

From the Office of Clinical Informatics Treatment Calendar Requesting Future Cycle Appointments

January 24, 2024

The Treatment Calendar can be used by providers to send scheduling appointment requests for future cycles of treatment in advance to the scheduling request queues.

Treatment Calendar Overview

For more information on the overview of the Treatment Calendar, please refer to the <u>Using the Treatment</u> <u>Calendar</u> flyer.

Requesting Future Cycle Appointments Using the Treatment Calendar

- **<u>STEP 1</u>**: Within the patient's chart, navigate to the **Oncology** tab in the Menu.
- **<u>STEP 2</u>**: Select the **Treatment Calendar** tab.
- **<u>STEP 3</u>**: Locate the appropriate regimen listed in the **Calendar Items** section.
- **<u>STEP 4</u>**: Select the first day within the **Scheduling** section of the appropriate cycle.
 - The date will appear in *italics* with an asterisk (*) (e.g., *01/23/2024).
- **<u>STEP 5</u>**: The **Add to Patient Treatment Calendar** dialog displays.

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Oncology Flov	vsheet	Treatment Calendar	Febrile Neutropenia

Calendar Items								
⊿ 🐱 Cycle 2 - ONCP CISplatin (D1) + etoposide (D1-3), 21D								
⊿ Scheduling								
ONC OFFICE VISIT MD 30 MIN/NP 40 MIN - Days 1	*01/23/2024							
ONC LAB/INTAKE/VITAL - Days 1	*01/23/2024							
IV INFUSION 6.5 HR - Days 1	₹01/23/2024							
IV INFUSION 90 MIN - Days 2	*01/24/2024							
IV INFUSION 90 MIN - Days 3	*01/25/2024							

- The date is pre-selected based off the date listed for the appointment request.
 - If a different date is desired, click the new date.
 - If no date changes are needed, leave the pre-selected date as is and proceed.

order: O	NC OFFI	CE VISI	T MD 30	MIN/NP	40 MIN	- Days 1			Time:	8:00 AM		O									
To sched	dule, dick	to select	and desei	lect date(s	5):														44	4 > >>	
JANUARY 2024								FEBRUARY 2024							MARCH 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	1	2	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23 🧹	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31	1	2	3	25	26	27	28	29	1	2	24	25	26	27	28	29	30	
4	5	6	7	8	9	10	3	4	5	6	7	8	9	31	1	2	3	4	5	6	

• At the bottom of the window, there are two options to choose from to send the requests to the scheduling queue.

- Send Scheduling Requests for Current Cycle Select this option to send the scheduling requests the current cycle only.
- Send Scheduling Requests for Current Cycle and Adjust all Future Cycle(s) Select this option to send the scheduling appointment requests for the current cycle <u>AND</u> update all the future cycle(s) dates.
- **<u>STEP 6</u>**: Select the applicable option, then click **Sign**.
- **NOTE:** This will only send the requests for the cycle that was selected, <u>not</u> for the remaining cycles. Follow the steps outlined above to send requests for additional cycles.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.