



TITLE OF WORKFLOW

HOSPITAL INFORMATION SYSTEM (HIS)

SCHEDULING ECT APPOINTMENTS

1. Open the Scheduling Appointment Book
2. Click the "Appointment" Tab.
Note: Mandatory fields are marked with a red asterisk and highlighted in yellow. These fields must be completed to move on to the next step of scheduling an appointment.

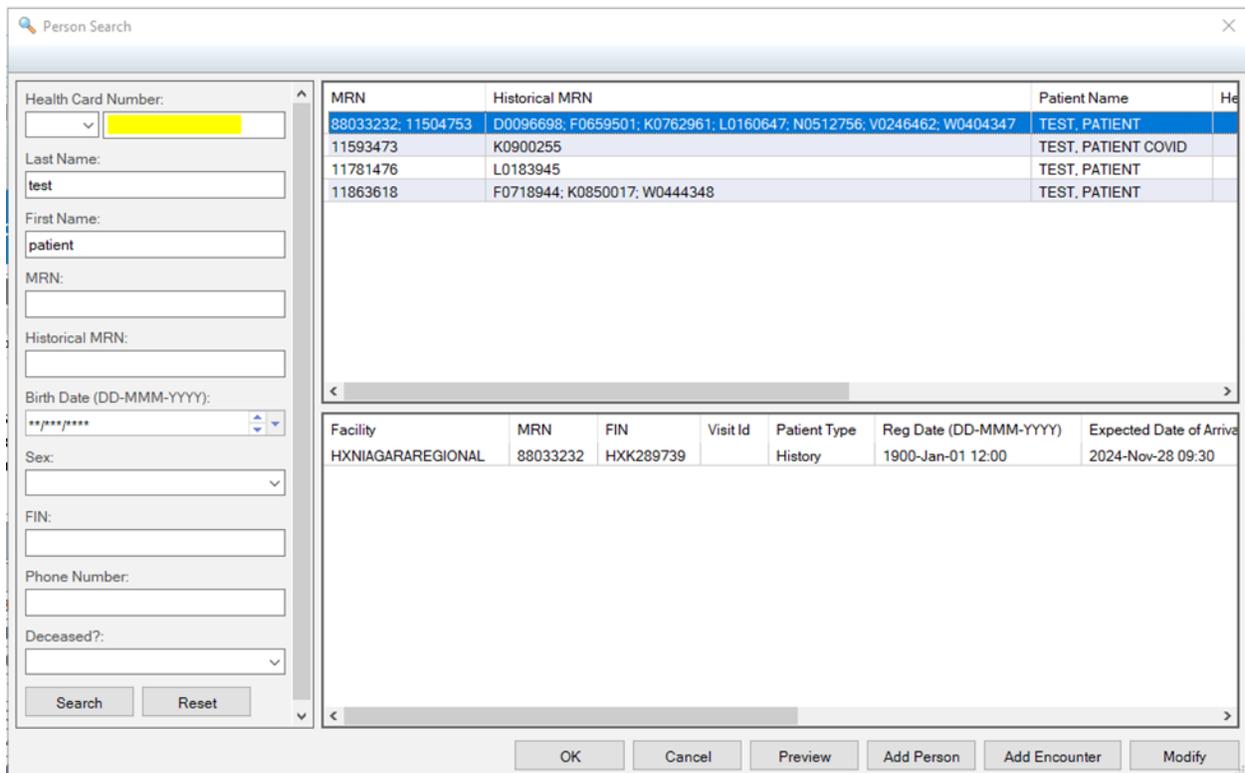
Books Appointment

*Appointment location:

Appointment type:

Person name:

3. **Appointment Location:** SC MHECT
Appointment Type: MHA ECT Procedure
Person Name: Click on the ellipsis to open up the Person Search box. Enter either the Patient Name, or Health Card number, and click Search. With the patient name selection on the top pane, click OK.
Note: Do not select an encounter from the bottom pane. The Patient will not appear in the Person Name field.



