

HOSPITAL INFORMATION SYSTEM (HIS)

ALL SCHEDULING ROLES

A quick guide on scheduling multiple appointments for the same area on *different days*.

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1. Open the Scheduling Appointment Book from the AppBar.



Click the "Appointment" tab.
Note: Mandatory fields are marked with a red asterisk and highlighted in yellow.



 Click the ellipses (...) to open the drop-down list of available Appointment Locations. Select your choice and click "OK."



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Cancel







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4. Next click on the **ellipses** at the end of the Appointment Types field to make your selection. Click "**OK**."



 Enter the Patient Name selected in the top pane, Click "Person name" field.

Note: You can also search the patient by clicking the ellipse beside the Person name box.

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*Appointment type:	
GAC Follow Up 60	
*Person name:	
TEST PATIENT, ROSA LEE	

Enter in the "Attending Physician",
"Reason for Exam" and any "Scheduling comments."



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7. Click "Move."









 Repeat steps 3-7 and Click "Next" for each additional appointment. HOSPITAL INFORMATION SYSTEM (HIS)

	E TEST PATIENT, ROSA LEE	^
Move ▶	GIMRAC Follow Up 20	
New	🚊 🗃 Reschedule	
INEXL	E SC GMRAC	
Clear	🗄 🗃 Current Schedule	
	GIMRAC Consult	
	🗄 🗃 Reschedule	
	🗄 🗃 Current Schedule	
	E SC GMRAC	
	- Conce	×

 Drag and drop each appointment from the Work in Progress window to the desired dates and times in the resource books. Note: Grey appointment blocks are not complete.

Thu, 04/Jul/2024	Fri, 05/Jul/2024
Follow ups	Follow ups
TEST PATIEN GIMRAC Follo	TEST PATIEN GIMRAC Follo
TEST PATIEN GIMRAC Follo	TEST PATIEN GIMRAC Follo
TEST PATIEN	
GIMRAC Follo	

10. Close the multiple appointment books, leaving only the patient's name.



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GIMRAC Follow Up 20
GIMRAC Consult

Vork in progress

11. Click "Confirm."





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12. The confirmation window opens with all scheduled appointments for the patient. Click "**OK**."

	MRN: 11001734	D0B: 21/Se	p/1963
Name: TEST PATIENT, ROSA LEE	Age: 60 Years	Sex: Female	1
TEST PATIENT, ROSA LE Summary General Resource View Guidelines Notificat	tion Conversation Summaries Itin	eraries Locks Eligibility	Booking Notes
	Med Rec Nbr: 11001734		^
TEST PATIEN Allergies Allergies			
SC GMRAC O8/Jul/2024 - 10:40 AM 20 Minutes GIMRAC Folio IV SC GMRAC IV ST PATIEN	w Up 20 SC GMRAC	SC GMRAC	_
GIMRAC Oncology C GIMRAC Oncology C GIMRAC			
C GMRAC O8/Jul/2024 - 11:10 AM 30 Minutes GIMRAC Cons TEST PATIEN	ult SC GMRAC	SC GMRAC	
· · · · · · · · · · · · · · · · · · ·			
08/Jul/2024 - 3:10 PM 30 Minutes GIMRAC Onco	logy Consult SC GMF	RAC SC GMRAC	
	Γ	Options Print	Print ABN
< >>			
		ок	Cancel



 The encounter selection window will open for each appointment. Click on the appropriate encounter or add as needed and click "OK."

Encounter Number	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name
22-002045	Outpatient		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamir
22-002302	Emergency	03/Jun/2024 - 2:34 PM		NFS	NF ED		
22-002136	Emergency	30/May/2024 - 10:01 AM	Urgent/Emergent	WS	WS ED	Attending Physician	Man, Thomas
22-002317	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamir
22-002244	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Test, Doctor O
22-002241	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamir
22-002132	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamir
22-002367	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamir
22-002186	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjami
22-002142	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjami
22-002047	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Stevens, Dan
22-002046	PreReg		Elective	SCS	SC GMRAC	Attending Physician	O'Shea, Timot

14. The patient is booked for all appointments on different days, and all appointments are confirmed.

Note: Blue appointments blocks are complete.

Mon, 01/Jul/2024	Tue, 02/Jul/2024	Wed, 03/Jul/2024	Thu, 04/Jul/2024	Fri, 05/Jul/2024
Follow ups				
TEST PATIEN		TEST PATIEN	TEST PATIEN	TEST PATIEN
		GIMRAC Follo	GIMRAC Follo	GIMRAC Follo

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STEPS FOR CREATING MULTIPLE APPOINTMENT BOOKINGS ON THE SAME DAY:

- 1. Follow steps 2-11 as above, then click "**Next**" and repeat steps 9-11 for each additional appointment.
- "Drag and drop" each appointment or use the "Suggest" feature.

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GIMRAC Consult	Con
SC GMRAC	Re
SC GMRAC	Sug
	Reg



 Once all Appointments have been created, click on the patient's main book and click "Confirm."

H- TEST PATIENT, ROSA LEE	Schedul
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 The confirmation window will display all appointments. Verify and Click "OK."



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5. For each appointment, an encounter selection window will open. Ensure the correct encounter is selected and click "**OK.**"

Encounter Number	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name
22-002045	Outpatient		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002302	Emergency	03/Jun/2024 - 2:34 PM		NFS	NF ED		
22-002136	Emergency	30/May/2024 - 10:01 AM	Urgent/Emergent	WS	WS ED	Attending Physician	Man, Thomas N
22-002317	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002244	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Test, Doctor Or
22-002241	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002132	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002367	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002186	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002142	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002047	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Stevens, Danie
22-002046	PreReg		Elective	SCS	SC GMRAC	Attending Physician	O'Shea, Timoth
<							>

6. All appointments are now scheduled.

6	Mon, 08/Jul/2024
	TEST PATIENT, ROSA LEE
	TEST PATIENT, ROSA LEE
	Lunch
	Consults
	TEST PATIENT, ROSA LEE GIMRAC Oncology Consult

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