

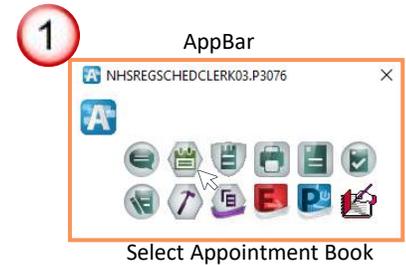
VIEWING AN APPOINTMENT BOOK

HOSPITAL INFORMATION SYSTEM (HIS)

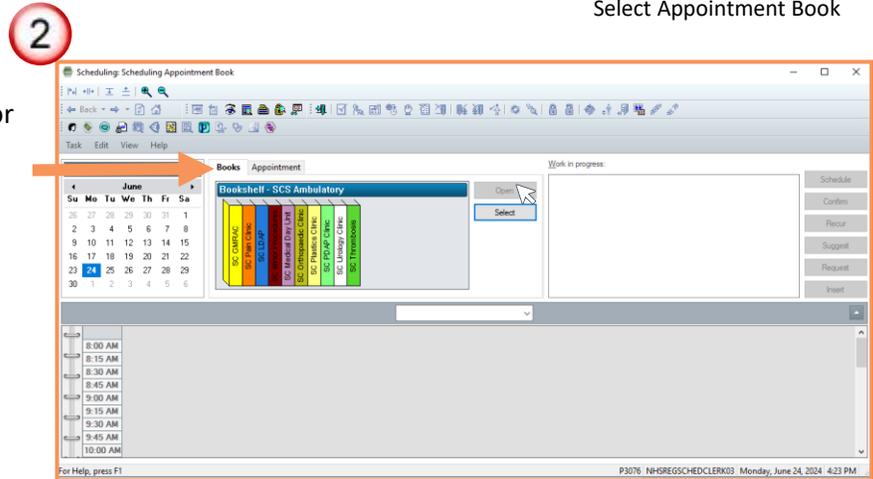
ALL SCHEDULING ROLES

Viewing appointments in the Scheduling Appointment Book Steps:

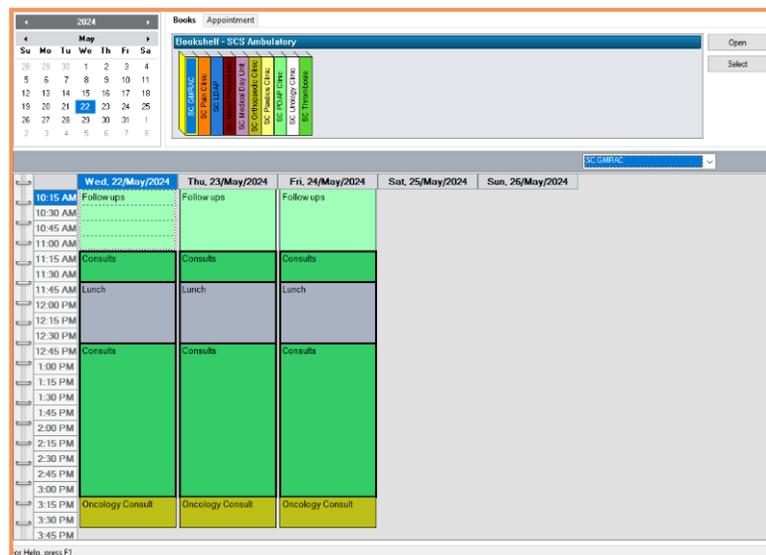
1. Open the **Scheduling Appointment Book**  Icon from the AppBar.



2. Click the **"Books"** tab. Double-click on the appointment book to open, or highlight the book and click **"Open."**



The appointment book will open.





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Note: If the appointment book you are looking for is not on the shelf, click the **"Select"** button. This will open the full book list available to you. Click **"OK."**

The screenshot displays the 'Scheduling Appointment Book' interface. At the top left, there is a calendar for June 2024. Below it, a 'Books' section shows a list of bookshelves, with 'Bookshelf - SCS Ambulatory' selected. To the right of this list are 'Open' and 'Select' buttons. A 'Select Bookshelf' dialog box is open in the center, listing various departments and services. The background shows a grid of appointment slots for Monday, June 24, 2024, with various appointment types like 'Follow ups', 'Consults', 'Lunch', and 'Oncology Consult'.