Person Search

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

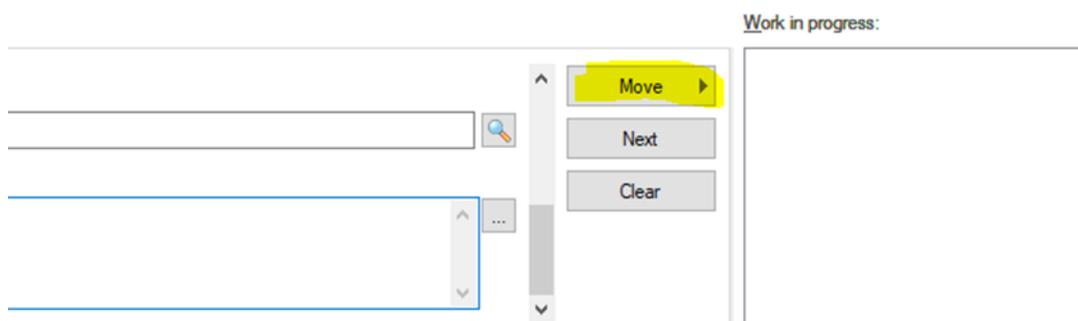
Phone Number:

Deceased?:

| MRN | Historical MRN | Patient Name | He |
|--------------------|--|---------------------|----|
| 88033232; 11504753 | D0096698; F0659501; K0762961; L0160647; N0512756; V0246462; W0404347 | TEST, PATIENT | |
| 11593473 | K0900255 | TEST, PATIENT COVID | |
| 11781476 | L0183945 | TEST, PATIENT | |
| 11863618 | F0718944; K0850017; W0444348 | TEST, PATIENT | |

| Facility | MRN | FIN | Visit Id | Patient Type | Reg Date (DD-MMM-YYYY) | Expected Date of Arrive |
|-------------------|----------|-----------|----------|--------------|------------------------|-------------------------|
| HXNIAGARAREGIONAL | 88033232 | HXK289739 | | History | 1900-Jan-01 12:00 | 2024-Nov-28 09:30 |

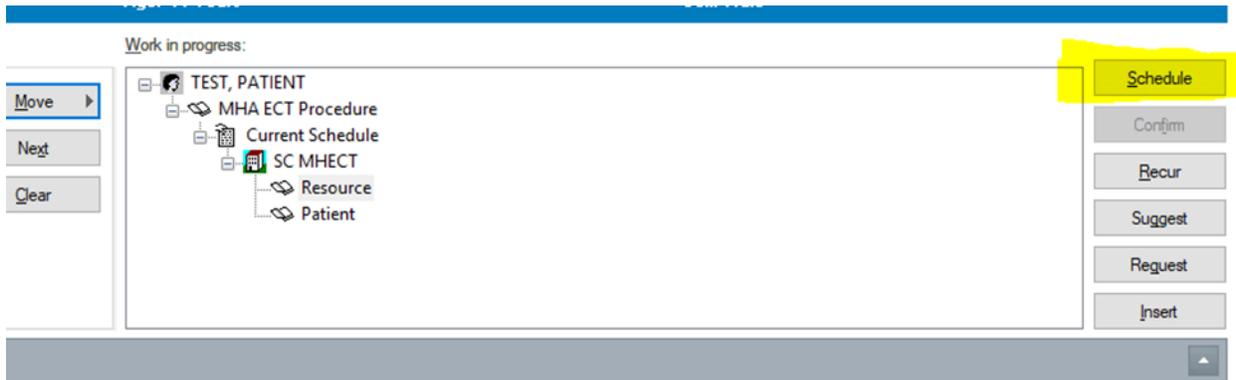
4. Enter in any other required information, and select MOVE (located to the right of the Appointment Details)



