

QUICKSTART

A series of helpful guides provided by the Information Technology Department

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.

Q	Encount	er Selectio	n		ſ		2	x		
	FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Pr		
	003234505	Inpatient	27/02/2018 - 14:08	Planned	CHW	Preferences	Attending Physician	Gi		
	003234467	Inpatient	07/02/2018 - 15:16	Planned	CHW	Commercial Traveller Ward	Attending Physician	Gi		
								_		
								_		
	4									
	Modify Add Enc OK Cancel									

Column Preferences			? 🛛
Available columns: Person Name Enc Status Sex Home Phone Business Phone DOB Billing Entity Confidentiality Depart Date Disch Location Est Amve Date Est Amve Date Isolation Bed Building Room Med Service Client Pre-Reg Date	Move > Select All	Selected columns: FIN NBR Enc Type Disch Date Admit Type Facility Nurse Unit Encounter Prsnl Provider Name Reg Date Arrive Date	4
	Defaults	ОК Са	ancel

- 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

Column Preference	s			? 🗙
Available columns: Person Name Enc Status Sex Home Phone Business Phone DOB Billing Entity Confidentiality Depart Date Disch Location	4 III	< Move	Selected columns: FIN NBR Enc Type Disch Date Admit Type Facility Nurse Unit Encounter Prsnl Provider Name Reg Date Arrive Date	
Enc Type Class Est Depart Date Fin Class Isolation Bed Building Room Client Pre-Reg Date Pre-Reg Clerk Program Service	•	Select All	Est Arrive Date Med Service	
		Defaults	ок с	ancel

- 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.

🛱 Encounter Selection										? 🛛	
FIN NBR	Enc Type	Disch D	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Na	Reg Date	Arrive Date	Est Arrive Date	Med Service
003234505	Inpatient	27/02/2	Planned	CHW	Commerci	Attending Physician	Ging, Joan	09/02/	09/02/2	28/02/2018 - 08:30	Paediatrics
003234467	Inpatient	07/02/2	Planned	CHW	Commerci	Attending Physician	Ging, Joan	30/01/	30/01/2	28/02/2018 - 09:00	Paediatrics
Modify Add Enc							ОК	Cancel			

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.