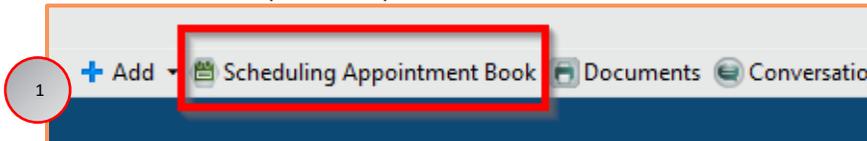


### OB CLERK

#### Clerk receives phone call from Physician office to schedule Rhogam Appointment

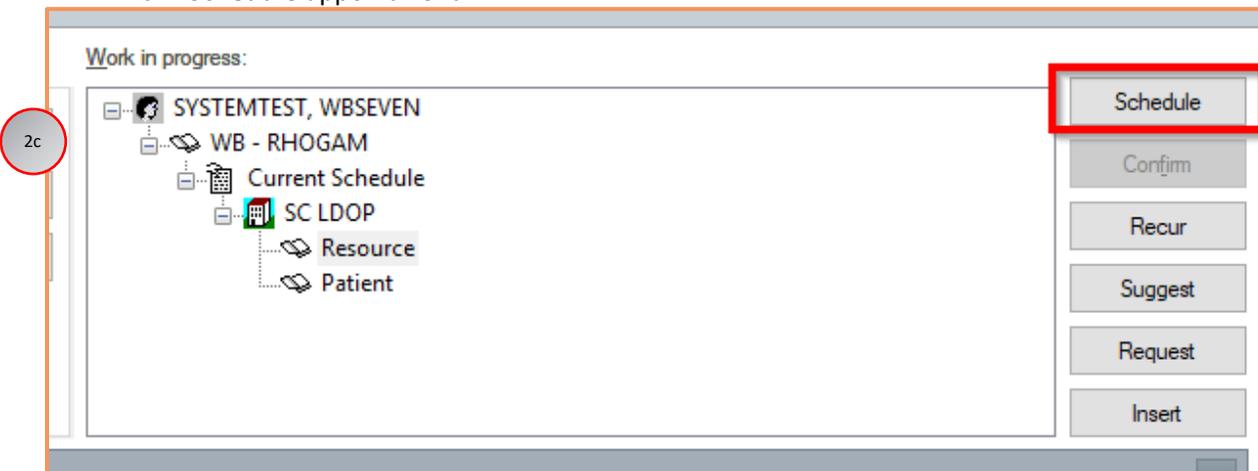
1. Open Schedule appointment book from tracking board and search patient in scheduling window and select patient if patient exists and add encounter



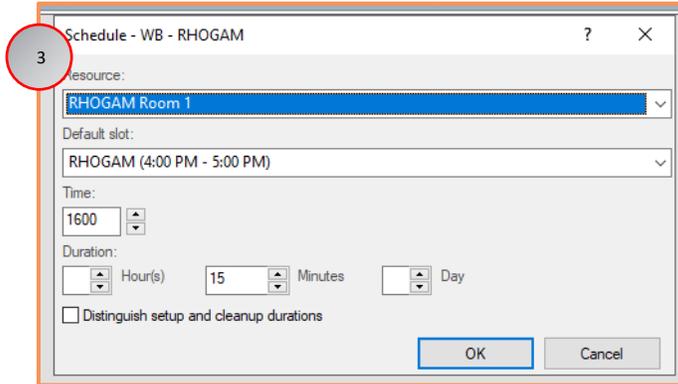
2. **Appointment type: WB - Rhogam** (this will autofill appointment location automatically)
  - a. Mandatory fields include appointment type, appointment location, patient name, reason for exam



- b. Select **Move** this will move data into the Work in Progress box
  - c. **Schedule** appointment



- Clerk to select patient to applicable room and select appointment time. Time allotted for appointment will be automatically defaulted to 15 minutes.



