



# SCHEDULING A COMBINATION SCAN APPOINTMENT

## HOSPITAL INFORMATION SYSTEM (HIS)

### SCHED ROLES

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**SCHED:** Fill out the **Appointment Location**, **Appointment Type**, and **Person Name** field under the Appointments Tab. Once the Appointment Type is selected, fill out any additional accept formats that appear in the Appointment Tab.

1. Once all the additional accept formats are filled, Click the **Move** button to move the appointment into the Work in Progress box. Appointment Attributes window will appear.

The screenshot shows the 'Appointment' tab in the HIS system. The fields are filled as follows:

- \*Appointment location: SC CT
- \*Appointment type: CT Body Contrast
- \*Person name: SCHED, TANIA

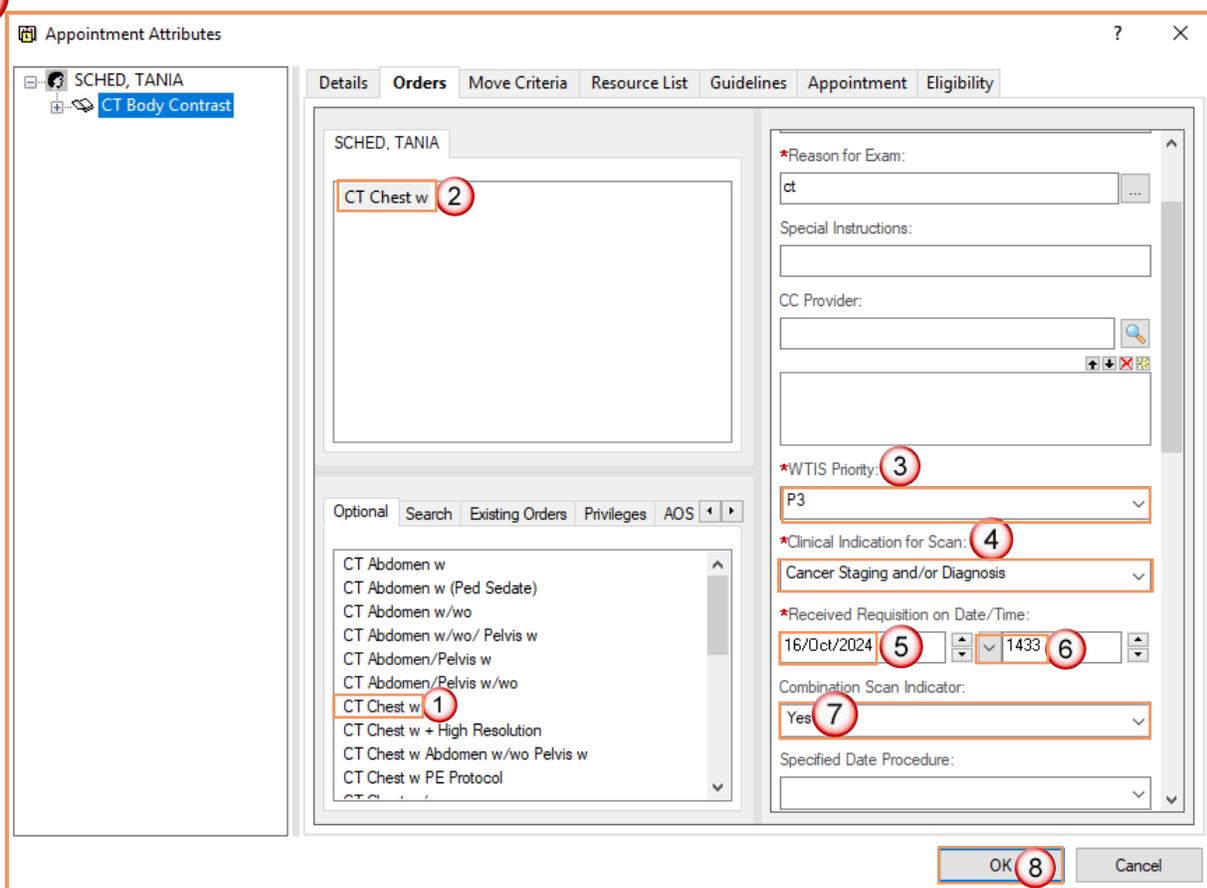
The 'Move' button is circled in red and labeled with a '1', indicating the step to move the appointment into the Work in Progress box.

