## CARE4 MODULE NAME: AMBULATORY AMB Future Booked Appointment with DI Order

Note: The future appointment with order can be booked at the end of a visit or the clinic clerk may receive a list from the physician's office outlining the future appointment date with required order.

- Open schedulers Desktop -> Resource Group.
- Choose appropriate clinic resource group (E.g., HHCC: Ortho, CGMH: Orthopaedics, RVH: Fracture

E Return To	Home	Sch Grid	→ Pt Sum	Clin Chart 🔻	وروني (C Workload	Cash Drawer	Worklist	Sch Meeting	Statistics	Phone Book	Manage Portal	Health
C	Appt List	Waitlist						Ortho	on 🔳	Mon 12 Jul 202	21	
_							Ortho			Now		
	₽						Ortho			linic 6		
							Ortho Si	urgeon Provid	lers			
							Ortho To	ower				
	08:00						Ortho To	ower				
							Orthopa	edic Clinic				
							Orthopa	edic Group				
							Orthotic	s				
	30											

• Find the future visit date/time and right click on that block

•	Clic	k on	the F	ull Bo	ok bu	utton	
	E	<b>a</b>		1	<b>1</b>	é 🖞	\$

turn To Ho	Image: Set Grid     ▼     Pt Sum     ▼     Clin Chart     ▼     Workload     Cash Drawer	Image: Sch Meeting         Statistics         Phone Book         Manage Portal         Health Mgmt
C Appt	List Waitlist	Ortho on 📢 Tue 20 Jul 2021
		Resource
₩,		ORTHO Clinic [0] 0%
	ER Urgent	
10:0	20	
3	20	
11:0	Yardley 10	HWORTHOCLIN - ORTHO Clinic Tue 20 Jul 10:30 ER Urgent Yardley
з	ER Urgent	[Full Book] Quick Book] Group] [Walk In] [Mg] [Rey
	ER Urgent	

- Enter Patient Identifier HC#, DOB, last name, first name
- Perform Patient Lookup search to find the correct patient. Enter/validate as much information as possible to ensure you select the correct patient. Select appropriate patient. If patient does not exist in the system, Select New Patient.



		_										
Full Book						Cancel	Book Pre	Book Se	h			
✓ Appointment	Patient Search by Best Match											Close
Appointment	✓ Best Match Search	i (			N	ame		1	IOB & Birth Sex		Address & PCP	
"Facility	LAST NAME		16	AMB,TWO				17/05;	1985 F	205 GEORG	IAN DRIVE	0
Account	AMB											
Appointment	FIRST NAME											
Location	MIDDLE NAME											
Duration	BIRTHDATE											
Reg Type	AGE											
Visit Reason												
✓ Insurance Elig	BIRTH SEX											
There is no account	HC NUMBER											
✓ Orders	PHONE											
	POLICY NUM											
✓ Auth / Referra												
No valid Insurance	EMAIL	1										
Eff Date	Search		Best Match Res	ılts 🥑	New Patient	Clear Search						
Add Auth/Refe	> Med Rec Number	*										

- Choose appropriate appointment
- On the Visit Reason field. Enter the appointment type plus additional pertinent information
- Insert any comments for clinical staff if applicable
- Click on Book Sch to save booking