Schedule - WB - RHOGAM

resource:  
RHOGAM Room 1

Default slot:  
RHOGAM (4:00 PM - 5:00 PM)

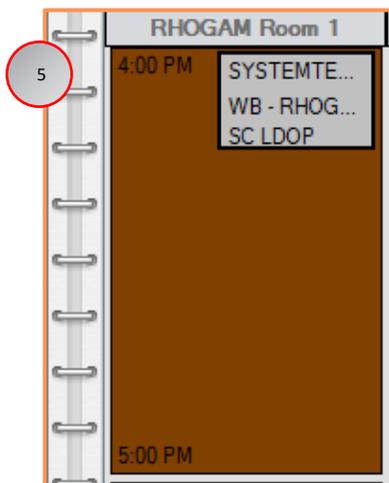
Time:  
1600

Duration:  
Hour(s) 15 Minutes Day

Distinguish setup and cleanup durations

OK Cancel

- Once all fields are filled out, select **OK**
- Appointment will now populate as pictured to below

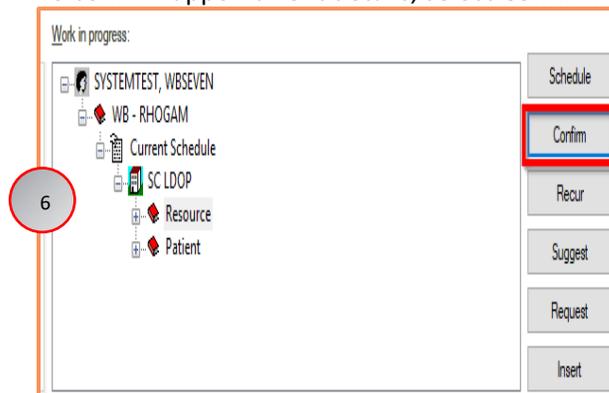


RHOGAM Room 1

4:00 PM SYSTEMTE...  
WB - RHOG...  
SC LDOP

5:00 PM

- To confirm appointment details, select **Confirm**



Work in progress:

- SYSTEMTEST, WBSEVEN
- WB - RHOGAM
- Current Schedule
- SC LDOP
- Resource
- Patient

