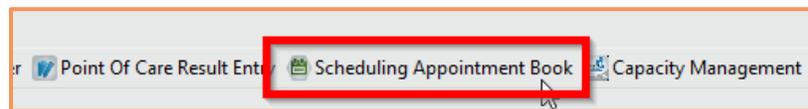


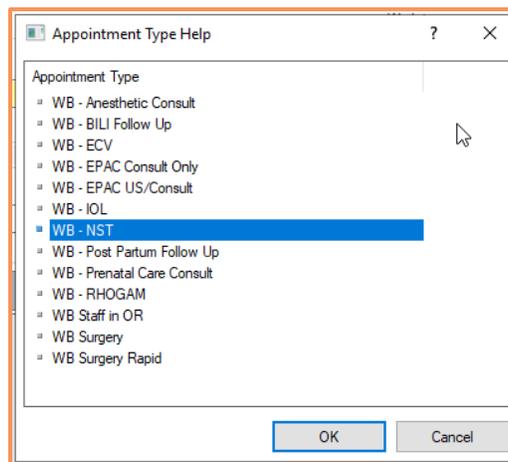
Outpatient Bookings: NST, IOL's, Rhogam, Anesthetic Cons, ECV, Prenatal Care Consults

******Once Appointment booked and IF prescriber needs to input orders please inform prescriber of FIN to facilitate powerplan entry**

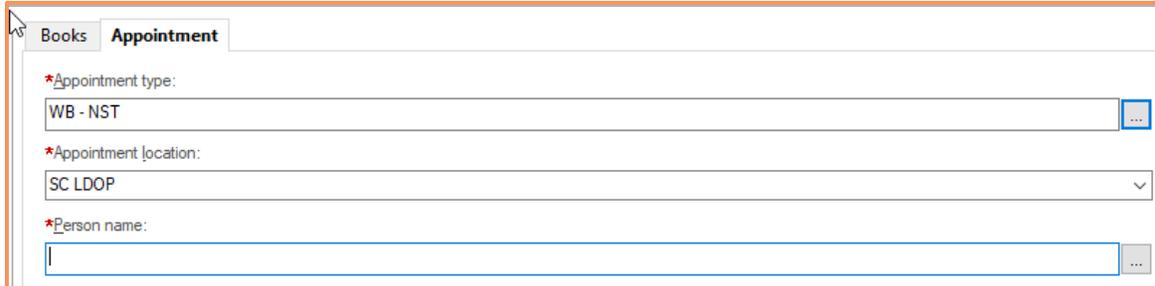
- Provider office calls to schedule an appointment
- Select the Scheduling Appointment Book in the grey toolbar



- Enter in the appointment type in the applicable field by typing in the appointment type or type WB and press enter to view the appointment types to choose from
 - Appointment types for Women and Babies:



- Select appointment type then press **OK**
- Outpatient Location automatically populates depending on what appointment type chosen
- Complete all required fields
 - For Person name field– select the  icon to search the patient or to add them if they do not exist in the system



