

## Scheduling Appointment View in PowerChart

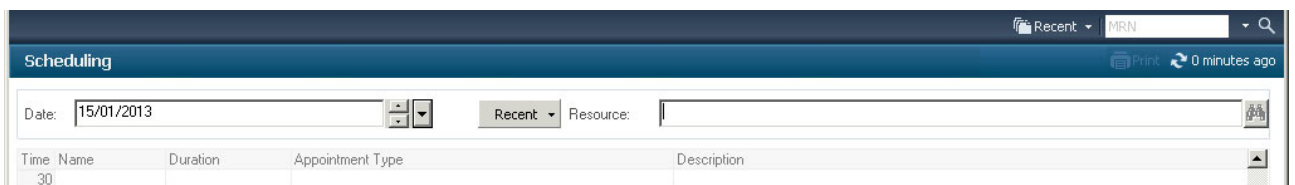
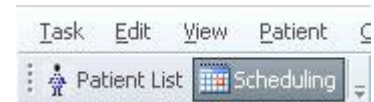
### PowerChart Scheduling Overview

Patient appointments scheduled electronically can be viewed from within PowerChart. You can view a schedule for a single resource (clinician) or for a specific patient.

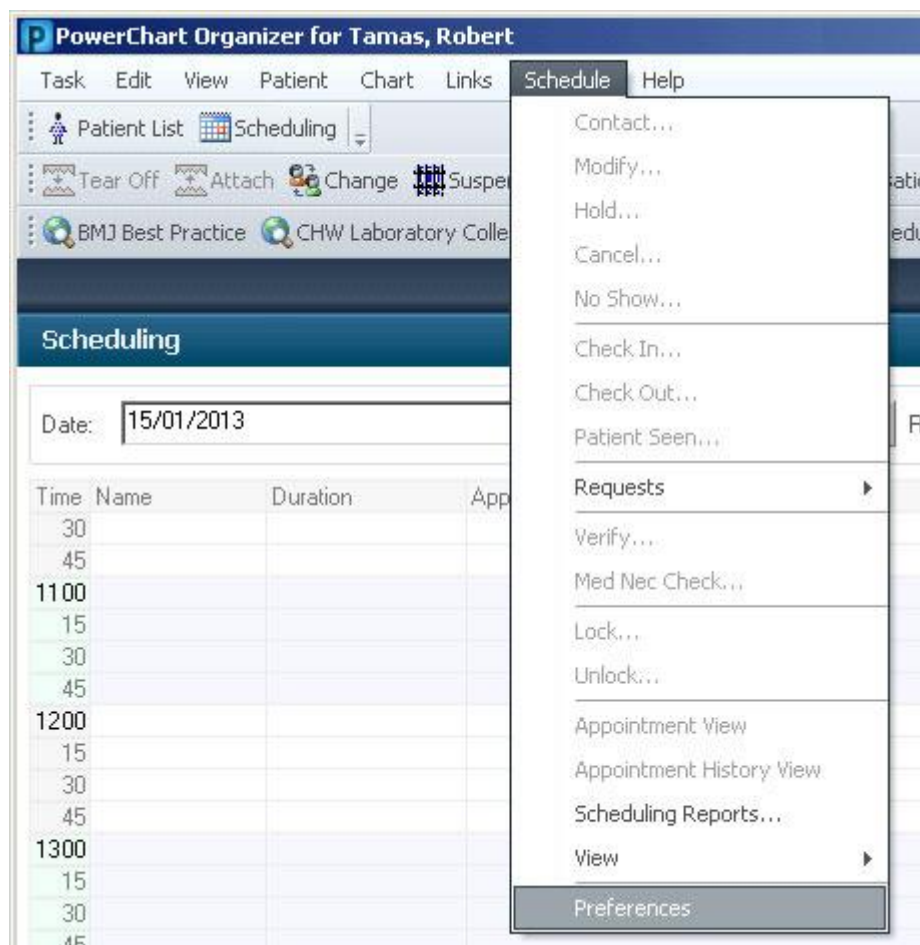
A few quick set up steps are required in order to view appointments on the Scheduling screen.