Appointment          Appointment Set Series       Pending         "Facility       Headwaters Health Care Ctr AMB <ul> <li>"Date/Time</li> <li>20/07/2021 10:00</li> <li>Search</li> <li>Comments</li> <li>Comments</li> <li>Comments for Clinical Staff go here</li> <li>Details</li> <li>Waitist</li> <li>"Location</li> <li>Orthopedics</li> <li>Picovidence</li> <li>Visit</li> <li>Yardley,Nicholas James</li> <li>Absent</li> <li>Suparaising</li> </ul>	
Appointment Set Series       Pending         "Facility       Headwaters Health Care Ctr AMB       "Date/Time       20/07/2021 10:00         Account <new>       Search         "Appointment       Exam Ortho       paste into Visit Reason       Comments         Datails       Waltist         "Location       Orthopedics       PROVIDERS         "Duration       Z0       Visit       Yardley,Nicholas James         "Reg Type       Ambulatory Office Visit       Absent       Supportion</new>	· · · · ·
*Facility     Headwaters Health Care Ctr AMB     * Date/Time     20/07/2021 10:00       Account       Starch       *Appointment     Exam Ortho     copy appointment type and paste into Visit Reason     Comments     Comments       *Location     Orthopedics     PROVIDERS     *Visit     Yardley,Nicholas James       *Pouration     20     Absent     Supportion	
Account <i cnew=""> Search Comments for Clinical Staff go here paste into Visit Reason Waitlat Comments for Clinical Staff go here Datails Waitlat *Location Orthopedics Visit PROVIDERS *Visit Yardley,Nicholas James Absent Sinearising</i>	
Exam Ortho     Copy appointment type and paste into Visit Reason     Comments     Comments for Clinical Staff go here       Details     Waitist       *Location     Orthopedics     PROVIDERS       *Duration     20     *Visit     Yardley,Nicholas James       *Reg Type     Ambulatory Office Visit     Supervision	
Details     Waitlist       Location     Orthopedics     PROVIDERS       Duration     20     *Visit     Yardley,Nicholas James       Reg Type     Abulatory Office Visit     Absent	
PLocation     Orthopedics     PROVIDERS       PDuration     20     *Visit     Yardley,Nicholas James       *Reg Type     Ambulatory Office Visit     Absent	
Duration     20     *Visit     Yardley,Nicholas James       Reg Type     Ambulatory Office Visit     Absent	
Reg Type Ambulatory Office Visit Absent Supervisite	
Supervising	
Vieit Reason Exam Ortho P. Arm Eracture	
add additional pertinent info Referring Giridhar, Smitha	
✓ Appointment Questions	
*Visit Reason Exam Ortho R Arm Fracture add additional pertinent info Referring Giridhar, Smitha V Appointment Questions *Ite This Vieit Related to Arthritic?	

- If any warnings pop up-review to make sure booking is correct
- Clerk will get a confirmation that the appointment has been booked

Ret	E urn To	<b>☆</b> Home	Sch Grid   ▼	₽t Sum   ▼	Clin Chart 🔻	نې Workload	\$ Cash Drawer	Worklist	Sch Meeting	Statistics	Phone Book	Manage Portal	Health Mgmt	
	C A	ppt List	Waitlist						Ortho	on 🔳	Tue 20 Jul 202	1		
									Resource	)	Now			
	=	e l								ORTHO	O Clinic			
										[[1]	1%0			
		Y	AMB,(Amber)											
	1	1:00	Exam Ortho R Arm Fra	acture										₩
		F	R Urgent											

• After appointment has been booked, the Clerk right clicks on the appointment and navigates to patients Clinical Chart (Black Navigation Toolbar)



Retu	rn To Hom	V So God V Pr Sun V Clic Court V Workset Cash Drawn Workset Sh Meding Statesce Price Book Meding State	More Compose (Patient Summury) Q +
	₽,	<u>081H0 Clinic</u> [1] 1%	
	11:00	AHB/(Amber) Ream Ontho & Arm Fracture After right clicking the appointment it will be outlined with a black cell	AMB,TWO [H00000062] COU/Slitch Sex: 17/05/1985 26/F PCP: PCP: APPODIV/Slitch Sex: 17/05/1985 26/F PCP: COU/Slitch Sex: 17/05/F PCP: COU/Slit
	30	A Urgent	Amerikan Ottok Arm Fracture Eam Ottok Arm Fracture 2005 GEORGIAN ORIVE BARKIE, ON LAM 6H2
	12:00	R Urgent	Check In Check Out Chrg Entry Edit Visit Record Change Status

• From the Clinical Chart the Clerk clicks on the Medications widget on the reference region and selects orders to launch the orders routine.

E Ci Return To Home - Sch Grid - Pt Sum - Ci	in Chart Vorkload Cash Drawer Worklist	Sch Meeting Statist	ics Phone Book Manage Porta	K I Health Mgmt	More	Patient Summary	t 🌣 Close	
Diagnostics	Provider Notes	Nur	se/Allied Health		C (Amb	ver) 🕧		
History & Problems	Administrative	C	Other Clinical			Amb,	Two	
Summary	Activity		Flowsheets		36, F · 17/ HCN# 45612 MEN# H00	05/1985 37890-AA		
Summary					• •	Booked	SCH AMB, W.ORTHO	
	Viewing date range: 02/07/20	21 - 21/07/2021 Ge	t all data			Visit Date: 20/07/2021		
		Y Personal Notes				FULL Resur	scitation	
Last Edited: 19/06/2021 12:23			No Dat	a to Display		Search Chart		
By: Breton,Patricia							( <u></u>	
Patient prefers blue casts.		✓ Patient Demog	10/i					
Y Special Indicators		Portal	warning			+ Heatenting		
		Address	The following data items ha		✓ Active			
COVID-19 Positive Screening		Next of Kin	-		acetaminophen-codeine-			
Malionant Hyperthermia		Person to Notify		caffeine 300-30-15 mg				
Care Plan Paediatric		Primary Insurance		1 COD PO QUIT PIOT	_			
IPAC MRSA					✓ Allergies			
✓ ● MOH COVID-19 Screening.			L G	cephalexin	Urticaria			
						kiwi	Anxiety	
Additional Precautions						peanut	hives, swelling, short of breath	

