

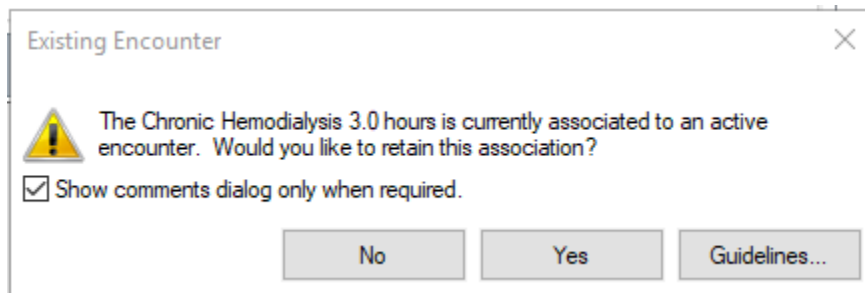


CHANGING APPOINTMENT LOCATION (RESCHEDULE TO ANOTHER SITE)

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.

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
18/Dec/2024 - 8:00 AM	180	Rescheduled	Chronic Hemodialysis 3.0 hours		SC HEMO - 03
18/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		SC HEMO - 07
19/Dec/2024 - 12:00 PM	20	Confirmed	MHA HCV Addiction Counselling		
20/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		
23/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		
25/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		
27/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		
30/Dec/2024 - 8:00 AM	180	Confirmed	Chronic Hemodialysis 3.0 hours		
14/Jan/2025 - 9:00 AM	60	Confirmed	MHA ARC 1:1 Community		

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.



Appointment Attributes

SCHED, KATIE
Chronic Hemodialysis 3.0 hours

Details Orders Move Criteria Resource List Guidelines Appointment Eligibility

SCHED, KATIE

Hemodialysis

*Requested Start Date/Time:
18/Dec/2024 0800

*Frequency (x/week):
3 Times per week

*Duration(h):
3

*Scheduling Location:
NFS - Niagara Falls Site
SCS - St. Catharines Site - MDC
SCS - St. Catharines Site - Oncology
FES - Fort Erie Site
NFS - Niagara Falls Site
PCS - Port Colborne Site
SCS - St. Catharines Site
WS - Welland Site
External Request

Search Existing Orders Privileges AOS Req

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 NHEMO

Appointment type:
Chronic Hemodialysis 3.0 hours

Person name:
SCHED, KATIE



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

Books Appointment

*Appointment location:
NF NHEMO

Appointment type:
Chronic Hemodialysis 3.0 hours

Person name:
SCHED, KATIE

Buttons: Move, Next, Clear

- 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 Hemodialysis slot at 8am on Dec 18th)

2024

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Books Appointment

*Appointment location:
NF NHEMO

Appointment type:
Chronic Hemodialysis 3.0 hours

Person name:
SCHED, KATIE

Calendar View: NF HEMO - 01

	Wed, 18/Dec/2024	Thu, 19/Dec/2024	Fri, 20/Dec/2024	Sat, 21/Dec/2024	Sun, 22/Dec/2024
6:15 AM					
6:30 AM	Hemodialysis	Hemodialysis	Hemodialysis	Hemodialysis	Hemodialysis
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM	SCHED, KATIE				
8:15 AM	Chronic Hemodialysis 3...				
8:30 AM	NF NHEMO				
8:45 AM	test				
9:00 AM	Pending				
9:15 AM	31 years				
9:30 AM	01/Jan/1993				
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM					

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



Confirm

Name: SCHED, KATIE MRN: 88000052:11000356 DOB: 01/Jan/1993
Age: 31 Years Sex: Female

SCHED, KATIE
Chronic Hemodialysis
NF NHEMO
NF HEMO - 01
SCHED, KATIE

SCHED, KATIE Med Rec Nbr: 88000052:11000356

Allergies:
Allergies

18/Dec/2024 - 8:00 AM 3 Hour(s) Chronic Hemodialysis 3.0 hours NF NHEMO NF HEMO - 01

Orders:
Hemodialysis

Options Print... Print ABN...

OK Cancel

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

Encounter Selection

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	Recurring		Elective	NFS	NF HEPC	Attending Phys
22-005113	Recurring		Elective	WS	WS HEPC	Attending Phys
22-005111	Recurring		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.

The following Niagara Falls Site aliases have been assigned for SCHED, KATIE:

FIN: 22-007024
Visit Id: 22-008283

OK

10. Reschedule window will appear. Please select the most appropriate reschedule reason.