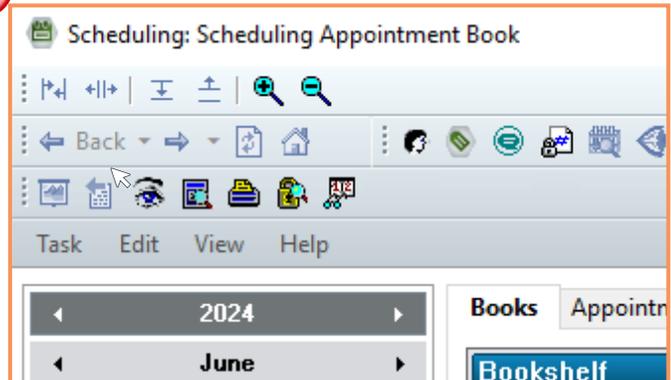
VIEWING AN APPOINTMENT BOOK

HOSPITAL INFORMATION SYSTEM (HIS)

Viewing Patient Appointments through the Appointment Inquiry (EyeInTheSky) Icon

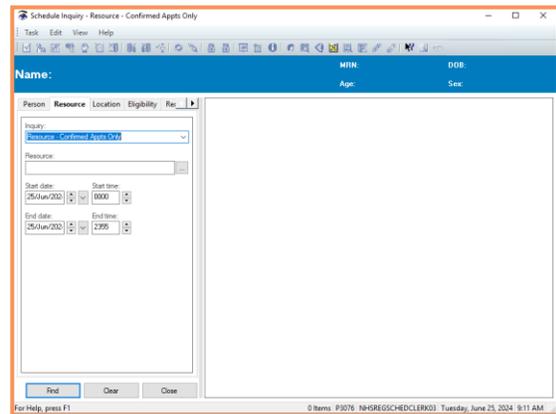
1. On the Scheduling appointment toolbar, select the "Appointment Inquiry" icon.

1



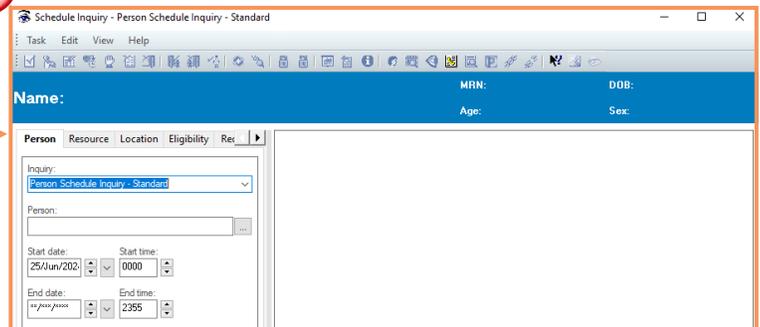
The Appointment Inquiry window opens.

Note: Appointments can be inquired by **person**, **Resource**, **Location** or **Request List**.



2

2. Select the "Person" tab in the window and choose the inquiry type from the drop-down.

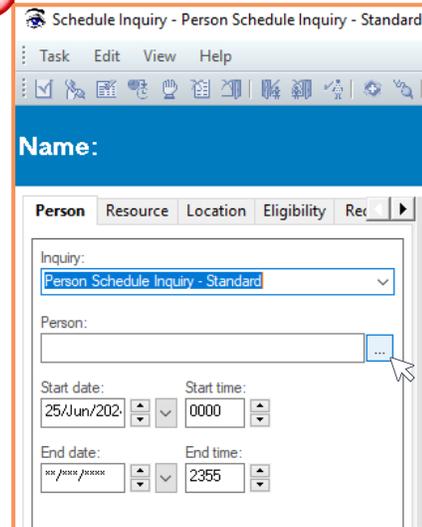


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- Click the **ellipsis (...)** next to the **"Person"** field to search for the patient by name.

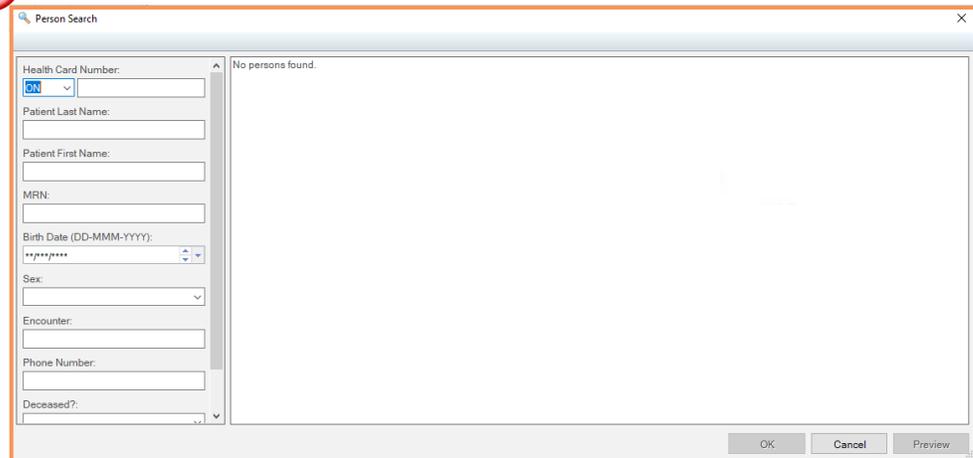
3



Click Ellipse

4

- The Person Search window opens. You can search the patient by **name**, **Health card number**, or **MRN**.