 In the Order routine the clerk searches for the order to be entered on the search order/sets field and selects it from the drop down list

E Return 1	го Ног	} Émilia 1e   ▼ Sch Grid		₽t Sum   ▼	Clin Chart 👻	Workload	S Cash Drawer	Worklist	Sch Meeting	<u>L</u> Statistics	Phone Book	Manage Port	tal Health Mgmt		More	Patient	Summary	) Q   :	•	8 Close
Ord	ers										Q Medi	cations	Rad hum		_ Q	C	(A She	(mber)	) rs	0
~ M	lanage acetami	Medications	by N e-caffe	lame	-15 mg 1 tal	b po q6h prn			Last Reviewed 04, by Paul Hato	/07/2021 5, HD			Rad hum RAD Humerus Radiology RAD Humerus	BI 2 vws	Advanced Search		36, F HCN# 4 MRN#	nb,Two 17/05/1 5612378 H000000	0 1985 90-AA 0062	
> M	lanage	Discontinued	Medi	cations by	Name								Radiology RAD Humerus	RT 2 vws	合	Booke	ed		SCH AME W.ORTHO	I, 3
~	Mana	ge Orders		Outstandin	g								Radiology			Visit C	Date: 20/07/	2021		
	0	Order 0				5	ervice Date		Ordering Pro	vider			Order Date	Status		Searc	FULL h Chart	Resuscitat	tion	×
>	(	Cell Count, Body Fl	uid			(	2/07/2021		Lisi,Michael P	atrick			02/07/2021	Active			+	$\sim$	G	
>	-	Cell Count, Body Fl	uid			(	4/07/2021		Lisi,Michael P	atrick			04/07/2021	Active		~ .	Medication	IS		1
>	1	Code Status							Matos.Paul				17/05/2021	Active						

• The Clerk enters the ordering physician and order source

INP. SUU- SU- LIS IND. LIVIN PO OVER PRIN	I DAD Unimerice LT 2 inter		
ault Ordering Provider and Source	•	ncel	9
"Ordering Provider			
○ Castillo,James			
🔿 Giridhar,Smitha			
Yardley, Nicholas James			
Search Provider			
*Source			
O Conditional			
O Medical Directive			
O Preference Card			
O Telephone Read Back (e-Sign)			
O Therapeutic Assess/Protocol			
O Verbal Order (e-Sign)			

• Review order information by clicking the chevron to the left of the order name:



- Ordering location should be the sites imaging department (this should be predefined)
- Order Service Date: set to future visit date (the date the patient will be coming in for the appointment)

Return	To Home -	Sch Grid   🗸	Pt Sum   ▼	Clin Chart 🗸 🗸	ک Workload	S Cash Drawer	Worklist	Sch Meeting	<u></u> Statistics	Phone Book	Manage Portal	y Health Mgmt		More	Compose Pa
Ord	ers									Q. Medi	cations s	earch Orders/Se	ts	Q	Sign
~	Manage Orde	ers	Outstandin	g										ß	> ^
	Order ‡				5	ervice Date		Ordering Prov	ider			Order Date	Status		- 11
~	RAD Hum	erus RT 2 vws			2	0/07/2021		Yardley,Nichol	as James			12/07/2021	New		e
	*Frequency		Routine			*Location	Diagnos	stic Imaging Hea	dwaters	*s	ervice Date	20/07/20	21	습	V
	*Provider				Yardley,Nichol	as James									
	*Relevant Clinical	Information:			n/a										9
	Patient Pregnant?				Yes No	•									
	Comment														`
	Portable?				No										
	** Radiology MUS	T be called if S	TAT or PORTABL	E. **											
	Problem														

• Clerk clicks Sign and enters their pin



• If the future visit was booked and the end of the current visit, the clerk would provide the patient the future visit date appointment details.

