Niagara Health System

Oct 16, 2024

Future State: Scheduling - ESM - Cancel Group Session

Cerner Workflow ID: **12807 (v. 9.0)**   Client Workflow ID: **354**   Last updated by **Julia Becevel, Jan 30, 2024 10:18am (UTC -4 hours)**

Scheduler

Start/Stop
Need to cancel a previously-created group session
[3]

Work Step
From the Bookshelf, navigate to the appropriate resource
[4]

Decision
Is the entire session being canceled or patients only?
[13]

— Patients →

Work Step
Right click on the group session > Cancel
[5]

Work Step
Select "Open All Persons" in the Group Sessions Person Box
[6]

Work Step
Provide a reason for canceling the group session and select OK
[17]

Start/Stop
The patients are now canceled out of the Group Appointment
[18]

— Session →

Work Step
Right click on group session > Actions > Group Session > Cancel
[19]

Decision
Are patients scheduled for the Group Session?
[20]

— No →

Work Step
Provide a cancel reason and click OK
[21]

Start/Stop
Group session is now removed from the resource
[22]

— Yes →

System
Cancel message displays warning all person appointments will be canceled
[28]

Work Step
Click OK
[24]

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Workflow Details:

Workflow Name: Scheduling - ESM - Cancel Group Session
Workflow State: Future State
Workstream: Admission/Intake
Venue: Acute Care
Client Owner:
Cerner Owner:
Standard: Yes
Related Workflow(s):
Tags:

Workflow Summary:

Service Line:
Related Solution(s): Scheduling Management
Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP
TestBuilder Script(s):
Cerner Workflow ID: 12807 (v. 9.0)
Client Workflow ID: 354
Workflow Notes:
Introduced By: WS 1
Validated By: WS 6

Swim Lane:

Role(s): Scheduler
Department(s): Patient Access
Security Position(s): Scheduling - Clerk
Scheduling - Clerk Advanced

Start/Stop [3]

Description: Need to cancel a previously-created group session

Step Impact: Policy/Procedure

Work Step [4]

Description: From the Bookshelf, navigate to the appropriate resource

Decision [13]

Description: Is the entire session being canceled or patients only?

Work Step [5]

Description: Right click on the group session > Cancel

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Work Step [6]
   Description: Select "Open All Persons" in the Group Sessions Person Box

Work Step [17]
   Description: Provide a reason for canceling the group session and select OK

Start/Stop [18]
   Description: The patients are now canceled out of the Group Appointment

Work Step [19]
   Description: Right click on group session > Actions > Group Session > Cancel

Decision [20]
   Description: Are patients scheduled for the Group Session?

Work Step [21]
   Description: Provide a cancel reason and click OK

Start/Stop [22]
   Description: Group session is now removed from the resource

System [28]
   Description: Cancel message displays warning all person appointments will be canceled

Work Step [24]
   Description: Click OK