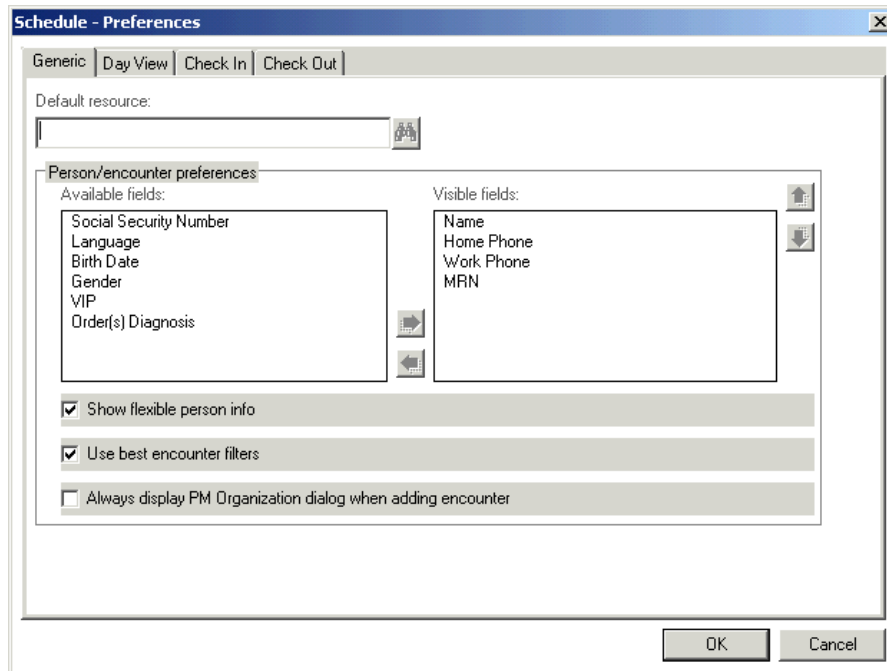
### Setting up the Scheduling Tab

- Click on the **Scheduling** icon in the top right of the PowerChart screen
- The **Scheduling** screen will then display (when you first access Scheduling, the whole screen may be grey)



- From the **Schedule** menu, select **Preferences**.





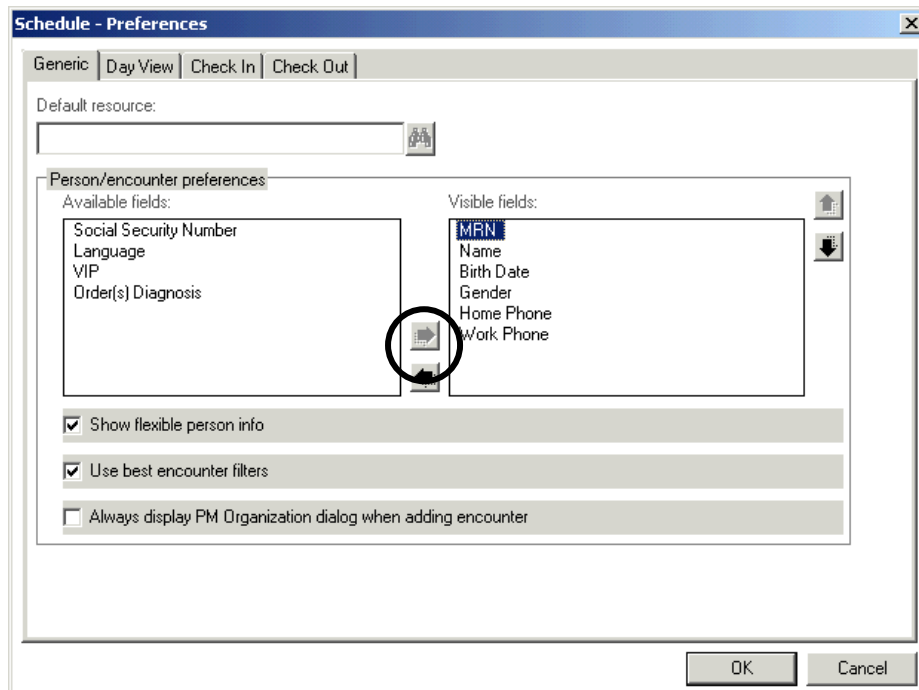
- To set up the schedule preferences, you will be changing information on the **Generic** tab and the **Day View** tab of the **Schedule – Preferences** dialogue box.

