders: CT Abdomen w/wo Preparations: Patient is required to fast 2 hours prior to exam, unless diabetic. please contact the booking office 905-378-4647 x 46391.	NF CT NF CT 1	inutes early. To cancel or reschedule, Print Print ABN
			OK Cancel

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

FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsi
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	Recurring		Elective	NFS	NF HEPC	Attending Phys
22-005113	Recurring		Elective	WS	WS HEPC	Attending Phys
22-005111 «	Recurring		Elective	PCS	PC HEPCC	Attending Phys

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

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Pre reg box will appear. Press OK.

PreReg	\times
The following Niagara Falls Site aliases have been assigned for SCHED, TANIA:	
FIN: 22-006868 Visit Id: 22-008119	
ОК	

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.

	Reschedule ?	×
	*Reason:	
		\sim
1	No Show	~
	Order Modification	
	Other	
	Patient Medical Status Changed	
	Patient Not Cleared for Surgery	
	Patient Not NPO	
	Patient Prep Not Complete	
	Patient Request	
	Previous Case Ran Over Booked Time	
	Provider/Staff Request	
	Provider/Staff Unavailable	
	Radiologist Request	
	Results Not Available	
	Schedule Change	
	Time Change	
	Transportation/No Ride	
	Weather	
	Wrong Patient	
	WT Resched - Change in Medical Status	
	WT Resched - Emergency Closures WT Resched - Higher Priority Case	
	WT Resched - Lack of Hospital Resources	-
	WT Resched - Moved to Earlier Appt	
	WT Resched - Patient Chooses to Defer	
	WT Resched - Prerequisites Not Complete	
	WT Resched/Canc - Data Entry Error	
	WT Resched/Canc - Missed Procedure/No.Sh	
	zzFamily Emergency	
	zzFinancial Reasons	
	zzSecond Opinion Needed	~

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