

Ambulatory practices who now utilize Cerner PowerChart for their EHR will be able to select the order at the time of scheduling an imaging appointment. This will allow for accuracy when entering the details.

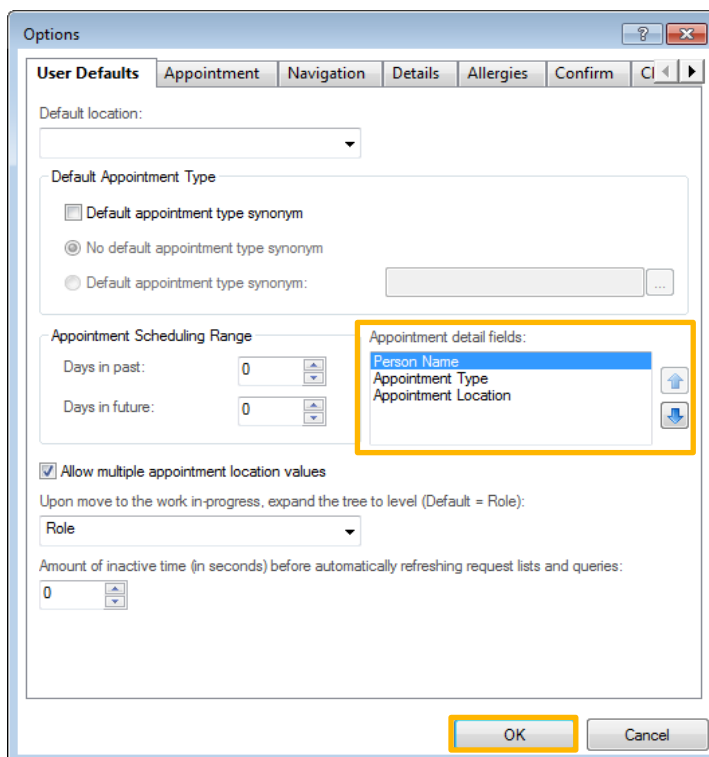
### Update Scheduling Book Options

**STEP 1:** Click View.

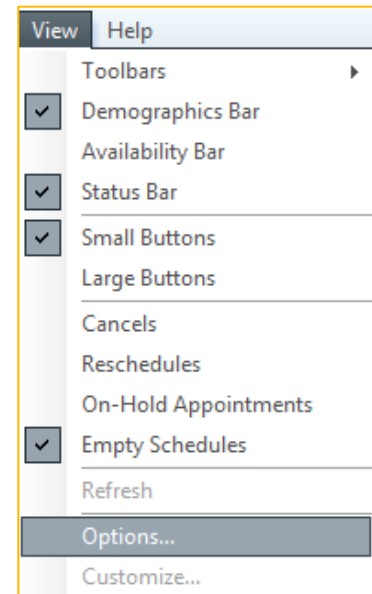
- Options

**STEP 2:** Click User Defaults tab.

- Set the Appointment Detail Fields to the following order:
  - Person Name
  - Appointment Type
  - Appointment Location



The screenshot shows the 'Options' dialog box with the 'User Defaults' tab selected. The 'Appointment detail fields' list is highlighted with a yellow box and contains the following items in order: Person Name, Appointment Type, and Appointment Location. The 'OK' button at the bottom is also highlighted with a yellow box.



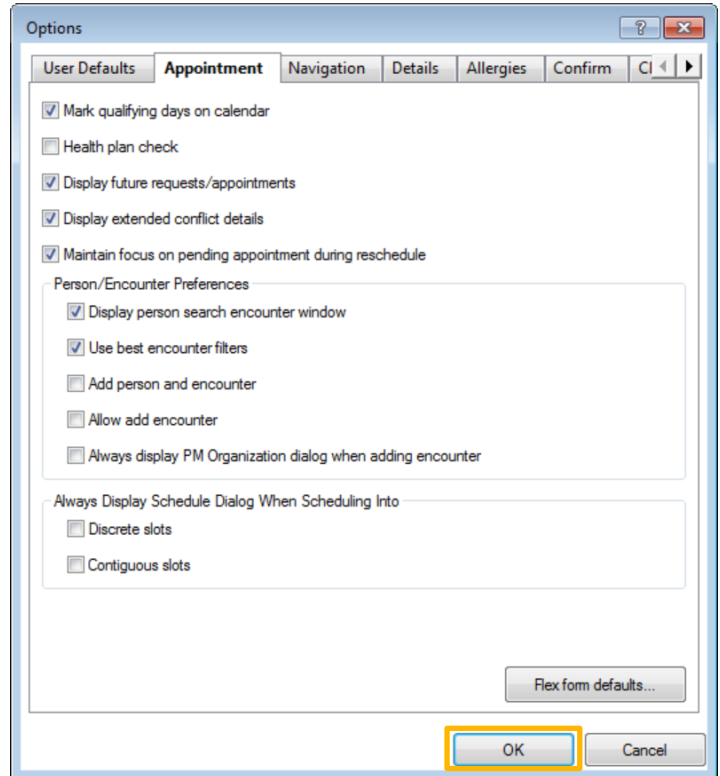
The screenshot shows the 'View' menu with the following items: Toolbars, Demographics Bar (checked), Availability Bar, Status Bar (checked), Small Buttons (checked), Large Buttons, Cancels, Reschedules, On-Hold Appointments, Empty Schedules (checked), Refresh, Options... (highlighted), and Customize...