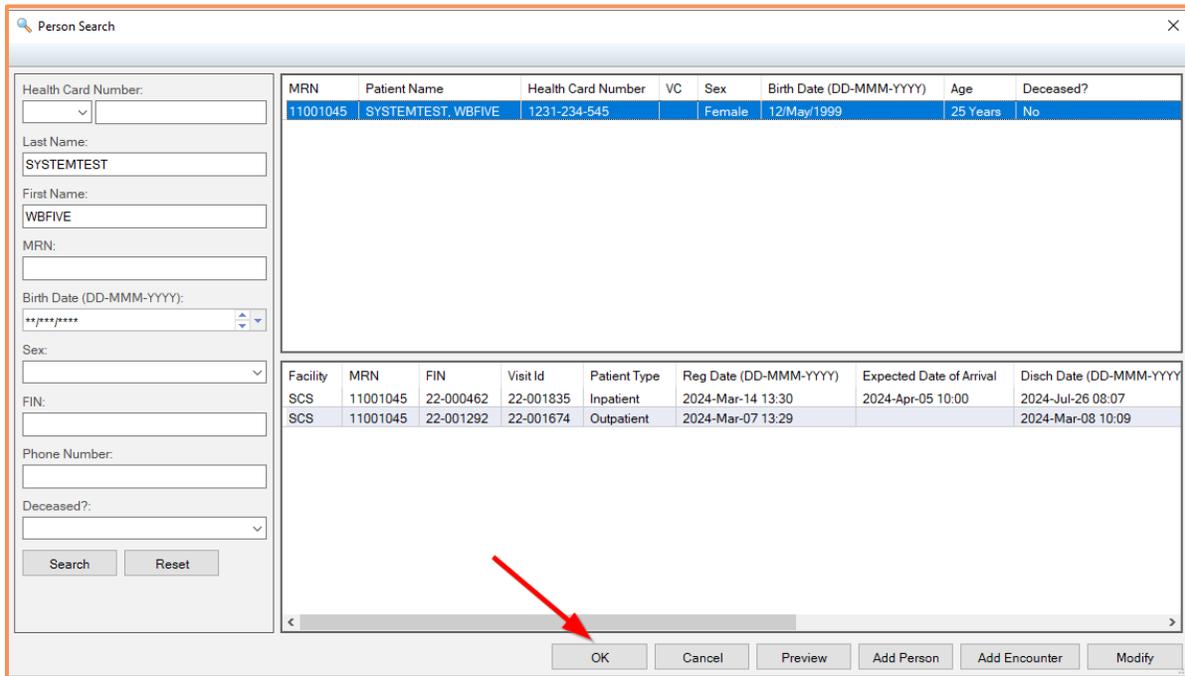
Books Appointment

*Appointment type:
WB - NST

*Appointment location:
SC LDOP

*Person name:

- If they exist, ensure they are selected in the top box, then press OK



Person Search

MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11001045	SYSTEMTEST, WBFIVE	1231-234-545		Female	12/May/1999	25 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)
SCS	11001045	22-000462	22-001835	Inpatient	2024-Mar-14 13:30	2024-Apr-05 10:00	2024-Jul-26 08:07
SCS	11001045	22-001292	22-001674	Outpatient	2024-Mar-07 13:29		2024-Mar-08 10:09