### Generic tab of the Schedule – Preferences dialogue box

- Ensure you are viewing the **Generic** tab.
- If required, you can set the schedule to always show patients under a particular clinician. This is known as a default resource. To do this, click in the **Default resource** field enter the clinician's name in the format of *surname, first initial*.

**Note:** If you need to view schedules for multiple resources then leave the default resource blank.

- The **Person/encounter preferences** are displayed back in the schedule when you hover your mouse over a scheduled patient's name.



- Add the following fields:  
**MRN, Name, Birth Date, Gender, Home Phone, Work Phone**
- Select the required field in the **Available fields** pane.

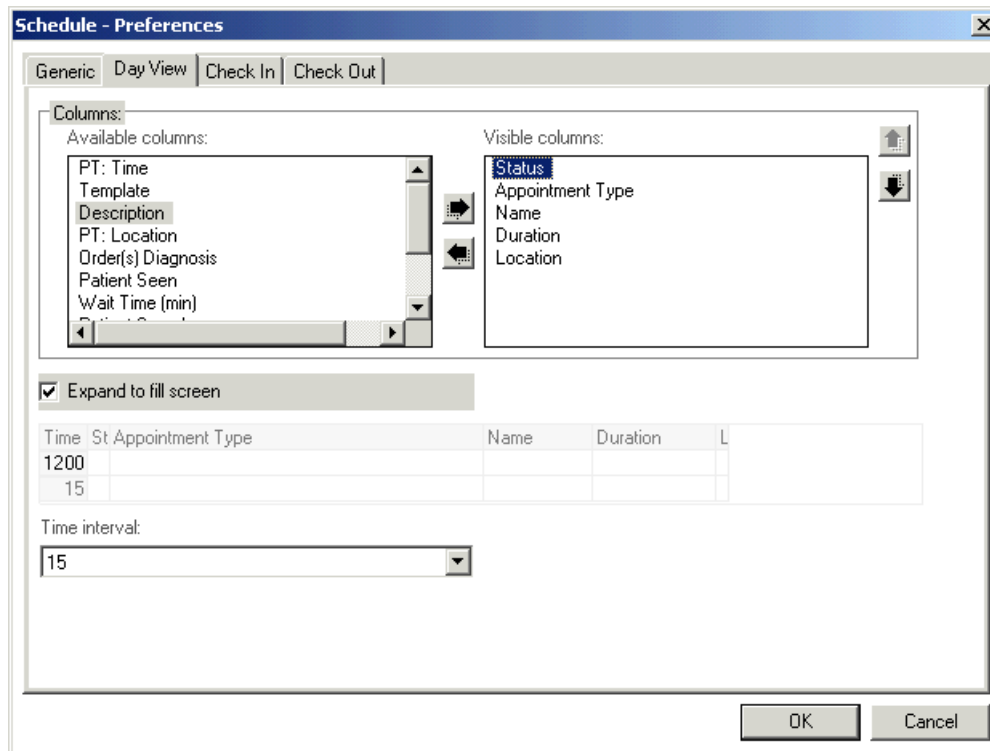
- Click on the button depicting a right-pointing arrow to move the field into the **Visible fields** pane.
- Repeat for all other required fields.

**Note:** Visible fields maybe removed by highlighting the field from the **Visible fields** pane and clicking on the left arrow.

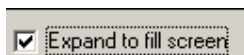
### Day View tab of the Schedule – Preferences dialogue box

- Click on the **Day View** tab.
- Select the following fields from the **Available columns** pane.

**Status, Appointment Type, Name, Duration, Location**



- Click on the right arrow to move the item into the **Visible columns** pane.
- Ensure that the **Expand to fill screen** checkbox is ticked.



- Click on **OK**.

### Viewing a clinician's daily schedule in PowerChart

- In the **Date** field, type in the required date or select using the drop-down arrow.