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2. Double click on the **order you are trying to schedule for (1)**. The **order will appear in the top box (2)**. Fill out all required accept formats. Accept formats are dependant on the order that was selected. In this example, the follow is required: **WTIS Priority (3)**, **Clinical Indication for Scan (4)**, **Received Requisition Date (5)**, **Time (6)**, and **Combination Scan Indication (7)**. If you are scheduling a combination scan appointment, this field will have to say YES. Click **OK (8)**

2



Appointment Attributes

SCHED, TANIA

CT Body Contrast

Details Orders Move Criteria Resource List Guidelines Appointment Eligibility

SCHED, TANIA

CT Chest w 2

Optional Search Existing Orders Privileges AOS

CT Abdomen w  
CT Abdomen w (Ped Sedate)  
CT Abdomen w/wo  
CT Abdomen w/wo/ Pelvis w  
CT Abdomen/Pelvis w  
CT Abdomen/Pelvis w/wo  
CT Chest w 1  
CT Chest w + High Resolution  
CT Chest w Abdomen w/wo Pelvis w  
CT Chest w PE Protocol

\*Reason for Exam:  
ct

Special Instructions:

CC Provider:

\*WTIS Priority: 3  
P3

\*Clinical Indication for Scan: 4  
Cancer Staging and/or Diagnosis

\*Received Requisition on Date/Time:  
16/Oct/2024 5 1433 6

Combination Scan Indicator:  
Yes 7

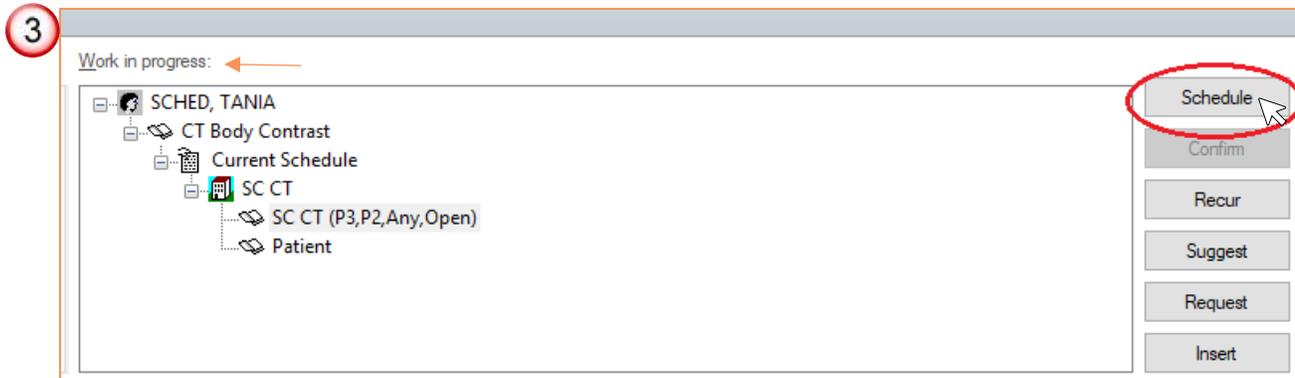
Specified Date Procedure:

OK 8 Cancel

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- When all the accept formats are completed. Attribution window will close, and **appointment details** will appear in the **Work in Progress** box. Click the **Schedule** button next to the Work in Progress Box. Schedule window will appear.



- Select a **Resource (1)** for this appointment. In this example, it will be SC CT 1. Select a **Default Slot (2)** for this appointment. In this example, it will be **P3 CT Reserve (8:45-9:00AM)**. Lastly, the **appointment duration will need to be changed from 15 minutes to 5 minutes**. Press **OK** and Schedule window will close.

Schedule - CT Body Contrast

Resource: 1  
SC CT 1

Default slot: 2  
P3 CT Reserve (8:45 AM - 9:00 AM)

Time:  
0845

Duration:  
Hour(s) 5 Minutes Day

Distinguish setup and cleanup durations

Apply Duration Change to Order

OK Cancel

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5. Appointment will appear on the grid in a **pending state** (Gray Colour).

