



SCHEDULING MULTIPLE APPOINTMENTS

HOSPITAL INFORMATION SYSTEM (HIS)

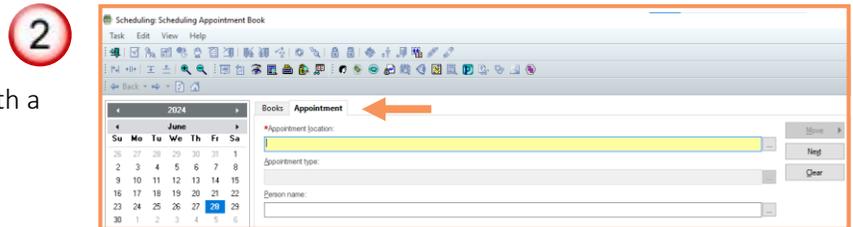
ALL SCHEDULING ROLES

A quick guide on scheduling multiple appointments for the same area on *different days*.

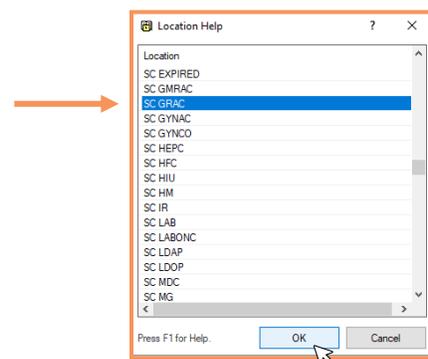
1. Open the **Scheduling Appointment Book** from the AppBar.



2. Click the **"Appointment"** tab.
Note: Mandatory fields are marked with a red asterisk and highlighted in yellow.



3. Click the **ellipses (...)** to open the drop-down list of available Appointment Locations. Select your choice and click **"OK."**

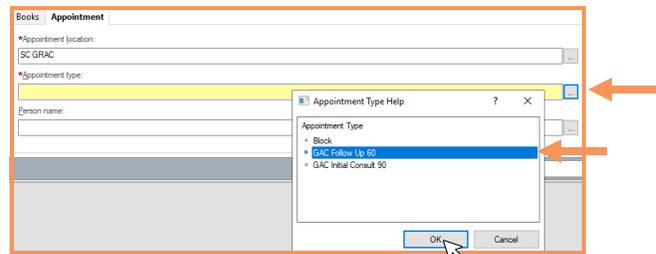


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4. Next click on the **ellipses** at the end of the Appointment Types field to make your selection. Click “OK.”

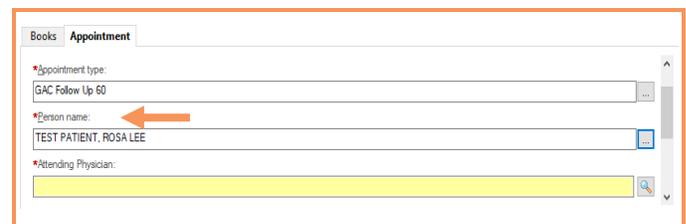
4



5. Enter the **Patient Name** selected in the top pane, Click “Person name” field.

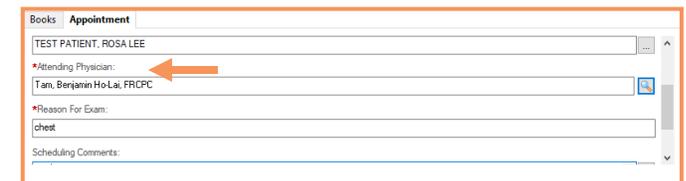
5

Note: You can also search the patient by clicking the ellipse beside the Person name box.

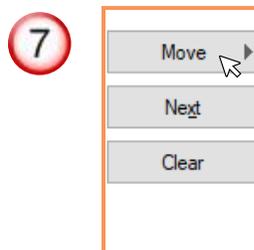


6. Enter in the “Attending Physician”, “Reason for Exam” and any “Scheduling comments.”

6



7. Click “Move.”

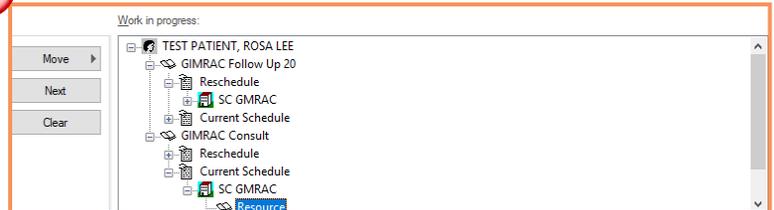


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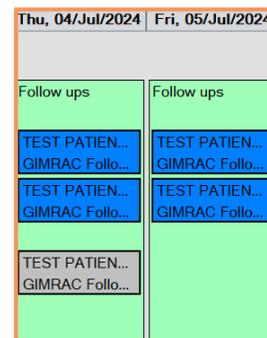
8. Repeat steps 3-7 and Click “Next” for each additional appointment.

8



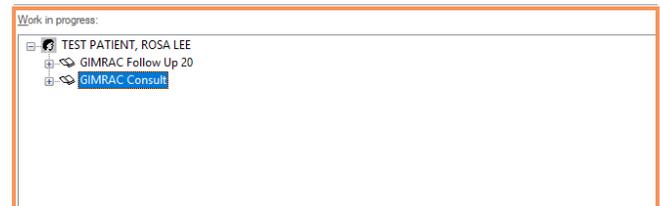
9. Drag and drop each appointment from the Work in Progress window to the desired dates and times in the resource books. **Note:** Grey appointment blocks are not complete.

