

PET SCHEDULING IN MEDINFORMATIX

First thing to do is start in the Search Wizard

When a patient calls in to schedule an appointment, you will want to follow the steps below (All Steps are connected to an arrow in the screenshot)

Step 1: Click on the Patient List Button

Step 2: Search for the patient. Use either the Name, DOB, Account, Phone or Appt No Fields then click

Last Name	I	First Name	DOB	Sex	Account	MR No
Test		Betty	03/03/1955	F	3154394	472630
Test		Biq	01/01/2001	M	3108957	427199

Step 3: Once patient is found, highlight them and click the Demographics button.

- Verify Patients Name
- Verify patients Address
- Verify patients Phone Number (home and cell)
- Verify patients Email Address
- Verify Preferred Communication Method (Call, Text, Email)
- Add/Verify patient Insurance – Make sure that the insurance at the bottom of the screen is correct.

Step 4: Click Save button - Screen will automatically take you to Patient List Screen

Step 5: Click on Appt. Request - When the Appointment Requests screen appears, check if patient already has any PENDING requests.

Last Name	First Name	I	DOB	Sex	Account	MR No	Patient Type	Dr	Home Phone	
Test	Betty		03/03/1955	F	3154394	472630	STANDARD	N/A	619/589-8628	61

SCENARIO 1: PATIENTS WITH PENDING REQUEST(S).

1. Check with patient for which exam to schedule. Once identified then highlight the request and click "Search Wizard."


Due Date	Reason	Dept	Req. Type	Req. Status	Work Step
09/25/2017	CT PET SCAN	CT	Inbound Fax	CANCELLED	New
10/04/2017	MR CERVICAL SPINE WO CON MR		Inbound Fax	PENDING	New
11/15/2017	CR ABDOMEN COMP ACUTE SICR		Inbound Fax	PENDING	New
11/29/2017	PET SKULL TO MID THIGH	CT	Inbound Fax	PENDING	New

2. Multi-Part Appointment Request Selection screen appears - This is where you can change an appointment or add other appointments.

- a. If patient only needs/requests one appointment, then click "Continue."

Multi-Part Appointment Request Selection [Test, Betty - 3154394]

Continue Cancel All Pending Requests For Patient


Appointment Book/Dept: STAT ELM_PETICat Scan Reason: Find 

Select	STAT	Due date	Work Step	Docs	DOB	Req. ID	Dept	Reason
<input checked="" type="checkbox"/>	N	10/04/2017	New		03/03/1955	444	MR	MR CERVICAL SPINE WO CON

b. If patient needs/requests another appointment, for example X-Ray appointment then add the additional exam to the Appointment Book/Dept. Then Click "Find" to go to Appointment Reason Selection and pick the appropriate category then click "Select" Then use the "Blue Plus" button to add the exam. Then Click "Continue."

Appointment Reason Selection

Select Cancel

Reason Description: Reason Code: 

Reason	Appt Group	Code	Tim
CR ABDOMEN AP VIEW	CR	2	15.0
CR ABDOMEN COMP ACUTE SERIES	CR	5	15.0
CR ABDOMEN COMPLETE, INC DECUBITUS AND/OR ERECT VWS	CR	4	15.0
CR AC JOINTS BILATERAL	CR	7	15.0
CR AC JOINTS LT	CR	8	15.0
CR AC JOINTS RT	CR	9	15.0
CR ADDENDUM REPORT	CR	10	15.0
CR ANKLE 2 VWS LT	CR	11	15.0
CR ANKLE 2 VWS RT	CR	12	15.0

c. A message will pop up at Appointment Booking Message Screen - read and click "Exit."

Step 6: Search for Appointments Screen pops open - follow the steps below:

Search for Appointments

Starting Date: 12/4/2017 | Schedule Type: [None] | Facility Group: [None] | Multi-Facility: CB, ELM, GW, OUT

Start Time: 07:00 AM | End Time: 09:00 PM | AM/PM: [] | Days: [x] Mon [x] Tue [x] Wed [x] Thu [x] Fri [x] Sat [x] Sun

Facility Assigned to Wizard: ELM | Wizard Group: [None] | Appointment Wizards: [Select Manually]

Appointment Book	Reason	Day	Lag M
1: [CT]	1018 PET SKULL TO MID THIGH	0	0
2: <None>		0	0
3: <None>		0	0
4: <None>		0	0
5: <None>		0	0
6: <None>		0	0
7: <None>		0	0
8: <None>		0	0

Patient Summary

Scheduling Questionnaire | **Pending Requests**

SCHEDULE AT LEAST 5 DAYS OUT

BETTY TEST
MRN: 3154394
DOB: 03/03/1955 AGE: 62 yrs. SEX: F
Home Phone: 619/589-8628 Daytime Phone: 619/589-8628 Cell Phone: ---

Patient Name: Test, Betty |3154394
Referral Source: Misc. Doc|13464

Appointment Choices

Book	Facility	ApptDate	Day	Time

Show first appo
 Use Layover Ti
 Choices: 3

Search

- Click on "Scheduling Questionnaire" - Fill this out for every patient.
 1. The top questions that are not modality specific should be filled out for every exam type.
 2. If the appointment is for specific modality, then fill out those questions that pertain to that modality.

SCREENING QUESTIONNAIRE

Account:3154394 Name:TEST,BETTY Age: 62 yrs.

Done

Cancel

CT

PET

MAMMO

MRI

BIOPSY

DEXA

FLUORO

Questions	Answers
Reason for Exam:	<input type="text"/>
Outside Pertinent Priors?:	<input type="button" value="Y"/> <input type="button" value="N"/>
If yes to priors, where?	<input type="button" value="Y"/> <input type="button" value="N"/>
Does the patient need an order?	<input type="button" value="Y"/> <input type="button" value="N"/>
Height and Weight:	<input type="text"/>
CT	
Are you pregnant? (age 10 to 55)? If yes, then VRC cannot perform the CT.	<input type="button" value="Y"/> <input type="button" value="N"/>
Contrast or iodine based contrast material Allergies?	<input type="button" value="Y"/> <input type="button" value="N"/>
Is the patient 60 years of age or older? If yes, we need Creatinine <90 days old.	<input type="button" value="Y"/> <input type="button" value="N"/>

Step 7: Pick location "Facility Assigned to Wizard" to indicate "ELM." Note: PET Exams are only scheduled at ELM Street, Escondido

Step 8: Enter the date range at "Starting Date" to search for openings, the click Search button

Step 9: Highlight the time the patient agrees on coming in, then click the "Set Appt" button. Once the Confirm appointment screen pops up, you can add any appointment notes such as patient's height and weight, change the referring physician (if needed) or mark appointment Stat/Asap (if necessary).

Step 10: Once everything is filled out, click "OK" to schedule the exam.