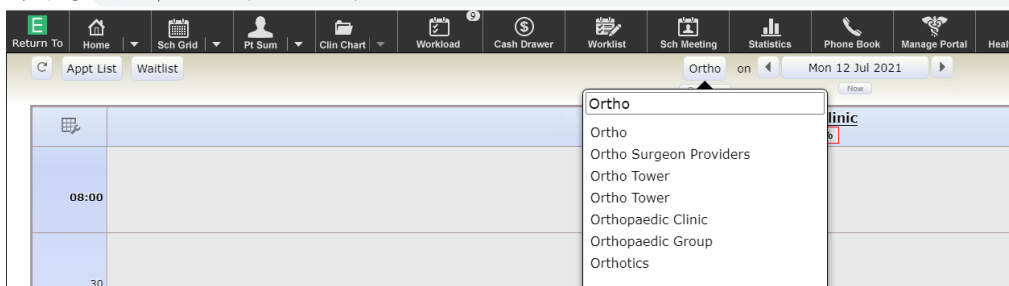


CARE4 MODULE NAME: AMBULATORY

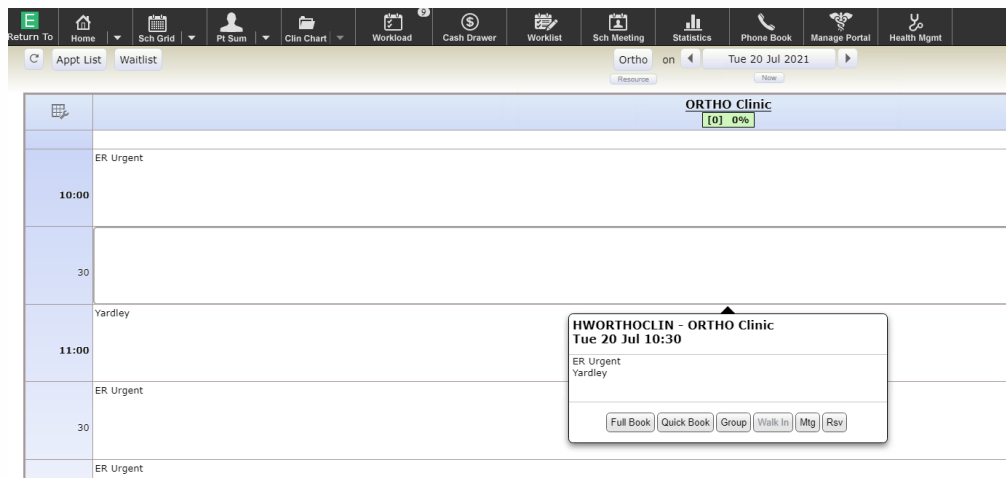
AMB Future Booked Appointment with DI Order

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)



- Find the future visit date/time and right click on that block
- Click on the Full Book button

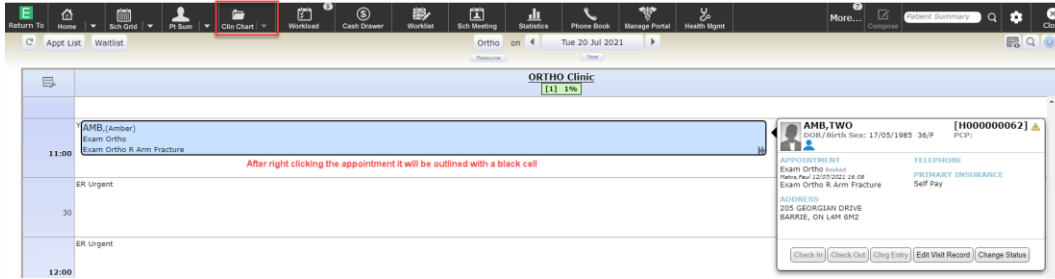


- Enter Patient Identifier HC#, DOB, last name, first name
- Perform Patient Lookup search to find the correct patient. Enter/validate as much information as possible to ensure you select the correct patient. Select appropriate patient. If patient does not exist in the system, Select New Patient.

