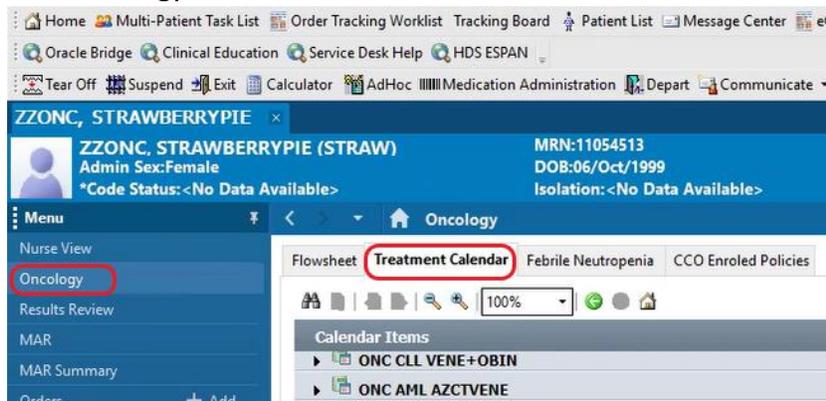


Oncology - Treatment Calendar - Send Scheduling Requests

Targeted User: Ambulatory Unit Clerk, Oncology Ambulatory Nurse

1. During the End of exam appointment, the next cycle appointments need to be pushed to the scheduling queue to be scheduled by the clerk.
2. Open the patient's chart.
3. Navigate to **Oncology** in the menu. Click the **Treatment Calendar** tab.



- a.
4. Dates that are in **regular font** means it has been sent to scheduling and has already been scheduled.

ONC Bowel FOLFOXIRI	
Cycle 1 - ONCP Bowel FOLFOXIRI	
Systemic Treatment (Days 1)	
ONC Chemotherapy Visit - Copy of Days 1	07/11/2024
Cycle 2 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Chemotherapy Visit - Days 1	21/11/2024
Cycle 3 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*05/12/2024
Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024

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5. Dates that are in **regular font and has asterisk** means it has been sent to scheduling but NOT yet scheduled.

ONC Bowel FOLFOXIRI	
Cycle 1 - ONCP Bowel FOLFOXIRI	
Systemic Treatment (Days 1)	
ONC Chemotherapy Visit - Copy of Days 1	07/11/2024
Cycle 2 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Chemotherapy Visit - Days 1	21/11/2024
Cycle 3 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*05/12/2024
Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024

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6. Dates that are in **Italicized font and asterisk** means it has NOT been sent to scheduling and has NOT been scheduled yet.

ONC Bowel FOLFOXIRI	
Cycle 1 - ONCP Bowel FOLFOXIRI	
Systemic Treatment (Days 1)	
ONC Chemotherapy Visit - Copy of Days 1	07/11/2024
Cycle 2 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Chemotherapy Visit - Days 1	21/11/2024
Cycle 3 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*05/12/2024
Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024

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7. If you want to push the cycle's appointment out to scheduling, click the date.

Cycle 4 - ONCP Bowel FOLFOXIRI	
Scheduling/Communication	
ONC Systemic Treatment - Days 1	*19/12/2024

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8. It auto populates the estimated date in the calendar with a green check mark. If you want to keep the date, click **Send Scheduling Requests for Current Cycle**, then click **Send**.

Add to Patient Treatment Calendar

Order: **ONC Systemic Treatment - Days 1** Time: 8:00 AM Update the Cycle/Plan Start Date.

To schedule, click to select and deselect date(s):

DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	31	1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19 ✓	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8

Send Scheduling Requests for Current Cycle.
 Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates.

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9. Add the Ordering Physician's name and the Communication type, then click OK.
10. After signing, you should see that the Italicized with Asterisk Date changed to **regular font with asterisk**. It means that this appointment **has been sent to scheduling but has NOT been scheduled yet**.

▲ Cycle 4 - ONCP Bowel FOLFOXIRI

▲ Scheduling/Communication

ONC Systemic Treatment - Days 1 *19/12/2024

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11. If you want to push out the appointment to a different date, click the date again. Select a different date, then click **Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates**. This will send a request to scheduling for all subsequent cycles as well. Click Send.

Add to Patient Treatment Calendar

Order: **ONC Systemic Treatment - Days 1** Time: 8:00 AM Update the Cycle/Plan Start Date.

To schedule, click to select and deselect date(s):

DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	31	1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26 ✓	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8

Send Scheduling Requests for Current Cycle.
 Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates.

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12. Add the Ordering Physician's name and the Communication type, then click OK. NOTE: This may take a while since it is updating the subsequent cycles as well.

13. You will see that the Dates get updated and the request should go to scheduling Request queue.

<ul style="list-style-type: none"> Cycle 4 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*26/12/2024
<ul style="list-style-type: none"> Cycle 5 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*09/01/2025
<ul style="list-style-type: none"> Cycle 6 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*23/01/2025
<ul style="list-style-type: none"> Cycle 7 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*06/02/2025
<ul style="list-style-type: none"> Cycle 8 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*20/02/2025
<ul style="list-style-type: none"> Cycle 9 - ONCP Bowel FOLFOXIRI Scheduling/Communication ONC Systemic Treatment - Days 1 	*06/03/2025
<ul style="list-style-type: none"> Cycle 10 - ONCP Bowel FOLFOXIRI 	

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14. Have the **Nurse** confirm with the patient if they have the details of their next appointment. If not, you can print a copy of the treatment calendar and give it to the patient.

<input checked="" type="checkbox"/> Display all days		5 Weeks							<input type="button" value="Print"/>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
DNC - Days 5	3	4	5	6		8	9		

a.