

PM Scheduling – Multi provider

The Scheduling Application, allows for booking of an appointment to multiple Clinical Resources.

Making a Multi Provider Appointment

- Select a valid Multi Provider Appointment Type
- Select a valid Multi Provider Location
- Select Patient

The screenshot shows a form with three main sections:

- *Appointment Type:** A text field containing "CF Blue 6-11yrs and Interval Check" with a search icon (three dots) to its right.
- *Appointment Location:** A dropdown menu showing "CF Clinic 1".
- *Person Name:** A text field containing "FRIDAY, Noah" with a search icon (three dots) to its right.

- Select the 1st Consultant Provider

Tip: This is a mandatory selection. The selected Doctor will be the primary resource and will be the attending doctor visible in PowerChart.

- Select 2nd Consultant Provider (if required)
- Select 3rd Consultant Provider (if required)

The screenshot shows three rows for selecting consultant providers:

- Consultant Provider 1:** A text field containing "Towns, Susan".
- Consultant Provider 2:** A checkbox (checked) followed by a text field containing "Gaskin, Kevin".
- Consultant Provider 3:** A checkbox (checked) followed by a text field containing "Van Asperen, Peter".

Red circles highlight the checkboxes for Consultant Provider 2 and Consultant Provider 3.

Tip: If Consultant Provider 2 or 3 are not required, make sure you un-tick the selection box. Just leaving the field blank will not remove them from the appointment.

- Enter the referral details for the primary provider

Tip: All providers must be billing from the referral. It is not possible to electronically bill in Scheduling for multiple referrals.

- Enter the item number for each Consultant Provider

Tip: Each Consultant Provider's item number should be entered in the corresponding item number field. Eg the item numbers for Consultant Provider 1 should be entered in CMBS Item Number – Provider 1 field.

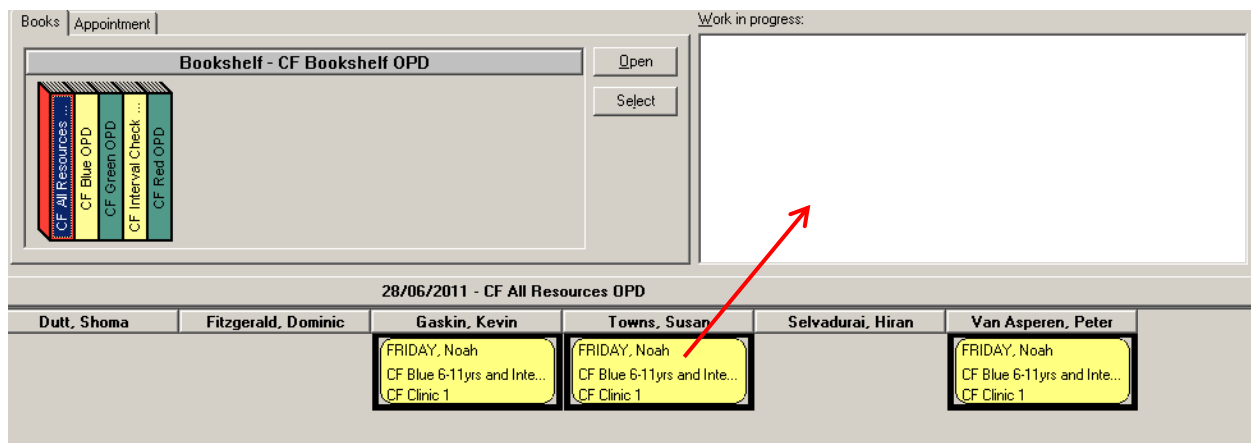
- Enter scheduling comments as required. Continue the appointment scheduling process to book and confirm the appointment.

Modifying a Multi provider Appointment

There is the ability to add, remove or modify any of the consultant billing providers.

Changing Providers prior to check in

- Drag and drop the appointment into the 'work in progress' window

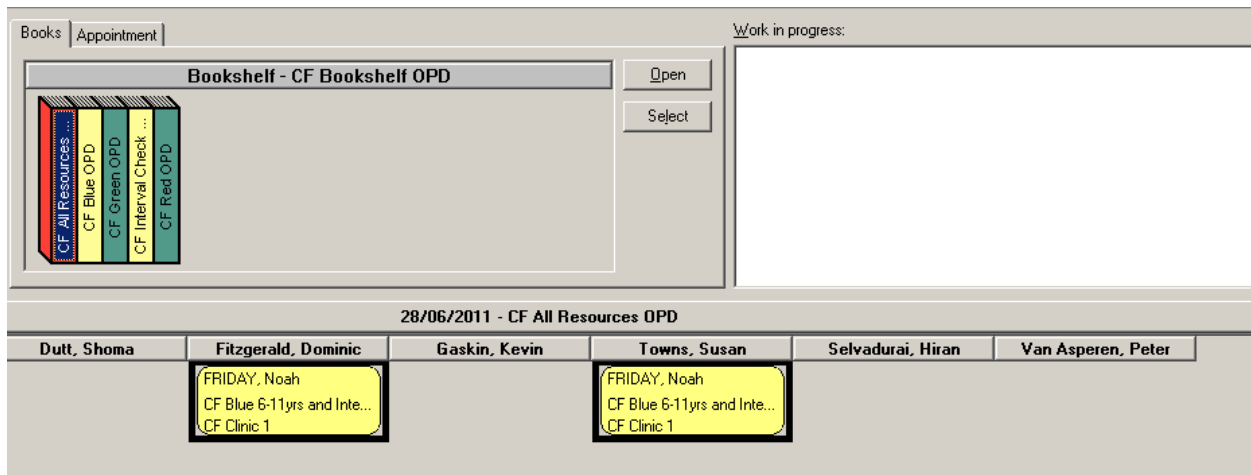


- The appointment tab will now contain the details of the appointment. Make the necessary changes to include/remove the Consultant Billing Providers required and select 'Move'.

