



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

SHUFFLING APPOINTMENTS

Note: To use the Shuffle Action, the Scheduling Appointment Book must be in a Proportional, Single-day view

Change to Single day view

1. Right Click
2. Navigate to Book Settings -> View -> Proportional, Single-Day View

The screenshot shows the HIS Scheduling Appointment Book interface. At the top, there is a menu bar (Task, Edit, View, Help) and a toolbar with various icons. Below the toolbar, there is a 'Name:' field. To the left, there is a calendar for December 2024, with the 7th highlighted. To the right, there are fields for 'Appointment location:', 'Appointment type:', and 'Person name:'. The main area displays a grid of appointment slots for Hemodialysis Pod 1 from Saturday, 07/Dec/2024 to Tuesday, 10/Dec/2024. A context menu is open over the grid, showing options like 'Add New Appointment', 'Book Request', 'Confirm Request', 'Remove Request', 'Recur Appointment', 'Navigation', 'Inquiry', 'Report', 'Applications', 'Person', 'Slots', 'Resources', and 'Book Settings'. The 'Book Settings' menu is expanded to show 'View', 'Date and Time...', and 'Properties...'. The 'View' menu is further expanded to show 'Non-proportional, Single-day', 'Proportional, Single-day', 'Proportional, Multiple-day', 'Week', and 'Month'. The 'Proportional, Single-day' option is highlighted.



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1. Use the Books tab to find the schedule that needs to be Shuffled

The screenshot shows the 'Books' tab selected in the top navigation bar. Below it, a 'Bookshelf - SCS Kidney Care' is displayed with various categories like 'SC Hemodialysis', 'Peritoneal Dialysis', etc. To the right, a 'Select Bookshelf' list is shown with 'SC Kidney Care' highlighted.

2. Click the day on the Calendar that needs to be shuffled

2024						
December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

3. There are 2 ways to use Shuffle Action (both ways result to Shuffle action)

- a. Click the Shuffle Icon

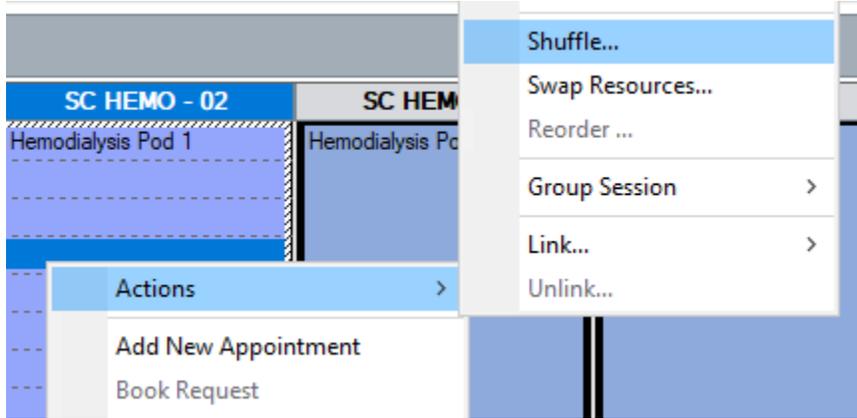




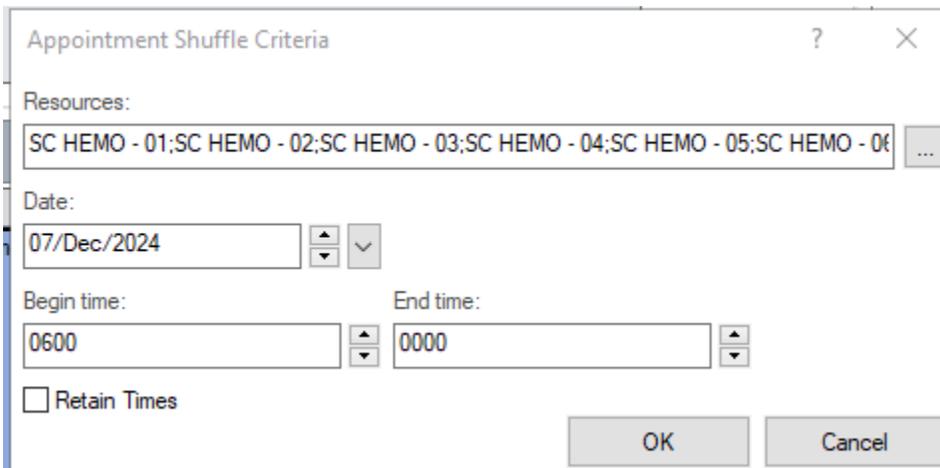
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b. Right Click, Actions -> Shuffle



4. Appointment Shuffle Criteria window will appear
Press OK



5. Appointment Shuffle Window will appear



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Appointment Shuffle - [Saturday, December 7, 2024, 6:00 AM - 12:00 AM]

	SC HEMO - 01	SC HEMO - 02	SC HEMO - 03	SC HEMO - 04	SC HEMO - 05	SC HEMO - 06	SC HEMO - 07
6:00 AM	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 2
6:15 AM							
6:30 AM							
6:45 AM							
7:00 AM	SCHED, TANIA		SCHED, ASHLEY		SCHED, KATIE		SCHED, CORINNE
7:15 AM	Chronic Hemodialysis 3...		Chronic Hemodialysis 3...		Chronic Hemodialysis 3...		Chronic Hemodialysis 3...
7:30 AM	SC NHEMO		SC NHEMO		SC NHEMO		SC NHEMO
7:45 AM	hemo		hemo		hemo		hemo
8:00 AM	Confirmed		Confirmed		Confirmed		Confirmed
8:15 AM	29 years		41 years		31 years		49 years
8:30 AM	01/Aug/1995		16/Mar/1983		01/Jan/1993		02/Dec/1975
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM							
10:45 AM							

(HIS)

Shuffling conflicts:

Conflict	First Resource	Appointment

- Single click on the appointment that needs to be shuffled and drag and drop it into the time and resource that you need to move it to. Shuffled appointment will appear grey in a Pending state.