5

8:40 AM		
8:45 AM	SCHED...	
8:50 AM		
8:55 AM		
9:00 AM	P3 CT Res...	P3 CT Res...
9:05 AM		
9:10 AM		
9:15 AM	P3 CT Res...	

6. **Before confirming the appointment**, click the **Next** button (located under the Move button). Your cursor will be brought back to the **Appointment Tab**. **Fill in the correct details** for the other appointment in the **combination scan**. “**Appointment location**” and “**Person**” should be the same, depending on the order, the Appointment type may need to be changed. In this scenario, it will stay the same. Click “**Move**” to move the appointment details into the **Work in Progress** box.

6

Books Appointment

\*Appointment location: SC CT

\*Appointment type: CT Body Contrast

\*Person name: SCHED, TANIA

Move

Next

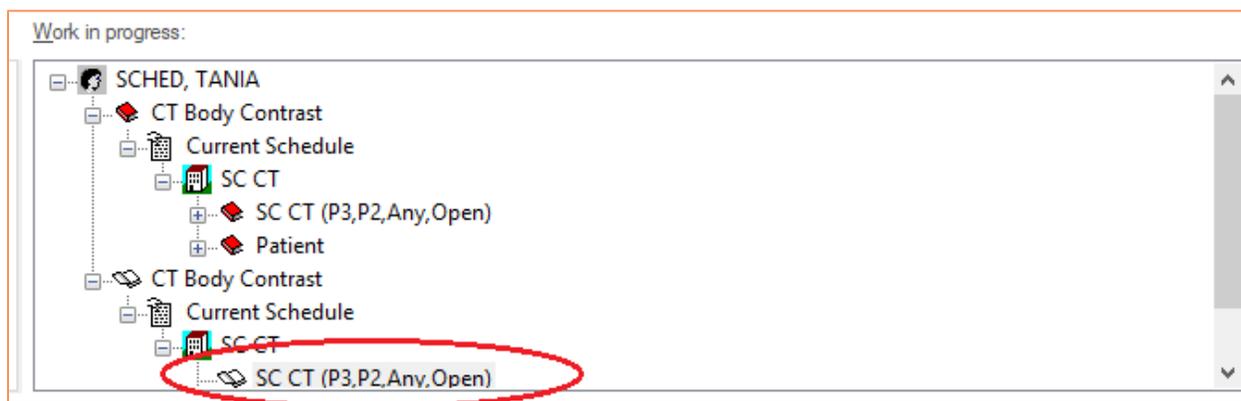
Clear

**Note:** The attributions window will appear – follow the same steps that were described above only choosing a different order this time. **In this example**, we will be selecting a **CT Abdomen/Pelvis w**. Once the accept formats in the Attribution Window are complete, click **OK** and window will close. *Now there should be two appointments in your work in Progress box. The first appointment will be in a pending state.*

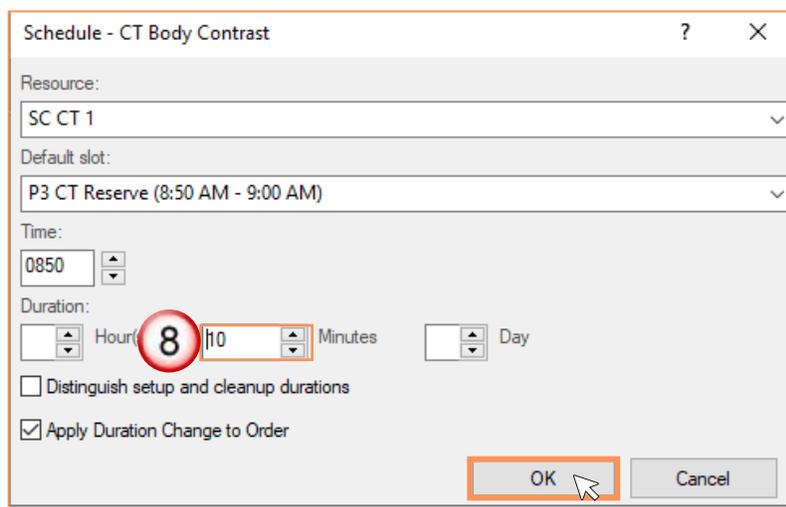
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### HOSPITAL INFORMATION SYSTEM (HIS)

- Click onto the **second resource** to select the appointment you want to schedule. Once the resource has been selected, click **Schedule** button next to your Work in Progress box. Follow the same steps as above, selecting **SC CT 1** as the Resource, and **P3 CT Reserve(8:50-9:00am)** as the Default Slot.



