

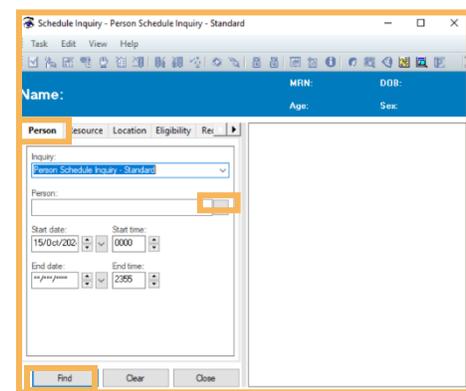
STEPS TO RESCHEDULE A DIALYSIS APPOINTMENT FOR AN INPATIENT

1. From the **Scheduling Appointment Book**, click on the Appointment inquiry icon to locate your patient.



2. Schedule inquiry window will open. Navigate to the **Person** tab. **Select Person Schedule Inquiry – Standard** from the dropdown in the Inquiry box.
3. 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.

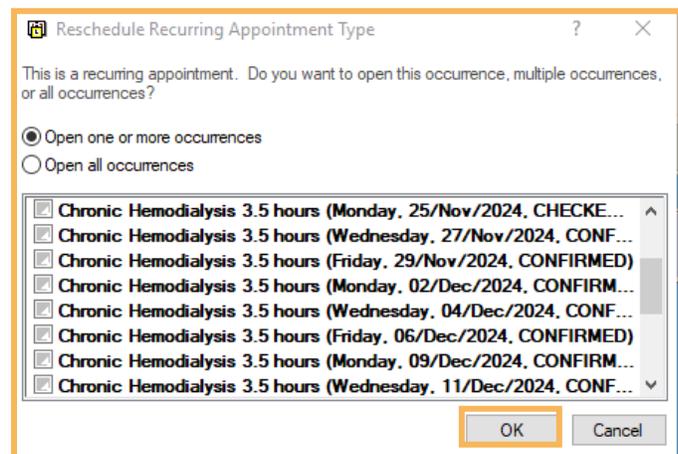


4. Right click on the patient, select **Actions**, then select **Reschedule**.

The Reschedule **Recurring Appointment Type** box will appear including the option to select specific appointments.

Select the days that need to be rescheduled to the Inpatient encounter.

Select **OK** when all desired appointments are selected.

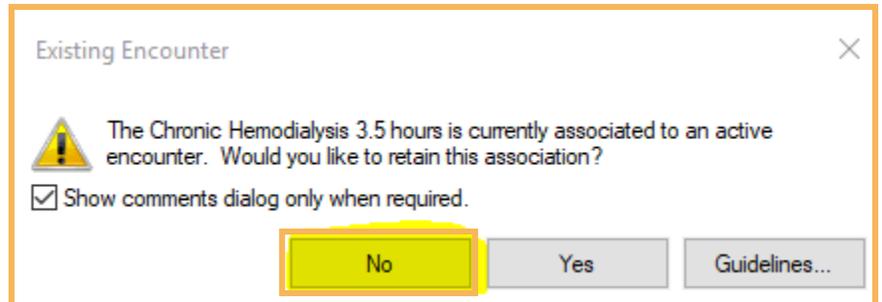


RESCHEDULING A DIALYSIS APPOINTMENT (INPATIENT) HOSPITAL INFORMATION SYSTEM (HIS)

- The **Existing Encounter window** will appear after you have selected the appropriate appointments.

The window will ask to keep your appointment with the current encounter or select a new one.

Select **No**, since the encounter should now be associated with a new inpatient encounter.



Existing Encounter

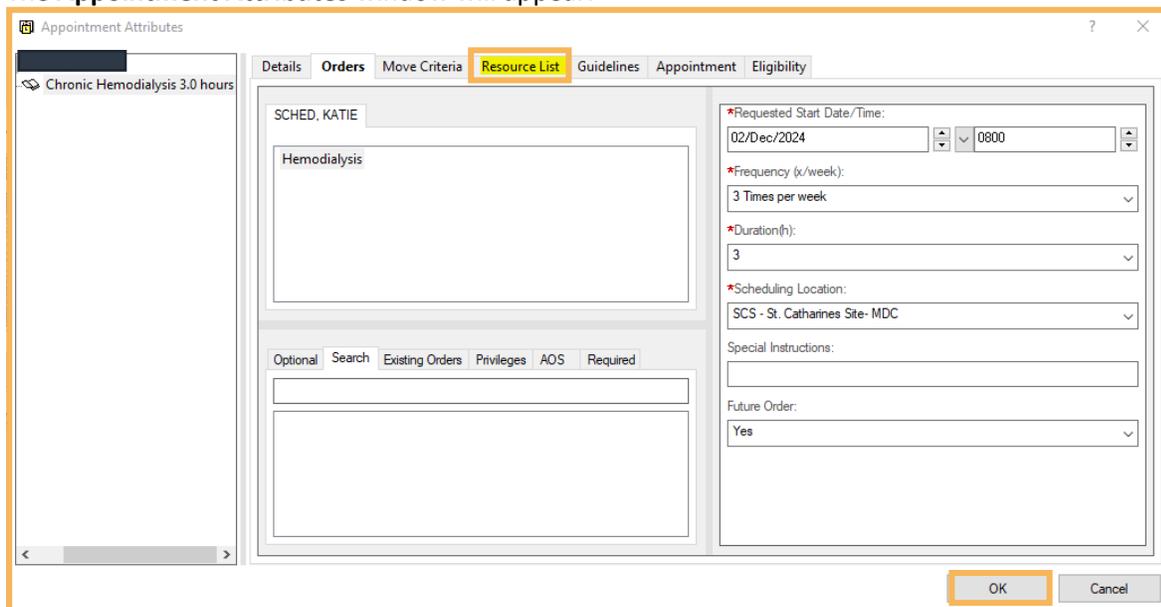
 The Chronic Hemodialysis 3.5 hours is currently associated to an active encounter. Would you like to retain this association?