Appointment Shuffle - [Saturday, December 7, 2024, 6:00 AM - 12:00 AM]

	SC HEMO - 01	SC HEMO - 02	SC HEMO - 03	SC HEMO - 04	SC HEMO - 05	SC HEMO - 06	SC HEMO - 07
6:00 AM	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 2
6:15 AM							
6:30 AM							
6:45 AM							
7:00 AM	SCHED, TANIA	SCHED, ASHLEY	SCHED, KATIE	SCHED, CORINNE			
7:15 AM	Chronic Hemodialysis 3...	Chronic Hemodialysis 3...	Chronic Hemodialysis 3...	Chronic Hemodialysis 3...			
7:30 AM	SC NHEMO	SC NHEMO	SC NHEMO	SC NHEMO			
7:45 AM	hemo	hemo	hemo	hemo			
8:00 AM	Confirmed	Pending	Pending	Pending			
8:15 AM	29 years	41 years	31 years	49 years			
8:30 AM	01/Aug/1995	16/Mar/1983	01/Jan/1993	02/Dec/1975			
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM							
10:45 AM							

Shuffling conflicts:

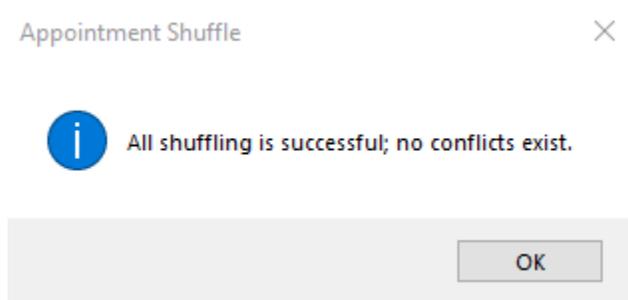
Conflict	First Resource	Appointment



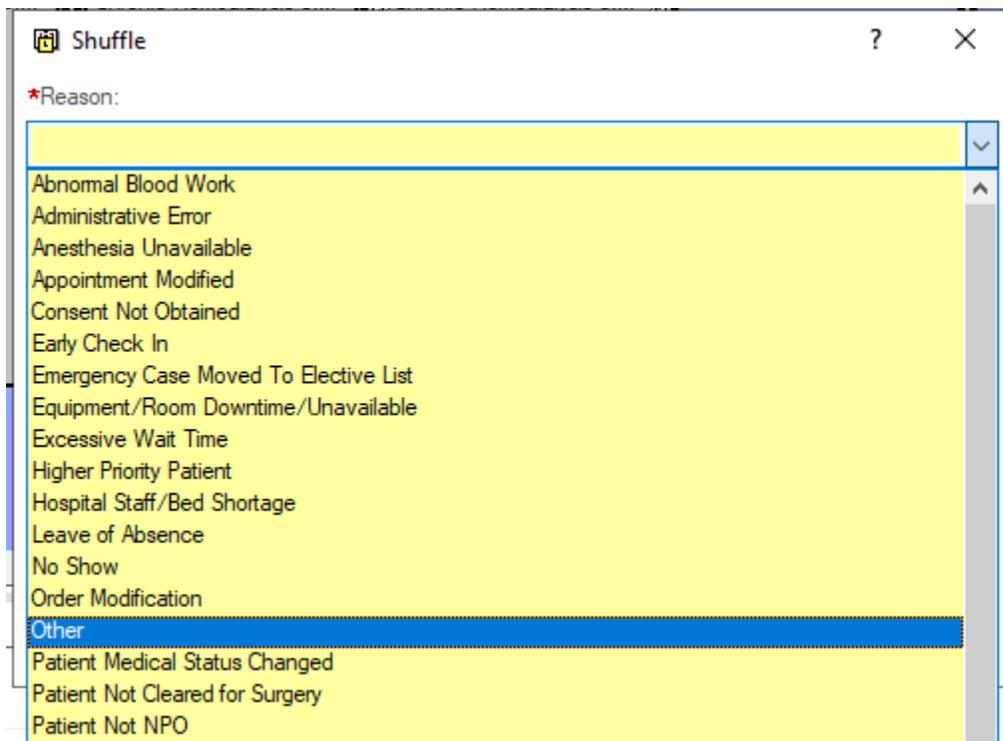
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7. Click Check to see if there are any Scheduling Conflicts. If there are scheduling conflicts, click Override to override into new slot.



8. Press OK to complete Appointment Shuffle.
9. Shuffle Reason window will pop up. Click on dropdown to view shuffle reason. Click on the most appropriate reason for shuffling.



Press OK.



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Appointments will now be shuffled and appear on the grid.

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	SC HEMO - 01	SC HEMO - 02	SC HEMO - 03	SC HEMO - 04	SC HEMO - 05
6:00 AM	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1	Hemodialysis Pod 1
6:15 AM					
6:30 AM					
6:45 AM					
7:00 AM	SCHED, TANIA	SCHED, ASHLEY	SCHED, KATIE	SCHED, CORINNE	
7:15 AM	Chronic Hemodialysis 3....	Chronic Hemodialysis 3....	Chronic Hemodialysis 3....	Chronic Hemodialysis 3....	
7:30 AM	SC NHEMO	SC NHEMO	SC NHEMO	SC NHEMO	
7:45 AM	hemo	hemo	hemo	hemo	
8:00 AM	Confirmed	Confirmed	Confirmed	Confirmed	
8:15 AM	29 years	41 years	31 years	49 years	
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8:45 AM					
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10:30 AM					