- \*\*Notice:** the slot is now 10 minutes, as we have scheduled the first appointment for 5 minutes from 8:45-8:50. **Adjust the appointment duration to 10 minutes** and click **OK**.



Schedule - CT Body Contrast

Resource: SC CT 1

Default slot: P3 CT Reserve (8:50 AM - 9:00 AM)

Time: 0850

Duration: 8 Hours 10 Minutes

Distinguish setup and cleanup durations

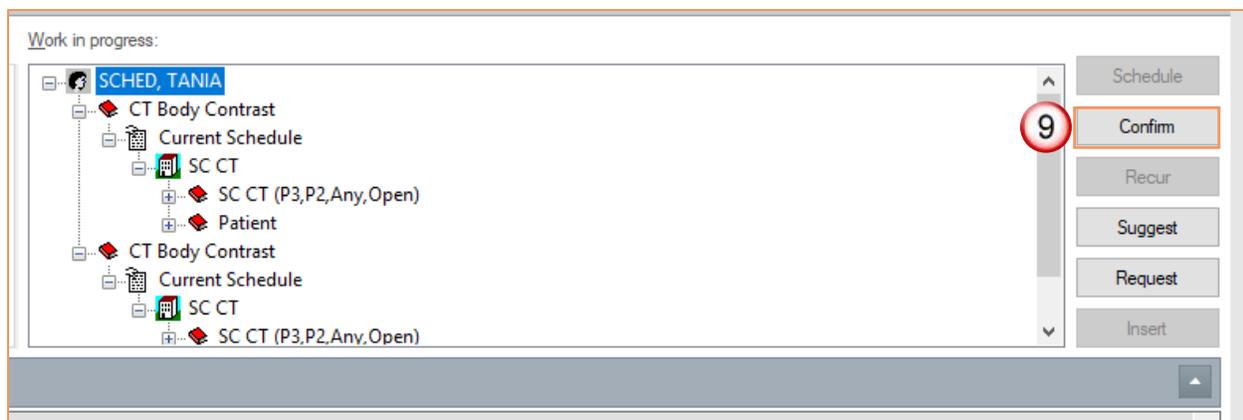
Apply Duration Change to Order

OK Cancel

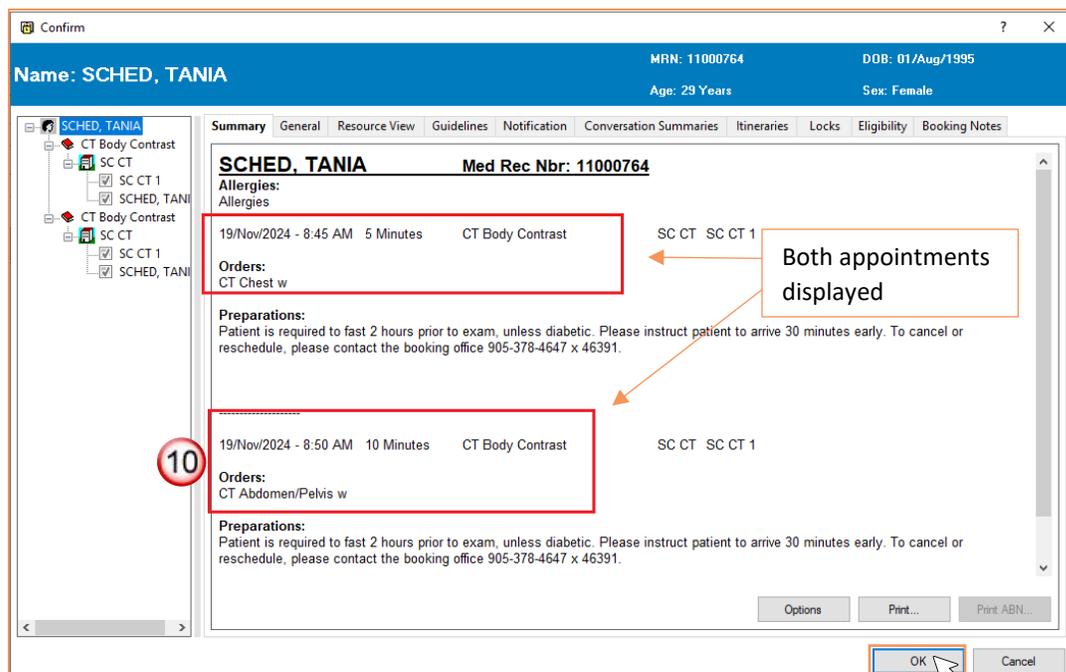
# SCHEDULING A COMBINATION SCAN APPOINTMENT

## HOSPITAL INFORMATION SYSTEM (HIS)

- Highlight your patient's name to select all appointments then click **Confirm** next to the **Work in Progress** box.



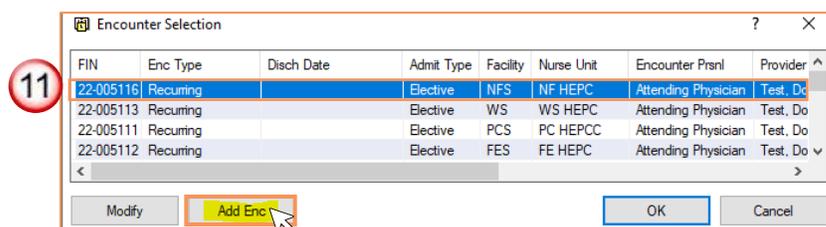
- Confirmation window will appear. Both appointments should be in the confirmation window. Review appointment details to ensure it is correct. Click **OK** at the bottom.



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### HOSPITAL INFORMATION SYSTEM (HIS)

11. Encounter Selection window will appear. Click **Add Enc** to add a new encounter for your first appointment.



12. A **PreReg** window will appear. Fill out all required Pre-registration information. Click **OK** to jump to the next required pre-registration field. Once all pre-reg information has been filled out, Pre-reg window will close, and a small pre-reg window will appear displaying the **FIN** and **Visit ID number**. Click **OK**.



