



RESCHEDULING AN APPOINTMENT

HOSPITAL INFORMATION SYSTEM (HIS)

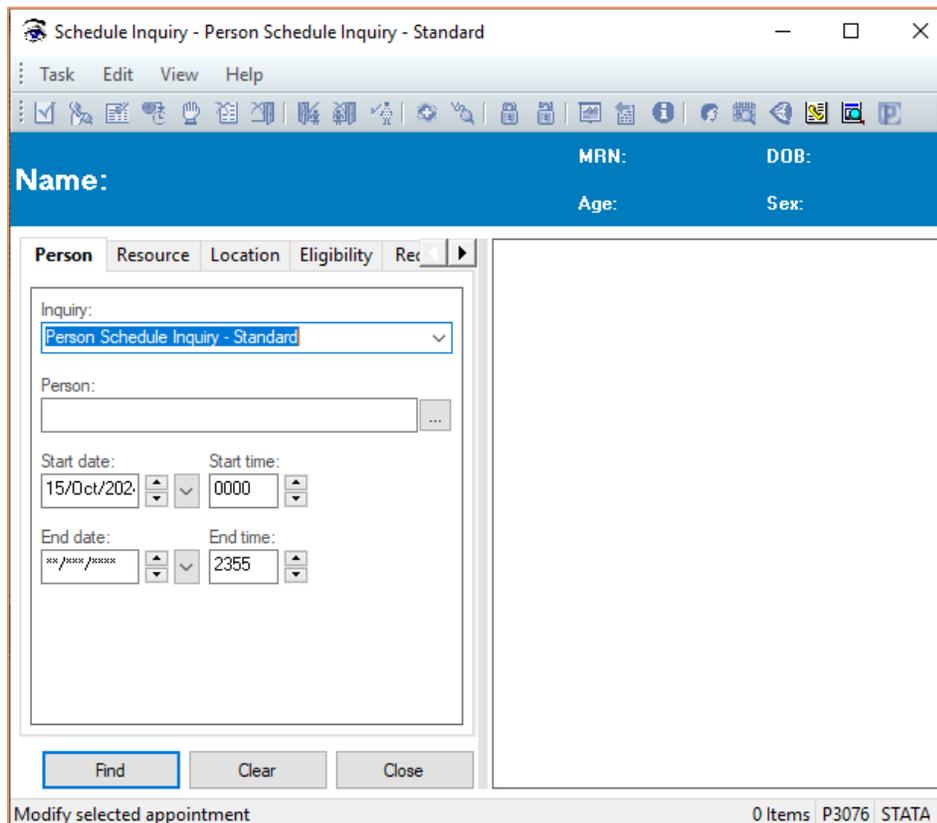
SCHED ROLES

SCEHD: Rescheduling an appointment: Use this to guide you through the process of rescheduling appointments.

1. Click on the Appointment inquiry icon to locate your patient.



2. Schedule inquiry icon will appear. Navigate to the Person tab. Select **Person Schedule Inquiry – Standard** from the dropdown in the Inquiry box.





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- Search for Patient in the person box, or click on the ellipses to open person search box. Select the correct patient and click OK. Adjust Start Date appropriately. Click 'Find' at the bottom on the Schedule Inquiry box. Appointments will appear.

The screenshot shows the 'Person Schedule Inquiry - Standard' application window. The patient name is 'SCHED, TANIA'. The window displays a table of appointments with columns for BEG DATE, DURATION, STATE, APPT TYPE, REQ DOCTOR, and RESOURCE. The appointments listed are:

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
15/Oct/2024 - 9:00 AM	45	Confirmed	ONC New Patient		Vandemeer, Rachel MD
22/Oct/2024 - 9:30 AM	60	Confirmed	HOLTER 48 Hour Day 1		SC Holter Monitor 1
23/Oct/2024 - 9:30 AM	60	Confirmed	HOLTER 48 Hour Day 2		SC Holter Monitor 1
28/Oct/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1
01/Nov/2024 - 10:00 AM	45	Confirmed	ONC New Patient		Clayden, Robert Curtis MD
11/Nov/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1
25/Nov/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1
09/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1
23/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1
06/Jan/2025 - 8:30 AM	20	Confirmed	PFT Spirometry		SC Pulmonary Function Clinic 1

Click on the appointment that you are trying to reschedule. The appointment will be highlighted. Right click appointment and a dropdown will appear. Click onto **Reschedule** to reschedule the appointment.

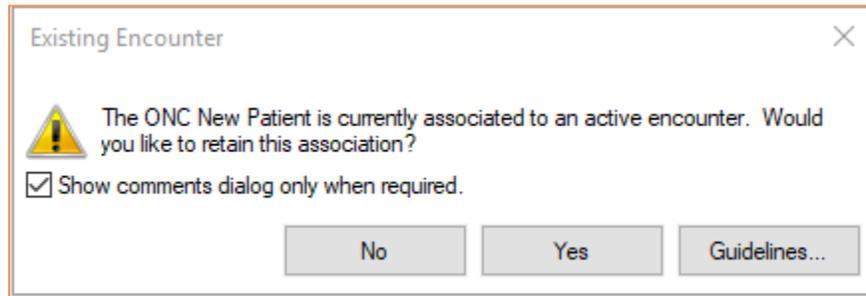
The screenshot shows a close-up of the appointment table. The first row, '15/Oct/2024 - 9:00 AM', is highlighted. A context menu is open over this row, showing options: Confirm..., Contact..., Modify..., Reschedule (highlighted in yellow), Hold..., Cancel..., No Show..., and Check In...

BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE
15/Oct/2024 - 9:00 AM	45	Confirmed	ONC New Patient		
22/Oct/2024 - 9:30 AM	60	Confirmed	HOLTER 48 Hour Day 1		
23/Oct/2024 - 9:30 AM	60	Confirmed	HOLTER 48 Hour Day 2		
28/Oct/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		
01/Nov/2024 - 10:00 AM	45	Confirmed	ONC New Patient		
11/Nov/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		
25/Nov/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		
09/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		
23/Dec/2024 - 8:30 AM	20	Confirmed	PFT Spirometry		
06/Jan/2025 - 8:30 AM	20	Confirmed	PFT Spirometry		

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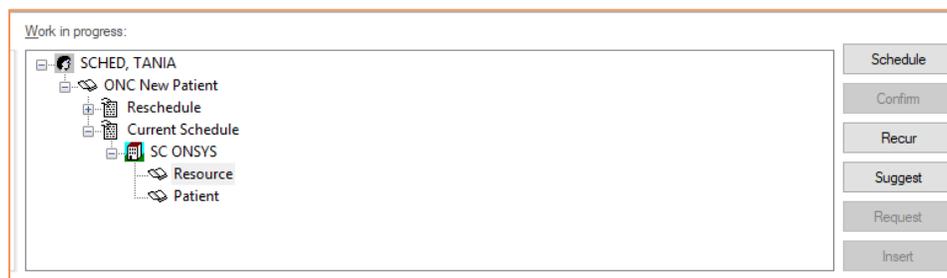
An Existing Encounter window will appear in the Scheduling Appointment book. Click Yes to retain encounter.



In the Appointments tab, the appointment details will fill in the accept format from the original appointment and in the Work in Progress box. Scheduling appointment using one of the scheduling methods (Suggest, Schedule, Drag and Drop). In this example we will use the drag and drop method.



Resource was dragged and dropped into the slot we are trying to schedule into. Books will close in the Work in Progress window.





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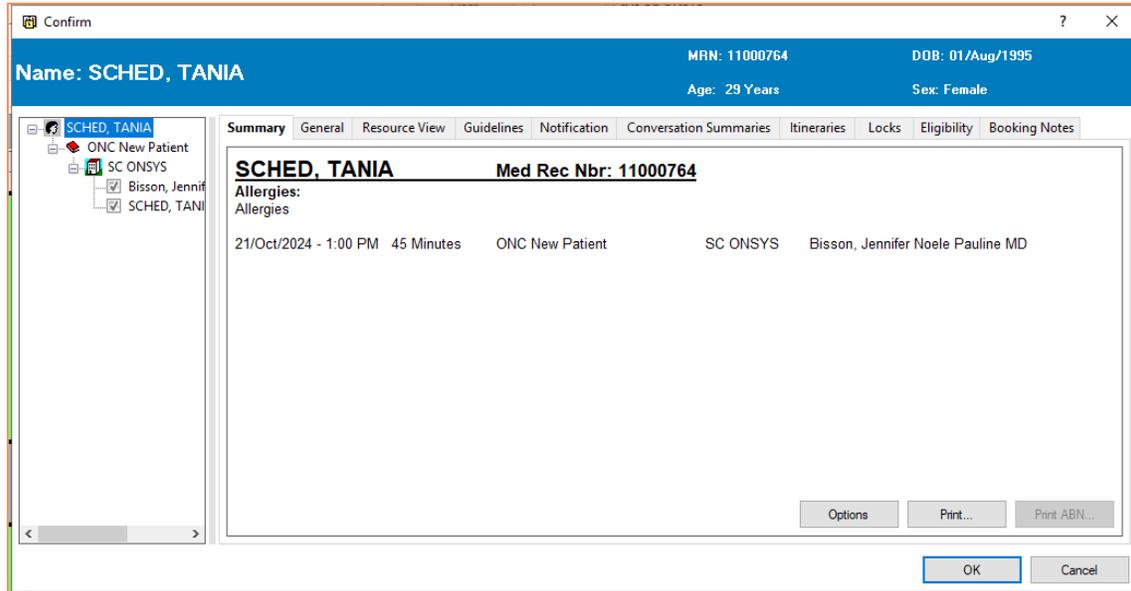
Click **Confirm** button to confirm appointment. Confirm window will pop up. Press OK located at the bottom right of the confirm window.

Mon. 21/Oct/2024	Tue. 22/Oct/2024	Wed. 23/Oct/2024	Thu. 24/Oct/2024
Follow Up		Chemo	Chemo
Lunch		Lunch	Lunch
SCHED. TANIA ONC New Patient SC ONSYS	NF New Patients	Chemo	Chemo
	Follow Up	Follow Up	Follow Up
	Rounds		



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A reschedule window will appear. Click the dropdown to search for a Reschedule reason. Choose the most appropriate reschedule reason. Press OK when a reason has been chosen. Appointment will be rescheduled.