9



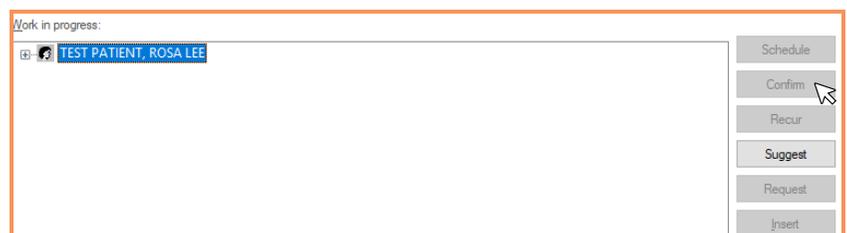
10. Close the multiple appointment books, leaving only the patient’s name.

10



11. Click "Confirm."

11





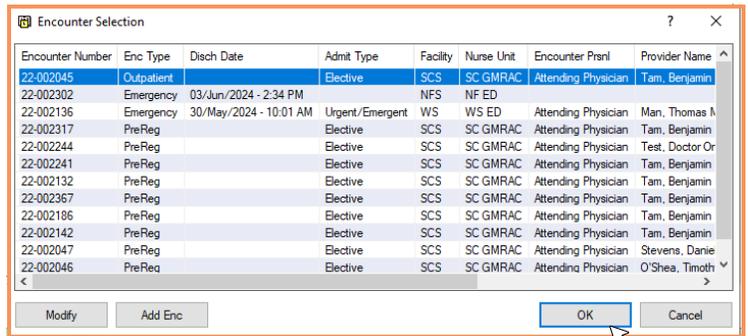
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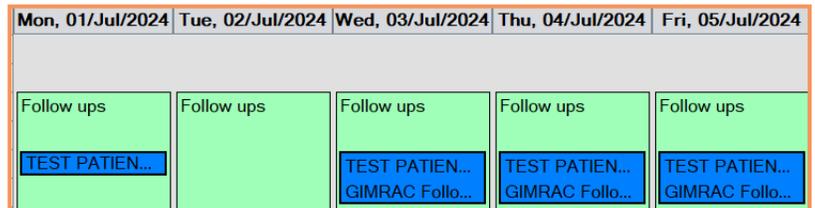
12. The confirmation window opens with all scheduled appointments for the patient. Click "OK."



13. The encounter selection window will open for each appointment. Click on the appropriate encounter or add as needed and click "OK."



14. The patient is booked for all appointments on different days, and all appointments are confirmed. **Note:** Blue appointments blocks are complete.





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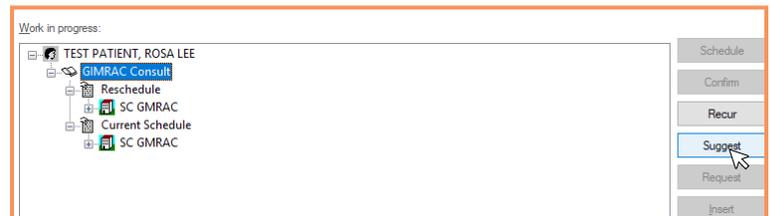
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STEPS FOR CREATING MULTIPLE APPOINTMENT BOOKINGS ON THE SAME DAY:

1. Follow steps 2-11 as above, then click "Next" and repeat steps 9-11 for each additional appointment.

2. "Drag and drop" each appointment or use the "Suggest" feature.

2



3. Once all Appointments have been created, click on the patient's main book and click "Confirm."

3



4. The confirmation window will display all appointments. Verify and Click "OK."

4

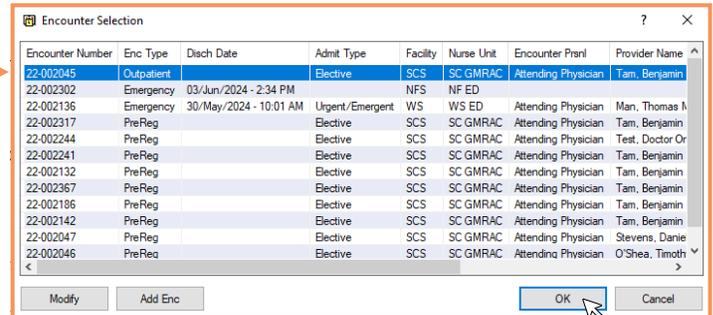


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- For each appointment, an encounter selection window will open. Ensure the correct encounter is selected and click "OK."

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Encounter Number	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prnt	Provider Name
22-002045	Outpatient		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002302	Emergency	03/Jun/2024 - 2:34 PM		NFS	NF ED		
22-002136	Emergency	30/May/2024 - 10:01 AM	Urgent/Emergent	WS	WS ED	Attending Physician	Man, Thomas I
22-002317	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002244	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Test, Doctor Or
22-002241	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002132	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002367	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002186	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002142	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Tam, Benjamin
22-002047	PreReg		Elective	SCS	SC GMRAC	Attending Physician	Stevens, Danie
22-002046	PreReq		Elective	SCS	SC GMRAC	Attending Physician	O'Shea, Tamoth

- All appointments are now scheduled.

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Mon, 08/Jul/2024	
TEST PATIENT, ROSA LEE	
TEST PATIENT, ROSA LEE	GIMRAC Consult
	Lunch
	Consults
TEST PATIENT, ROSA LEE	GIMRAC Oncology Consult