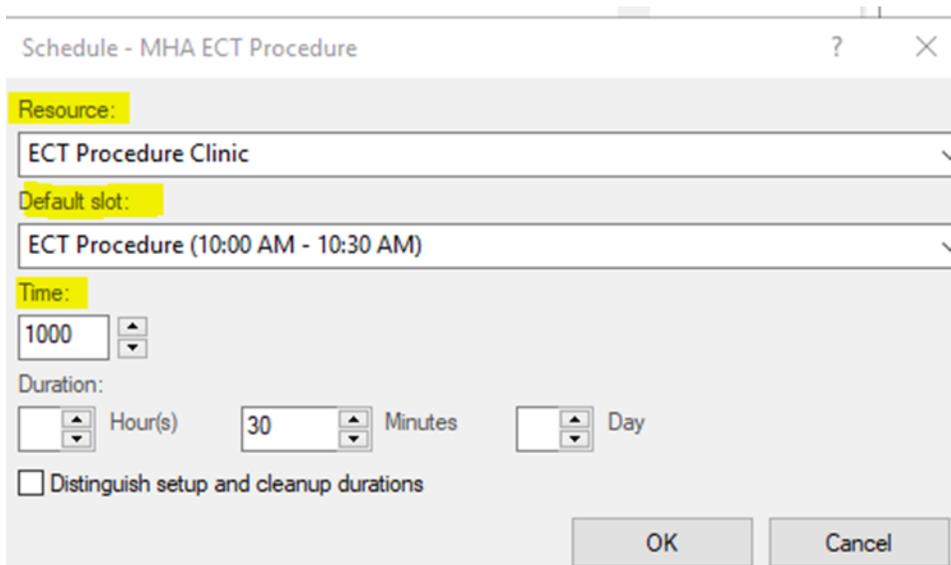
Work in progress:

5. The appointment is now in the Work in Progress box and is ready to be scheduled.
6. Use the calendar to the far right to navigate to the date you wish to schedule the patient for.

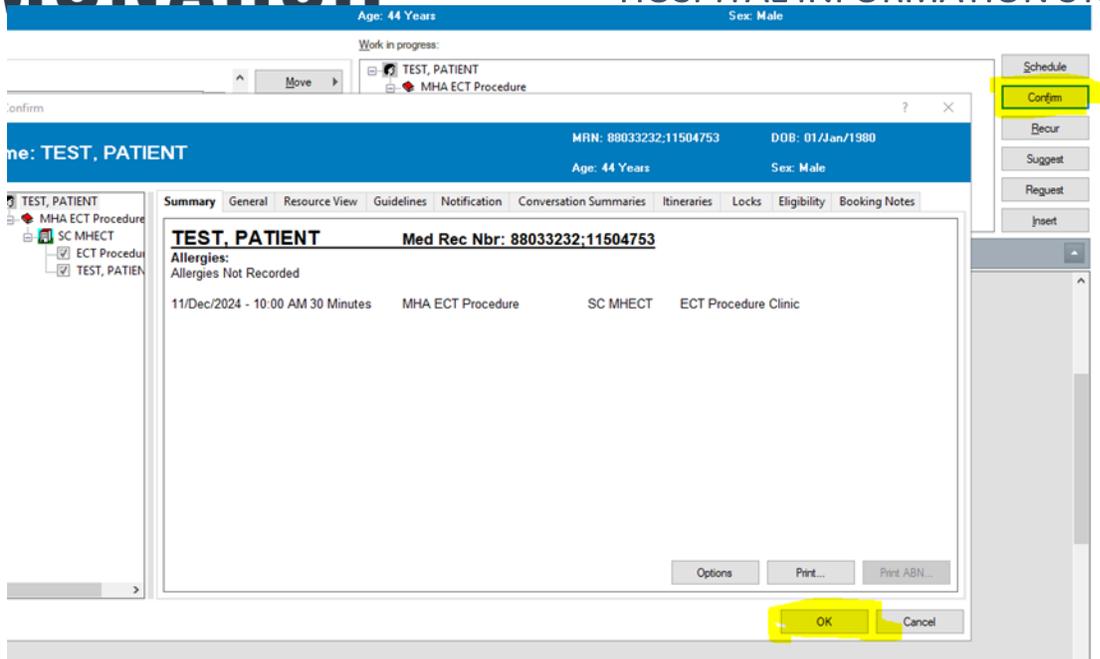
7. Select the Schedule button from the side menu.