Confirm

Schedule

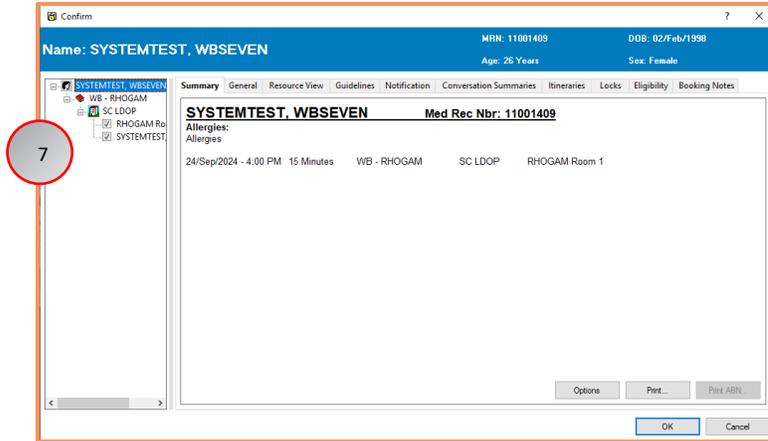
Recur

Suggest

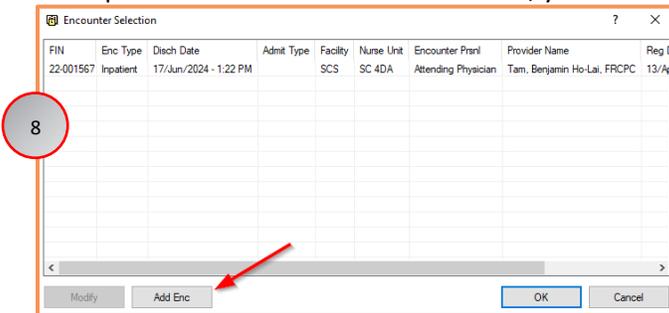
Request

Insert

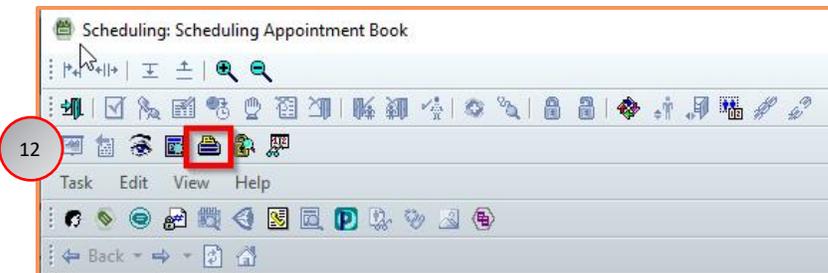
7. The following window now opens to finalize appointment booking, select **OK**



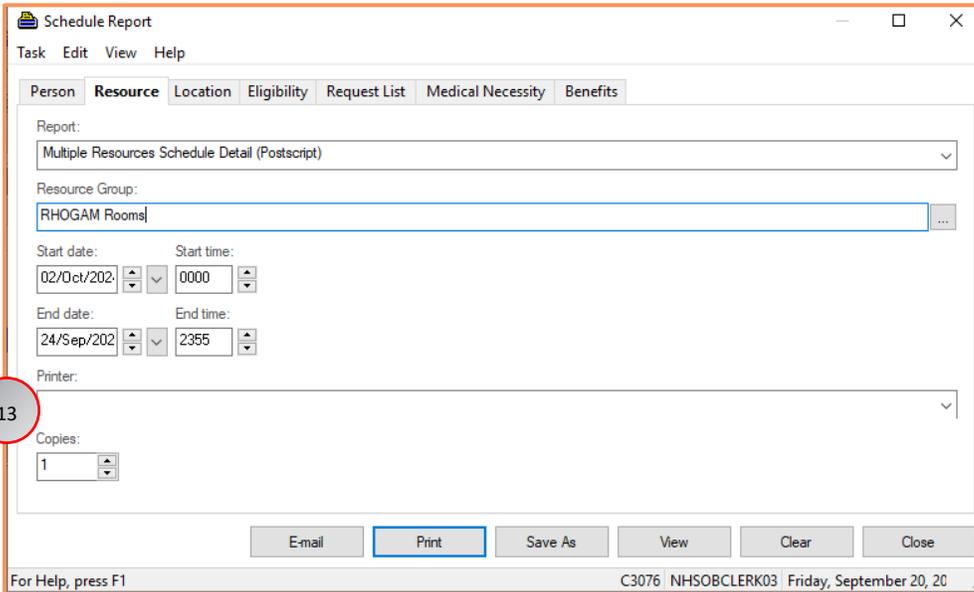
8. If the patient does not have an encounter, you will be prompted to add one



- a. Select the **'Add Enc'** button
  - b. Pre-Registration window opens, fill in all required fields
9. Communicate with MRP booking time and date if applicable
10. Refer to scheduling Out Patient Tip sheet
11. Consents will need to be linked via Work Que Management to the Rhogam encounter especially as this will be utilized for Transfusion Medicine preparation, day off appointment and documentation
12. On Sunday & Tuesday morning Clerk to print the Rhogam patient schedule for nurse as pictured below



13. Clerk to type in 'Rhogam Rooms', select the applicable date, time and printer name then press print



Schedule Report

Task Edit View Help

Person Resource Location Eligibility Request List Medical Necessity Benefits

Report:  
Multiple Resources Schedule Detail (Postscript)

Resource Group:  
RHOGAM Rooms

Start date: 02/Oct/2022 Start time: 0000

End date: 24/Sep/2022 End time: 2355

Printer:

Copies: 1

E-mail Print Save As View Clear Close

For Help, press F1 C3076 NHSOBCLERK03 Friday, September 20, 20

14. Appointment schedule now printed out