

Scheduler

Start/Stop: Outside office sends document(s)

Decision: Work Item(s) matches routing criteria?

System: Work Item(s) routed to Unknown Queue

Off Page Reference: Enterprise Document Management - WQM Clarify

System: Work Item(s) routed to queue

Work Step: Select queue

Work Step: Review Work Item

Work Step: Open Work Item

Decision: Need Clarification?

Work Step: Select Calendar button

Work Step: Search for Patient

Decision: Patient found?

Work Step: Select Patient and All Encounters button

Work Step: Review Appointment History

Decision: Duplicate Order?

Decision: Already scheduled?

Decision: Split Work Item?

Work Step: Index Work Item

Decision: Add new patient?

Work Step: Add Patient

Off Page Reference: Enterprise Document Management - WQM Delete

Work Step: Select Associate

Off Page Reference: Enterprise Document Management - WQM Split

Work Step: Select OK

Work Step: Index Work Item

Work Step: Select Document Type

Work Step: Index Work Item

Off Page Reference: ESM - Inbound Faxed Scheduling to Orders

Work Step: Select New Patient from Category field

Start/Stop: Select OK

Decision: Supplemental?

Work Step: Select Supplemental Status

Start/Stop: Document indexed to Patient Access Filter

Work Step: Select Next

Work Step: Maintain Information (if applicable)