



## Future State: Scheduling - ESM - Scheduling Group Appointments with Group Sessions

Cerner Workflow ID: 7804 (v. 11.0) Client Workflow ID: 30

Last updated by Julia Becevel, Jan 29, 2024 12:49pm (UTC -4 hours)

**Workflow Details:**

Workflow Name: Scheduling - ESM - Scheduling Group Appointments with Group Sessions

Workflow State: Future State

Workstream: Pre-Admission/Pre-Visit

Venue: Ambulatory

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: 7804 (v. 11.0)

Client Workflow ID: 30

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

**Off Page Reference [20]**

Workflow Link: ESM - Schedule Appointment

Comments: Using Slots instead of Group Sessions will follow the same scheduling process as other appointments in Scheduling Management.

**Start/Stop [3]**

Description: Group appointment requested

Step Impact: Policy/Procedure

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**Decision [17]**

Description: Is your facility using Group Sessions or Slots to define schedulable patient numbers?

Comments: <b>Group Sessions</b> are used in Scheduling Management to create an instance of the group session appointment type on a specific date. It is created in the Scheduling Appointment Book and reserves the shared resource's time. Group Sessions are not supported in Revenue Cycle Scheduling.

<b>Slots</b> are used to determine patient/resource availability. If migrating from Scheduling Management to Revenue Cycle Scheduling, using multiple slots to represent number of patients will better-translate to Group Slot support in Revenue Cycle Scheduling.

**Work Step [23]**

Description: Select the patient(s) that need to be booked into the group session

**Work Step [5]**

Description: Schedule the Group session using Optional Prompting or Suggest

**Start/Stop [9]**

Description: Confirm Appointment

**Decision [4]**

Description: Has a Group Session been created?

Comments: Group Sessions sit on top of Default Schedule Slots and are used to define the appropriate group time

**Work Step [6]**

Description: Task Menu > Group Session > Create to create a Group Session

**Work Step [10]**

Description: Select The Group Session Type, Location, and Capacity.

Comments: There is a tab to Recur the Group Session if necessary

**Work Step [12]**

Description: Select "Check" to ensure there are no Conflicts and select OK