Changed Consultant Provider 2 from Kevin Gaskin to Dominic Fitzgerald and removed Consultant Provider 3

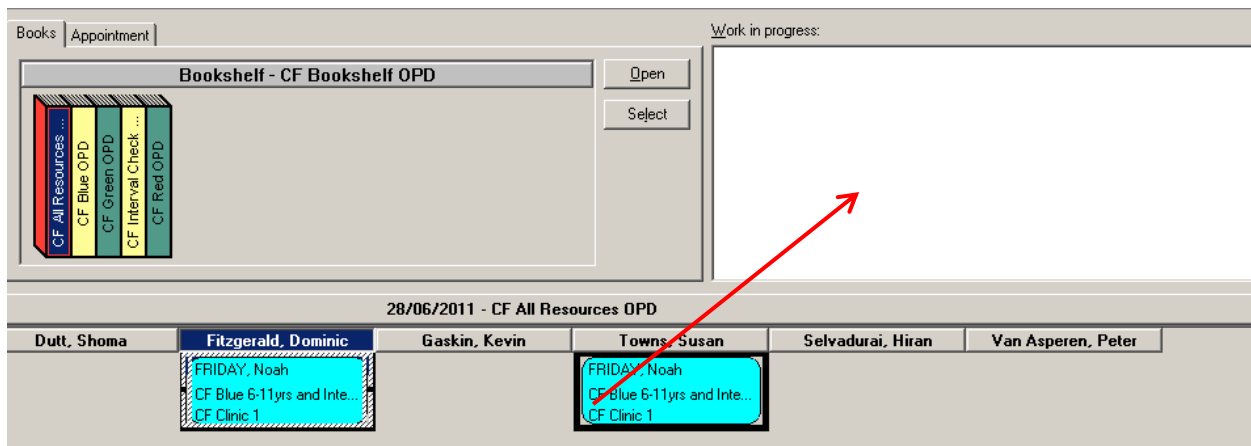


- The information in the 'Work in Progress' window will now be updated with the changes. Schedule the appointment back into its previous time and Confirm.

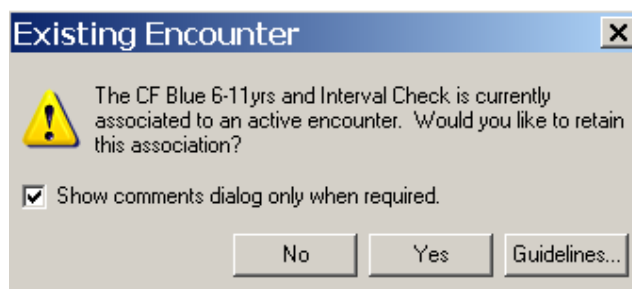


Changing Providers post check in

- Drag and drop the appointment into the 'Work in Progress' window.

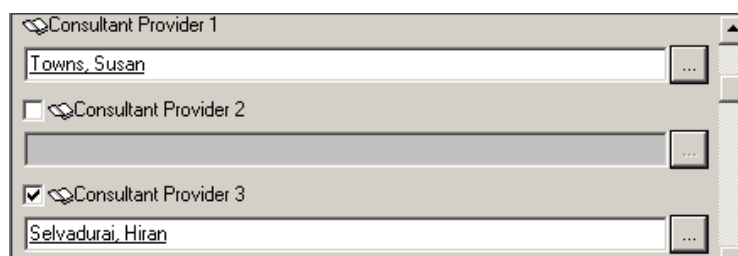


- A warning will display informing you that this appointment already had an existing encounter and asking if you wish to retain this association, select 'Yes'



- The appointment tab will now contain the details of the appointment. Make the necessary changes to include/remove the Consultant Billing Providers required and Click 'Move'

Removed Consultant Provider 2 (Kevin Gaskin) added Consultant Provider 3 (Hiran Selvadurai)



- The information in the 'Work in Progress' window will now be updated with the changes. Schedule the appointment back into its previous time slot and Confirm.
- Re-check in the appointment. Because of the retained association to the original encounter, the appointment will go from confirmed status to check in immediately and you will not be prompted to re-enter any check in information.

Tip: Any modifications made post check in will not be reflected in the encounter. The encounter must also be modified to ensure that all data is correct

Checking in conversation

All mandatory fields required at Check In, can now be found in the 'OPD Visit' tab. The attending Doctor(s) can now default in to the conversation if the appointment is scheduled to a valid resource. If the appointment is not scheduled to a valid resource then these fields will remain blank and will need to be entered in manually.

The full name of the Attending Consultant will appear.

Demographic	OPD Visit	Financial	Next of Kin	Next of Kin 2	Emergency Contact	Carer Information	Alerts	Compensable
Arrival Date 28/06/2011		Arrival Time 14:58						
Facility CHW		Building RAHC		Location CF Clinic 1				
Financial Class Bulk Bill - OPD								
Doctor Information								
Referring Doctor		Admitting Doctor Towns, Susan J		Attending Doctor Towns, Susan J		Specialty Adolescent Medical U		