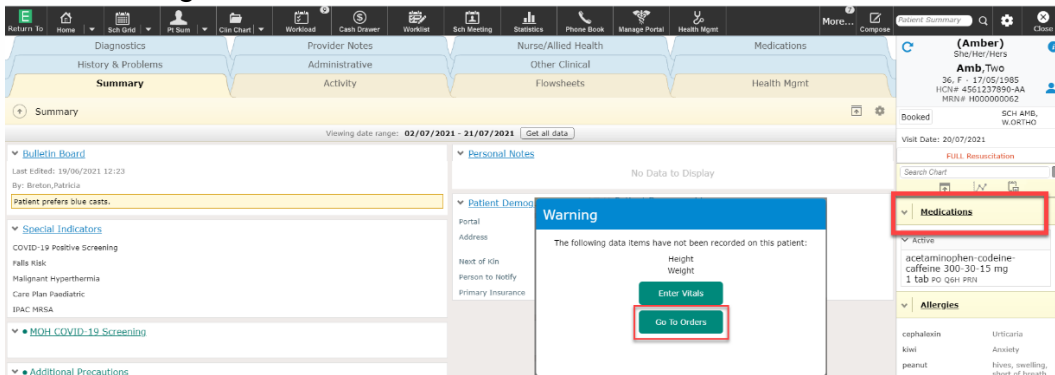
- Choose appropriate appointment
- On the Visit Reason field. Enter the appointment type plus additional pertinent information
- Insert any comments for clinical staff if applicable
- Click on Book Sch to save booking

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

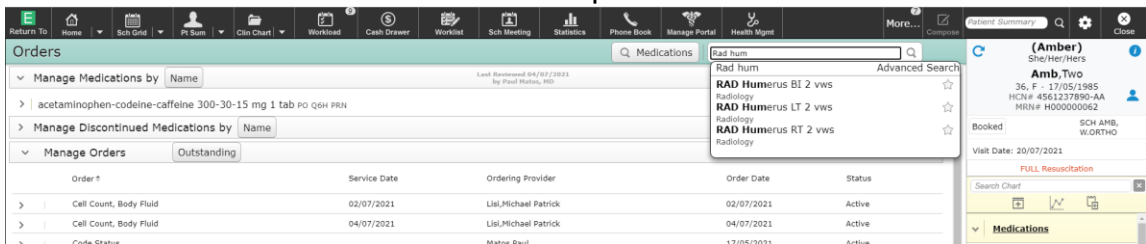
- After appointment has been booked, the Clerk right clicks on the appointment and navigates to patients Clinical Chart (Black Navigation Toolbar)



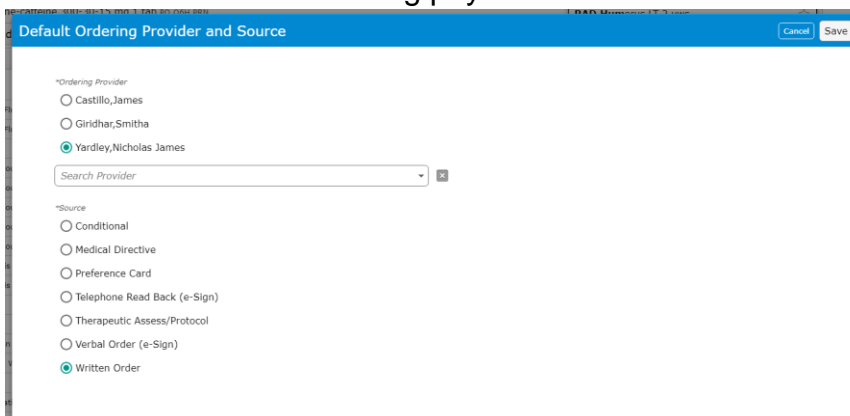
- From the Clinical Chart the Clerk clicks on the Medications widget on the reference region and selects orders to launch the orders routine.



- 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



- The Clerk enters the ordering physician and order source



- 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)

The screenshot shows a web-based interface for managing orders. At the top, there is a navigation bar with various icons and a search bar. Below this, the 'Orders' section is active, showing a list of orders. One order is selected, displaying its details in a form. The order is for 'RAD Humerus RT 2 vws', scheduled for '20/07/2021' at 'Diagnostic Imaging Headwaters' by 'Yardley, Nicholas James'. The form includes fields for 'Frequency' (set to 'Routine'), 'Location', 'Service Date', and 'Ordering Provider'. There are also checkboxes for 'Patient Pregnant?' and 'Portable?'. A note at the bottom states: '** Radiology MUST be called if STAT or PORTABLE. **'

- Clerk clicks Sign and enters their pin

The screenshot shows a 'Sign' dialog box overlaid on a blurred background of the software interface. The dialog box has a title bar with 'Sign' and 'Cancel' buttons. Below the title bar is a text input field for entering a PIN. The background shows a table of 'Outstanding Orders' with columns for Order Date, Location, Service Date, and Problem.

- 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.