OK Cancel Preview Add Person Add Encounter Modify

- Once all fields are completed, click **Move**



Books Appointment

*Appointment location:
SC LDOP

*Person name:
SYSTEMTEST, WBFIVE

*Reason For Exam:
NSTI

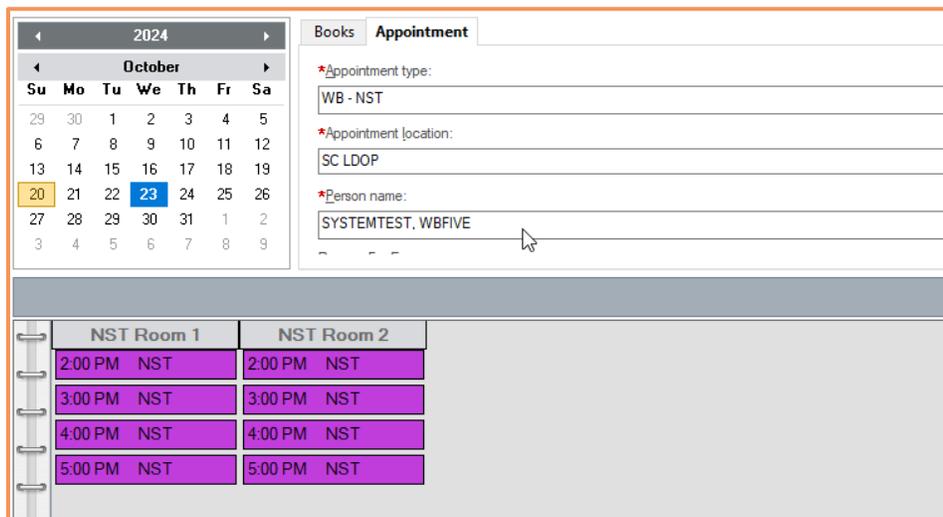
Move Next Clear

- Appointment moves to the Work In Progress box

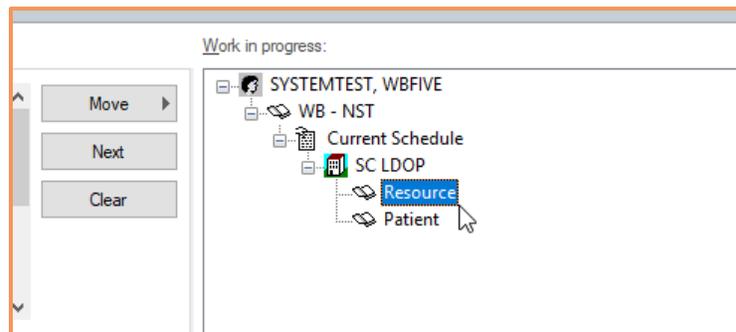
OUTPATIENT BOOKINGS HOSPITAL INFORMATION SYSTEM (HIS)

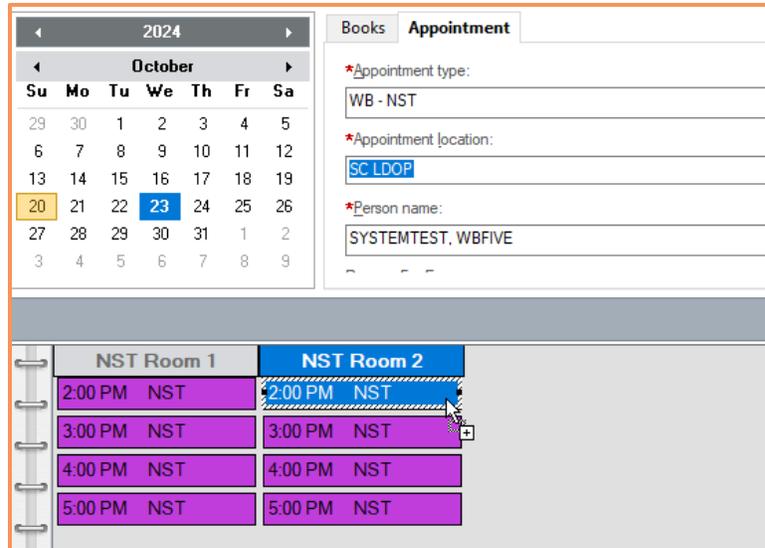


- The appointment book displays open time slots. Utilize the calendar to view appointments available and to select the correct date for the appointment you are booking

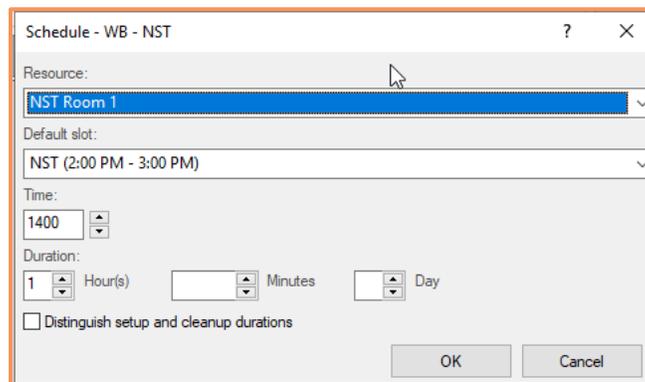


- To schedule the appointment, you can either drag and drop, schedule or suggest
- Drag and drop the appointment to a particular time slot by clicking and dragging the resource from the Work In Progress box to a time slot