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13. An encounter has now been assigned for your first appointment. Since this is a combination scan, we will now want to attach the second appointment to the encounter we have just created. **Once this window closes, another Add Enc window will appear for the second appointment.** In this window, we will want to search for the encounter that was just created. **“Click to highlight encounter.”** Press **OK** to add encounter.

**\*\* Notice:** that the FIN number in the above PreReg photo matches the FIN number of the encounter that is highlighted.

FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name
22-004229	PreReg		Elective	SCS	SC NMCKC	Attending Physician	Broski, Anthony
22-005005	PreReg		Elective	SCS	SC MRI	Attending Physician	Test, Cemer
22-005111	Recurring		Elective	PCS	PC HEPC	Attending Physician	Test, Doctor One
22-005112	Recurring		Elective	FES	FE HEPC	Attending Physician	Test, Doctor One
22-005113	Recurring		Elective	WS	WS HEPC	Attending Physician	Test, Doctor One
22-005116	Recurring		Elective	NFS	NF HEPC	Attending Physician	Test, Doctor One
22-005387	PreReg		Elective	SCS	SC ONSYS	Attending Physician	Test, Cemer
22-005431	PreReg		Elective	SCS	SC HM	Attending Physician	Test, Cemer
22-005434	PreReg		Elective	SCS	SC PFT	Attending Physician	Test, Cemer
22-005588	PreReg		Elective	SCS	SC CT	Attending Physician	Test, Cemer
22-005589	PreReg		Elective	SCS	SC CT	Attending Physician	Test, Cemer
22-005875	PreReg		Elective	SCS	SC NHEMO	Attending Physician	Soliman, Gamal M.
22-005880	PreReg		Elective	SCS	SC CT	Attending Physician	Test, Cemer

14. Both appointments have now been scheduled (**Changes to Blue**).

Time	Appointment 1	Appointment 2
8:30 AM	P3 CT Res...	
8:35 AM		
8:40 AM		
8:45 AM	SCHED...	
8:50 AM	SCHED...	
8:55 AM	CT Body	
9:00 AM	P3 CT Res...	P3 CT Res...
9:05 AM		
9:10 AM		
9:15 AM	P3 CT Res...	
9:20 AM		
9:25 AM		