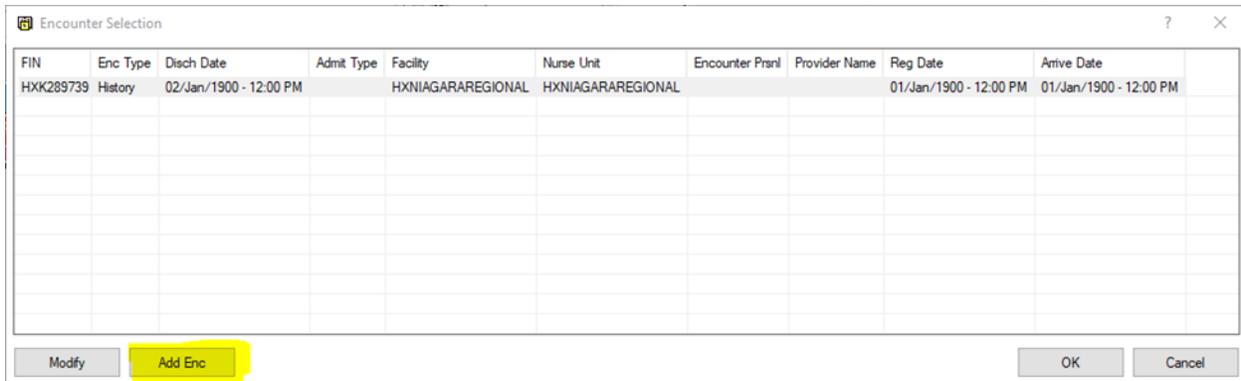
8. In the Schedule Window, ensure you have selected you Resource, the Default Slot and you can enter in the Time for the procedure. Select OK.



9. Click Confirm and the Confirm window will appear.
Verify the appointment date/time are correct and select OK.



10. The Encounter Select window will appear. Select Add Enc.



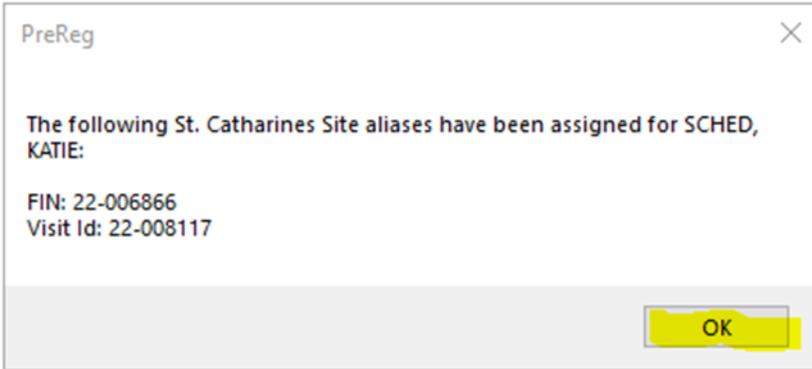
11. The Available Conversations window will display. Use the drop down to select the Pre Reg conversation.
The Pre-Registration conversation will appear. Select OK on the bottom right of the screen and this will direct you to any required fields.



Populate all required fields.

The Pre Reg confirmation will appear and you can select OK.