**STEP 3:** Click **Appointment** tab and check the following options:

- Mark qualifying days on calendar.
- Display future requests/appointments.
- Display extended conflict details.
- Maintain focus on pending appointment during reschedule.
- Display per search encounter window.
- Use best encounter filters.

**STEP 4:** Click OK.

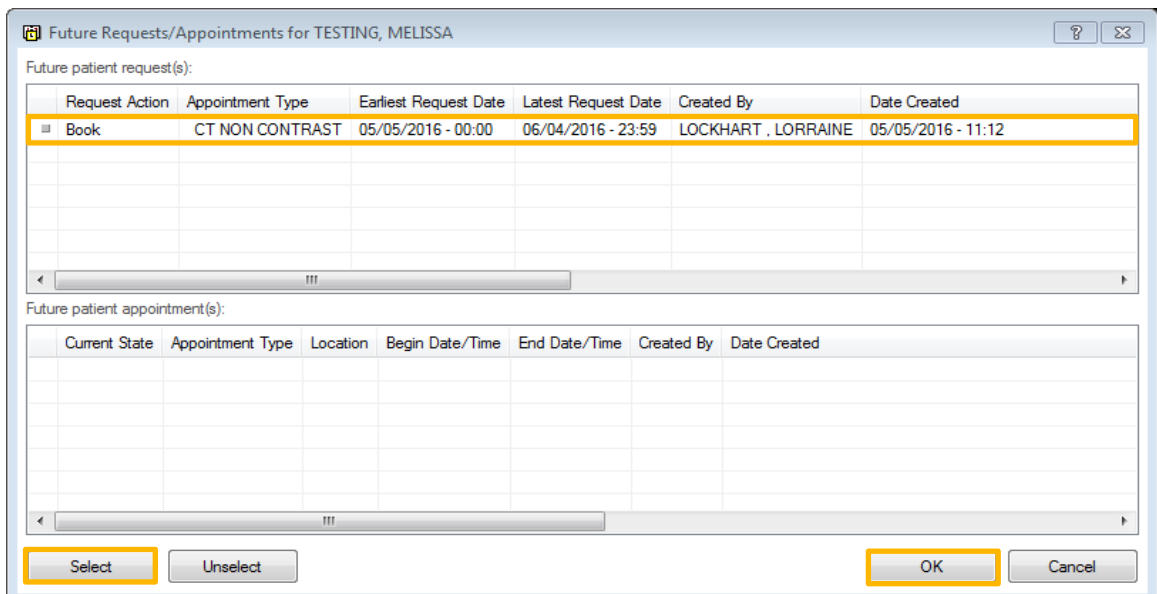
**STEP 5:** Click File and exit to save your new preferences.



## From the Scheduling Appointment Book

**STEP 1:** From the **Appointment** tab

- Search for and select the Patient to be scheduled.
- If the order has already been placed for the patient, the Future Requests/Appointments window will appear.



**STEP 2:** If necessary, double-click the order to verify it is the correct order and/or to see details.

**STEP 3:** Highlight the Order and click **Select** (multiple orders can be selected if appropriate).

**STEP 4:** Click **OK**.

- The Appointment Attributes Window will pop-up.
- The Details tab will be automatically populated with details from the electronic order.
- The Orders tab will display the details from the electronic order.

**NOTE:** The details can be found on the Orders tab once the designated staff completes the task.

**NOTE:** Once the doctor places the order, it is ready for scheduling; however, the front-end staff/designated staff still need to complete their part.

## The Appointment Attributes

The screenshot shows the 'Appointment Attributes' window with the 'Details' tab selected. The window title is 'Appointment Attributes'. On the left, there is a list of orders: 'TESTING, MELISSA' and 'CT NON CONTRAST'. The 'Details' tab is highlighted in orange. The main area contains several fields:

- \*Scheduling Ordering Physician:** TEST MD, PROVIDER
- Callers Name and Phone Number:** (empty field)
- \*Signs/Symptoms/Duration/Location:** dizziness x2 wks
- Diagnosis:** (empty field)
- \*Question to be Answered:** (empty field)
- CPT 4 Code:** (empty field)
- Is patient coming from other facility?:** (dropdown menu)
- Where is patient coming from?:** (empty field)
- \*Does the pt have prior pertinent films?:** (dropdown menu)
- What facility are films from?:** (empty field)

At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted in orange.

**STEP 5:** Copy and paste from the Order tab to the Details tab, whenever possible for accuracy.

**STEP 6:** Complete the remaining questions as appropriate.

**STEP 7:** Additional details can be added to Orders Tab as appropriate, such as:

- CPT 4 Code
- Days Authorized
- Authorization #

**STEP 8:** Schedule the appointment to the appropriate resource, following current workflow.

**STEP 9:** Click **Confirm**.

**STEP 10:** Click **Add Enc**.

- Fill out as appropriate.

**STEP 11:** Click **OK**.