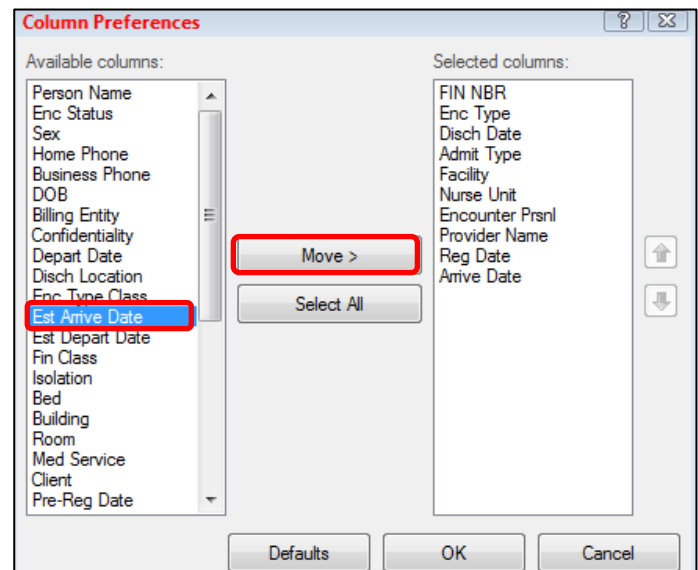
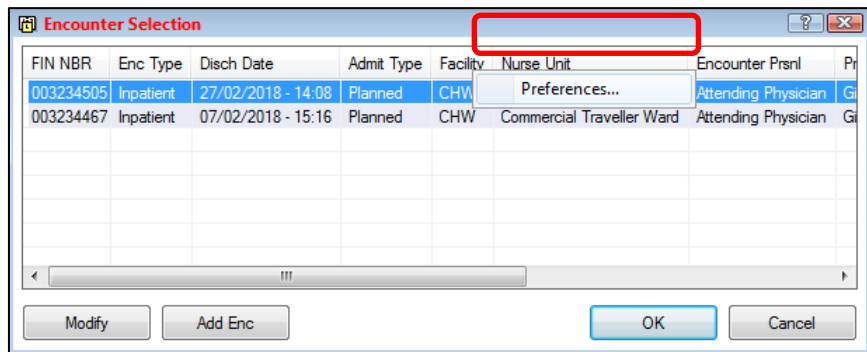


Oncology Check In Process

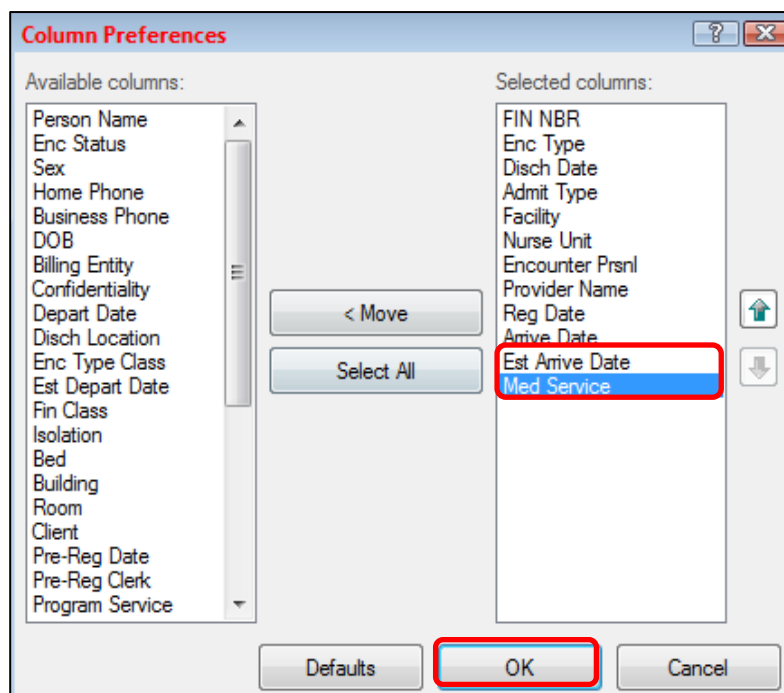
An Oncology Clinic appointment is linked to a Waitlist Encounter at Check In when the estimated arrival date and medical service are the same as the appointment.

Adding the Est. Arrive Date and Med Service columns to the Encounter Selection window

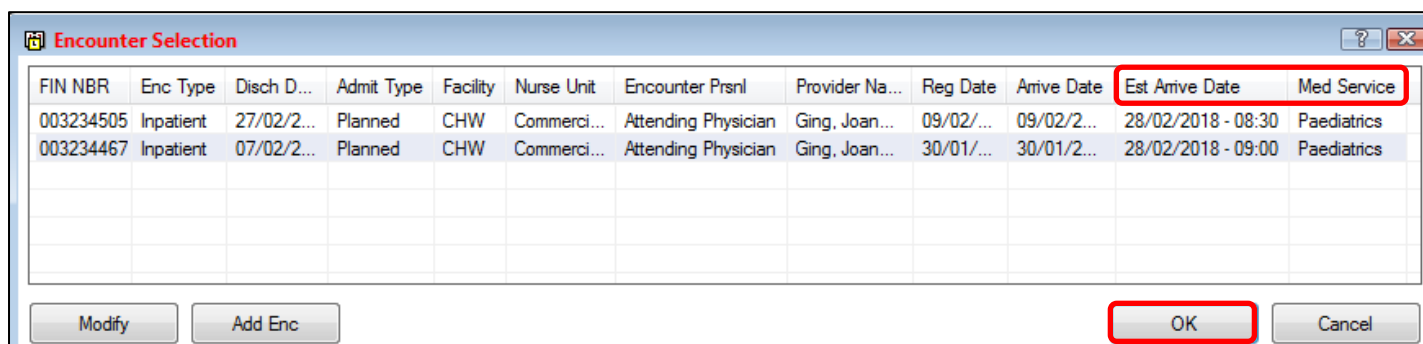
- This process can be done at any time, on any patient. The column selection will be saved to your profile.
- Follow the normal Check In process.
- When the Encounter Selection window displays, right click on the headings at the top of the encounter listing.
- Click on the **Preferences** button that displays.
- In the Column Preference window, find and select Est.Arrive Date in the left column.
- Click the **Move** button to move it to the right column.
- Repeat to select and **Move** Med Service.



- If preferred, the columns can be moved to display in a specific order by selecting the column and clicking the Up or Down arrows
- Click **OK**



- The Est. Arrive Date and Med Service will now display in the Encounter Selection window. Note that it might be necessary to scroll to the right to see the columns.
- Click **OK**.



Checking In Oncology Patients

- When a patient arrives for their appointment, follow the normal Check In process.
- When the Encounter Selection window displays, check if there is a Waitlist Encounter present.
- If there is a Waitlist encounter present, check if Est. Arrive Date is the same date as the appointment they are attending and the Med Service is Oncology.
- If so, select the Waitlist Encounter.
- Click **OK** to connect the appointment to the Waitlist Encounter.
- Continue with the rest of the Check In process.