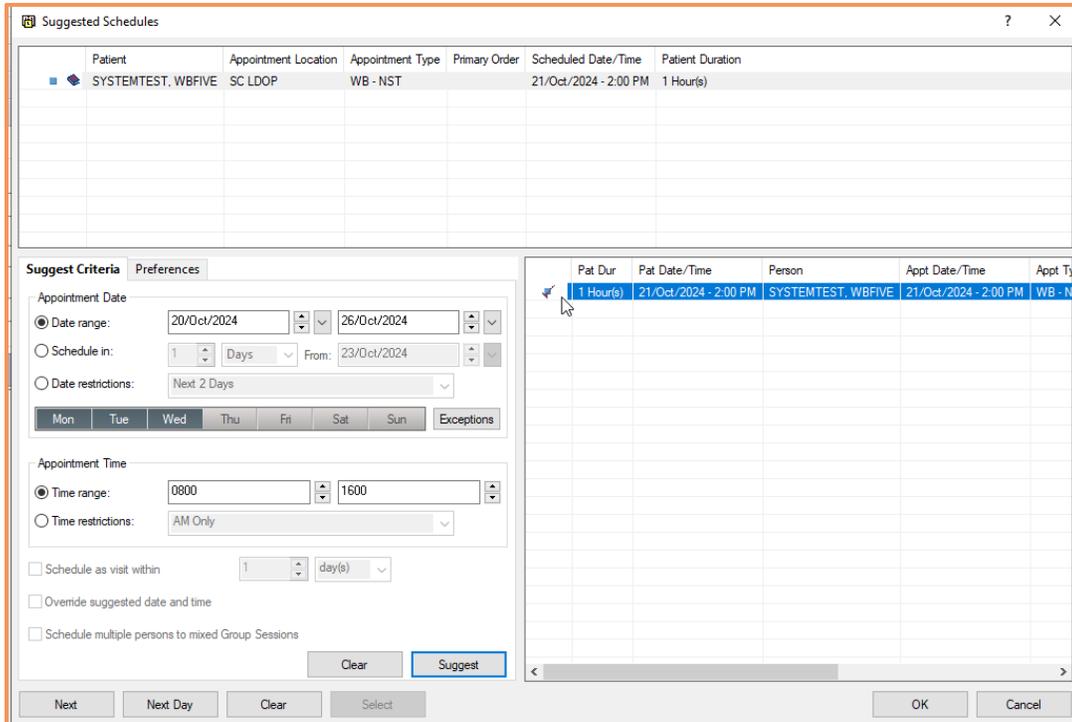




- Alternatively, you can select **Schedule** beside the Work In Progress box and fill in the appointment fields, then press **OK** (Ensure correct date is selected on the calendar beforehand)

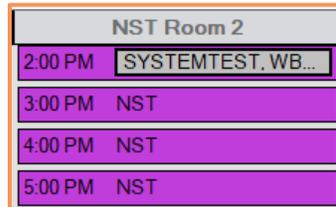


- Also, you can select **Suggest** beside the Work In Progress box. The Suggest feature will automatically find the first available appointment without searching the grid
 - Once the suggest criteria is filled in, select **Suggest**
 - If any appointments are available as per the criteria, double click on it then press **OK**



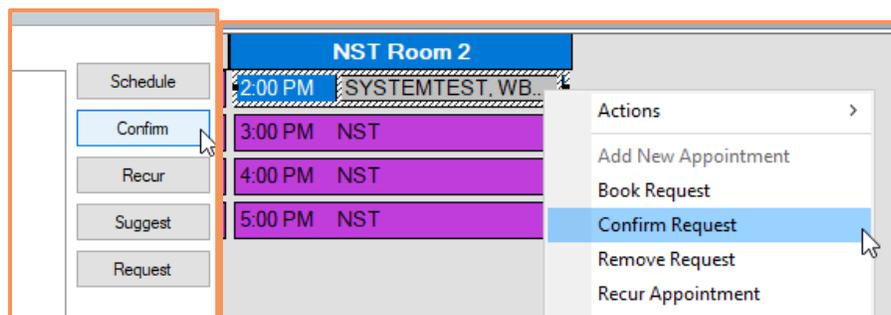
Patient	Appointment Location	Appointment Type	Primary Order	Scheduled Date/Time	Patient Duration
SYSTEMTEST, WBFIVE	SC LDOP	WB - NST		21/Oct/2024 - 2:00 PM	1 Hour(s)

- All of these methods will place a grey pending appointment in the selected time slot



NST Room 2	
2:00 PM	SYSTEMTEST, WB...
3:00 PM	NST
4:00 PM	NST
5:00 PM	NST

- To confirm the booking, you can select Confirm beside the Work In Progress box or right-click on the booking and select Confirm Request



- A **Confirm** window opens to review the appointment details. Click **OK**



OUTPATIENT BOOKINGS HOSPITAL INFORMATION SYSTEM (HIS)

- Select **Add Enc** to complete a Pre-Registration encounter