VIEWING AN APPOINTMENT BOOK

HOSPITAL INFORMATION SYSTEM (HIS)

5. Type in the patient's last name or first name in the respective field and click "**Search.**"

5



Health Card Number:
ON

Patient Last Name:
Test patient

Patient First Name:
cupcake pink

MRN:

Birth Date (DD-MMM-YYYY):
//****

Sex:

Encounter:

Phone Number:

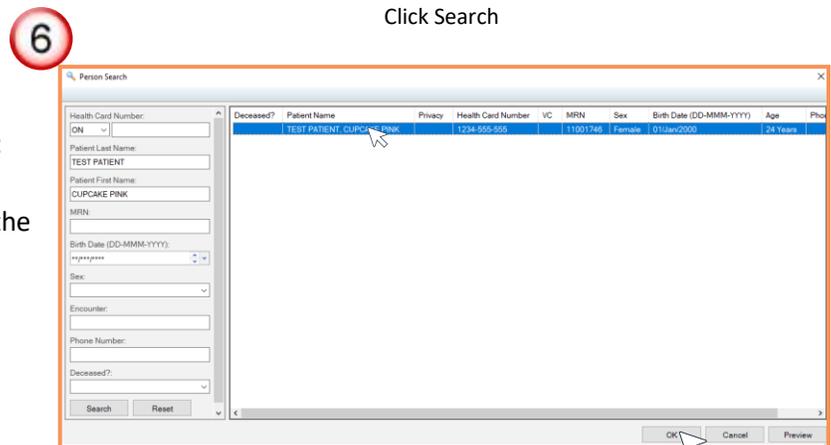
Deceased?:

Search Reset

Click Search

6. Note: Type the full "**last name**" or "**first name**" as the system will not recognize partial names in the field. Double-click the correct patient or click "**OK.**"

6



Health Card Number:	Deceased?	Patient Name	Privacy	Health Card Number	VC	MRN	Sex	Birth Date (DD-MMM-YYYY)	Age	Ph
ON		TEST PATIENT, CUPCAKE PINK		1234-565-565		11001746	Female	01/Jan/2000	24 Years	

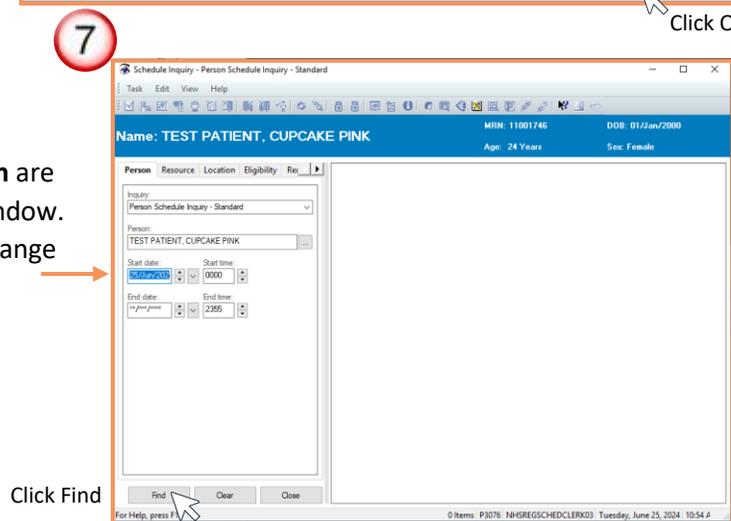
Search Reset

OK Cancel Preview

Click OK

7. The **demographics** and **patient information** are now shown in the Appointment Inquiry window. Select the desired "**start**" and "**end date**" range and click "**Find.**"

7



Name: TEST PATIENT, CUPCAKE PINK MRN: 11001746 DOB: 01/Jan/2000
Age: 24 Years Sex: Female

Person Resource Location Eligibility Rel

Inquiry:
Person Schedule Inquiry - Standard

Person:
TEST PATIENT, CUPCAKE PINK

Start date: Start time:
05/20/2020 0000

End date: End time:
07/20/2020 2355

Find Clear Close

0 Items P3076 NHSREGSCHDECLERK03 Tuesday, June 25, 2024 10:54 AM

Click Find

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8. All appointments within the specified date range are displayed in the inquiry pane. **Select the appropriate appointment for inquiry and double-click on it.**

8

BEG DATE	DURATION	STATE	APPT TYPE	REG DOCTOR	RESOURCE
03/June/2024 - 8:30 AM	20	Checked In	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
03/June/2024 - 11:10 AM	30	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
04/June/2024 - 9:00 AM	20	Rescheduled	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
04/June/2024 - 11:10 AM	25	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
04/June/2024 - 11:10 AM	25	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
05/June/2024 - 1:10 PM	30	Confirmed	GIMRAC Consult	SC GMRAC	SC GMRAC
06/June/2024 - 9:00 AM	20	Confirmed	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC
07/June/2024 - 1:00 PM	30	Rescheduled	GIMRAC Consult	SC GMRAC	SC GMRAC
07/June/2024 - 1:00 PM	30	Checked In	GIMRAC Consult	SC GMRAC	SC GMRAC
25/June/2024 - 9:50 AM	20	Confirmed	GIMRAC Follow Up 20	SC GMRAC	SC GMRAC

Double-click June 25th at 9:50 am

9. The appointment view window will open. Select each tab to view additional details needed. When finished, click "Close."

9

Click Close