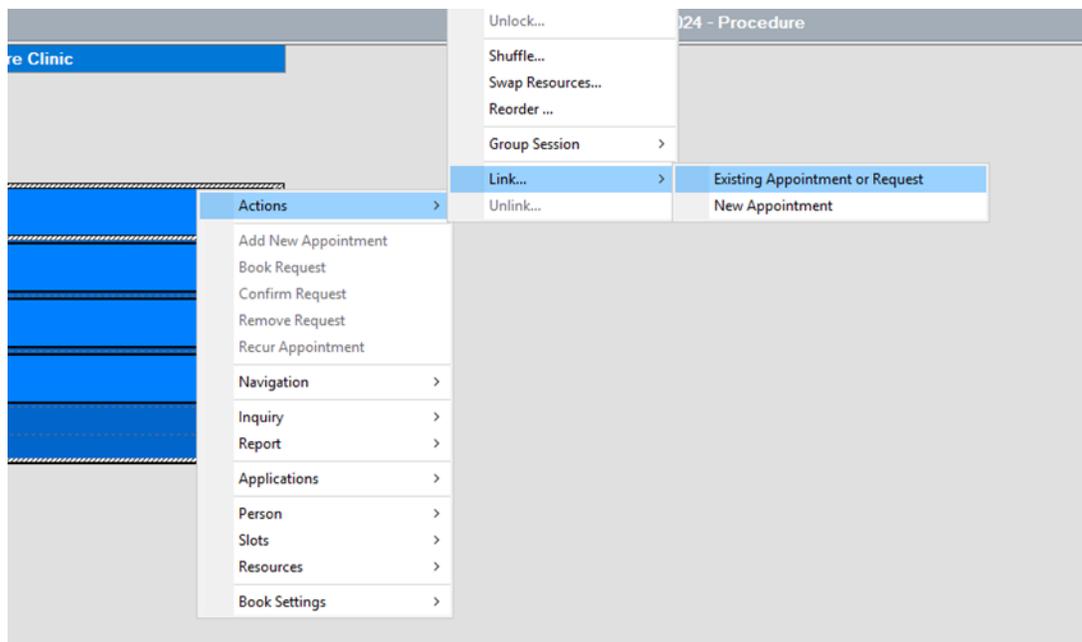
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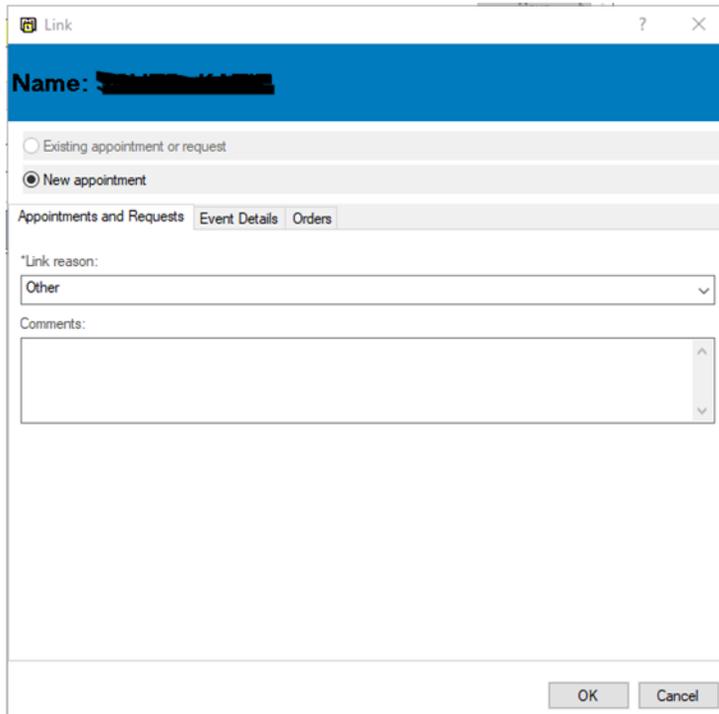
SCHEDULING – LINKING APPOINTMENTS

1. Locate the ECT appointment on the GRID or using the APPOINTMENT INQUIRY.
Right click on the existing appointment, select ACTIONS, then select LINK.

You will have the option to LINK to an Existing Appointment or create a New Appointment.
Select New Appointment.