Show comments dialog only when required.

No Yes Guidelines...

Note: this pop up will appear for each individual appointment you selected in the previous window.

The **Appointment Attributes** window will appear.



Appointment Attributes

Chronic Hemodialysis 3.0 hours

SCHED, KATIE

Hemodialysis

Optional Search Existing Orders Privileges AOS Required

*Requested Start Date/Time: 02/Dec/2024 0800

*Frequency (x/week): 3 Times per week

*Duration(h): 3

*Scheduling Location: SCS - St. Catharines Site- MDC

Special Instructions:

Future Order: Yes

OK Cancel

Navigate to the **Resource List** tab to ensure that you select the ICU stations if needed for rescheduling. Select **OK**. The appointment will appear in the **Work in Progress** window.

Schedule the appointment into the appropriate resource/date/time.

Note: If this information is staying the same as before, drop the appointment into the schedule to trigger a reschedule as appropriate.



RESCHEDULING A DIALYSIS APPOINTMENT (INPATIENT) HOSPITAL INFORMATION SYSTEM (HIS)

Select Confirm.

Work in progress:

- Chronic Hemodialysis 3.0 hours
 - Reschedule
 - Current Schedule
 - SC NHEMO
 - SC NHEMO (Hemo P1, Hemo P2, Seg, Hemo P3, Hemo P4, Iso, PD rms, Off bd, Inp)
 - Patient

- Schedule
- Confirm**
- Recur
- Suggest
- Request
- Insert

When the details are confirmed to be correct, select **OK**.

This will trigger the **Encounter Selection** window to appear. In this window, all associated patient encounters will appear. Select their current Inpatient Encounter to attach the appointments to.

Encounter Selection

FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prnt	Provider Name	Reg Date	Arrive Date
22-000867	Telephone Visit	26/Apr/2024 - 12:15 AM		SCS	SC TAA			24/Apr/2024 - 1:57 PM	
22-00043	Inpatient		Elective	SCS	SC GMRAC	Attending Physician	Test, Doctor One	12/Mar/2024 - 9:30 AM	12/Mar/2024 - 9:30 AM
22-000237	Outpatient	08/Apr/2024 - 10:01 AM	Elective	SCS	SC LDAP	Attending Physician	Test, Doctor One	12/Feb/2024 - 10:47 AM	
22-000069	Outpatient	08/Apr/2024 - 10:01 AM	Elective	SCS	SC LDAP	Attending Physician	Test, IMO -> IMO	15/Jan/2024 - 3:13 PM	
22-006743	PreReg		Elective	SCS	SC MHECT	Attending Physician	Test, Doctor One		
22-006739	PreReg		Elective	SCS	SC MHOUT	Attending Physician	Test, Doctor One		
22-006728	PreReg		Elective	NFS	NF MHOUT	Attending Physician	Test, Doctor One		
22-006602	PreReg		Elective	SCS	SC CT	Attending Physician	Test, Cemer		
22-006523	PreReg		Elective	SCS	SC BILRC	Attending Physician	UNKNOWN PROVIDER, Provider Unknown		
22-006520	PreReg		Elective	SCS	SC GMRAC				
22-006511	PreReg		Elective	SCS	SC GMRAC	Attending Physician	UNKNOWN PROVIDER, Provider Unknown		
22-006494	PreRecurring		Elective	PCS	PC HEPC	Attending Physician	NO ATTENDING, No Attending Provider		
22-006459	PreRecurring		Elective	SCS	SC MHABC	Attending Physician	NO ATTENDING, No Attending Provider		
22-006365	PreReg		Elective	SCS	SC CT	Attending Physician	Test, Cemer		
22-006289	PreReg		Elective	SCS	SC HFC	Attending Physician	Gibson, Scott, NP		

Modify Add Enc OK Cancel