Date:

- In the **Resource** field, type in the surname of the clinician's schedule that you want to view, and click on the binoculars button. If there is only one matching resource, the schedule will load. If there are multiple matching resources, you will be prompted to select the resource:

Resource:

**Scheduling** Print 0 minutes ago

Date: 08/01/2013 Recent Resource: Bennett, David

Time	Stat.	Appointment Type	Name	Duration	Loc
1100	Conf	Adolescent Complex New	KELLEHER, V:	01:00	Ac
1115					
1130					
1145					
1200					
1215					
1230					
1245					
1300					
1315					
1330					
1345					
1400					
1415					
1430					
1445					
1500	No S	Adolescent Complex F/U	SOBHI, Eve S:	01:00	Ac
1515					
1530					
1545					
1600	Ch	Adolescent Complex F/U	MCLAUGHLI	01:00	Ac
1615					
1630					
1645					
1700					
1715					
1730					
1745					
1800					
1815					

SCHNPROD ROBERTT2 15 January 2013 11:30

**Note:** If you have selected a default resource, this will be displayed automatically. To change, just delete and enter new resource name.

**Note:** By hovering the cursor over the top of a patient's name the information set up in the **Generic** tab of the preferences is displayed.

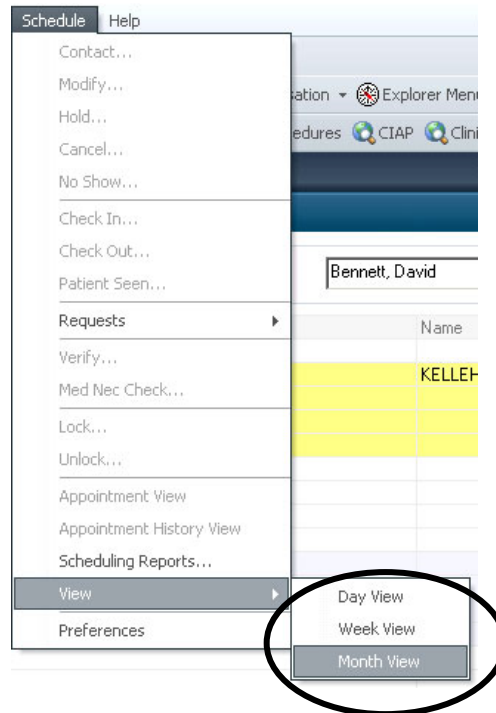
1000	<b>MONSTER, Cookie</b>	Endocrine New	Checked In	01:00	Endocrine Clin2
1100	VIP: No Visitors: Name: MONSTER, Cookie; Home phone: N/A; Work phone: N/A; MRN: 1014023	Endocrine New	Confirmed	01:00	Endocrine Clin2
1200	KIDMAN, Nicole	Endocrine New	Confirmed	01:00	Endocrine Clin2

**Note:** Double clicking a patient opens the patient chart

## Viewing a clinician's weekly or monthly schedule in PowerChart

The current view can be changed from a day view to either a Week View or Month View.

- From the **Schedule** menu, select either **Week View** or **Month View**.



## Viewing a specific patient's schedule in PowerChart

PowerChart also provides the ability to display past and future appointments for an individual patient.

- Open the patient's chart. From the Scheduling screen you can do this by double-clicking on the patient's name.
- Select the **Appointments** item from the Menu.

**Summary**

Cancellations by Patient: 1      Reschedules by Patient: none      No Shows: 26  
 Other Cancellations: 150      Other Reschedules: 133

**Future Appointments**

Begin Date/Time	Duration	State	Appointment Type	Appointment Reason	Primary Resource	Location

**Past Appointments**

Begin Date/Time	Duration	State	Appointment Type	Appointment Reason	Primary Resource	Location
28/11/2012 - 11:40	30	Canceled	SSR Bladder F/U		Caldwell, Patricia	SSR Renal
27/09/2012 - 09:00	30	Canceled	Pre Admission New		Pre Admission Nurse	Preadmit Clin 1
20/09/2012 - 10:30	30	Canceled	Pre Admission New		Pre Admission Nurse	Preadmit Clin 1
05/08/2012 - 10:30	10	Canceled	Neurophysiology Daytime Video EEG		Neurophysiology Room 1	Department of Neurology
05/08/2012 - 08:00	60	Canceled	Neurophysiology Video Telemetry		Video Telemetry Machine	Department of Neurology

- Information regarding future and past appointments will be displayed:

- BEG DATE:** Appointment date and time.
- DURATION:** Length of Appointment
- STATE:** Current state of Appointment. i.e. Confirmed.
- APPT TYPE:** Appointment Type
- RESOURCE:** Name of Clinician
- LOCATION:** Clinic location