2. The LINK window will appear.
Provide a LINK Reason from the drop down menu.
Select OK.



The screenshot shows a 'Link' dialog box with the following fields and options:

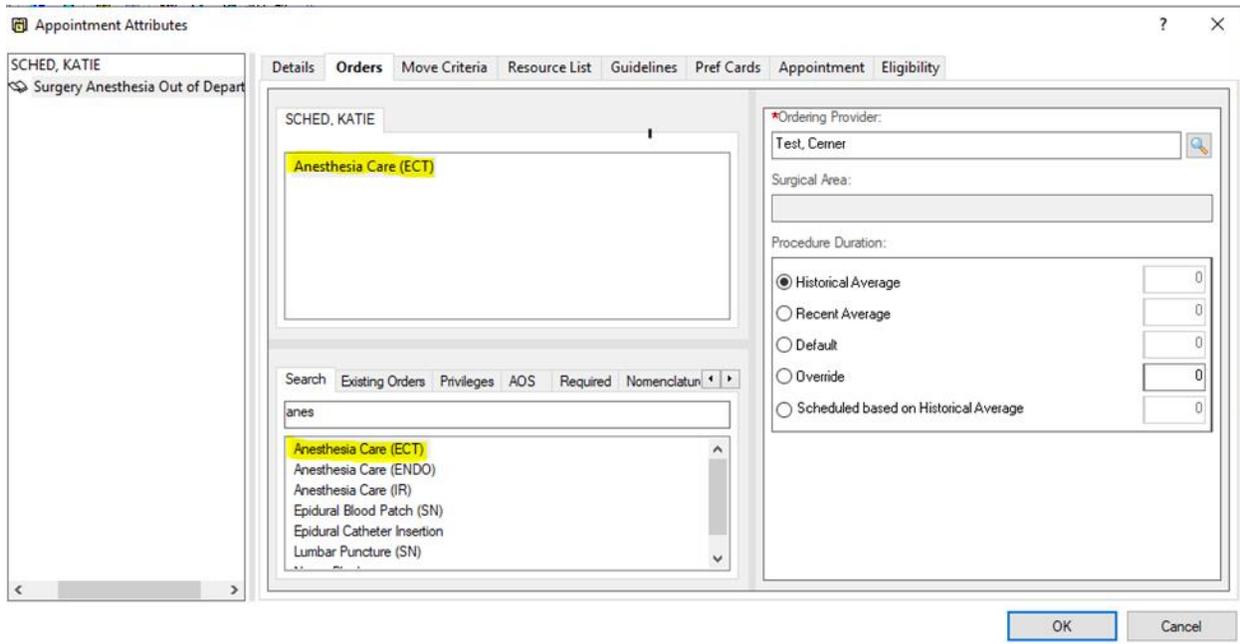
- Name:** [Redacted]
- Existing appointment or request
- New appointment
- Tabbed interface: **Appointments and Requests** (selected), Event Details, Orders
- *Link reason:** Other (dropdown menu)
- Comments:** [Empty text area]
- Buttons: OK, Cancel

3. You will be prompted now to enter the Appointment Details for the New Appointment.
Appointment Location: SCS Anesthesia Out of Dept
Appointment Type: Surgery Anesthesia Out of Department
Requesting Provider: (Enter Mental Health Provider)

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Select MOVE when all details are entered.

4. The Appointment Attributes window will appear.
Search for Anesthesia Care (ECT) in the search box. Double click to select the order.
Once it is populated, select OK.



The screenshot shows the 'Appointment Attributes' window. The 'Details' tab is active, showing the patient name 'SCHED, KATIE' and the selected procedure 'Anesthesia Care (ECT)'. The 'Orders' tab is also visible, showing a search for 'anes' and a list of results including 'Anesthesia Care (ECT)'. The 'Appointment' tab is selected, showing the 'Ordering Provider' as 'Test, Cerner', the 'Surgical Area' as an empty field, and the 'Procedure Duration' options: 'Historical Average' (selected), 'Recent Average', 'Default', 'Override', and 'Scheduled based on Historical Average'. The 'OK' and 'Cancel' buttons are at the bottom right.

5. The appointment will now be in the Work in Progress window.
Schedule the Anesthesia appointment for the same time as the ECT appointment.
Select CONFIRM.
The Encounter selection window will appear. Select the encounter by single clicking on the encounter that was created from the ECT procedure appointment. Press OK. Appointments will now be linked.