
This Quick Reference Guide (QRG) provides a review of the Oncology Tracking Board.

Use the Oncology Tracking Board

The Oncology Tracking Board is a primary resource used daily in the infusion clinic for managing your patients.

Check In

➤ **From the Oncology Tracking Board:**

STEP 1: Click the 🟢 Provider Checkin icon.

STEP 2: In the Provider Checkin window, click the Provider Role drop-down arrow to select your position.

NOTE: The Default Relation field populates based on your role.

STEP 3: To assign a color to a provider, select the Associated Provider Color check box.

STEP 4: Click the color you want to select in the Color window.

STEP 5: Click OK.

STEP 6: To save all selections in the Provider Checkin window, click OK.

NOTE: Notice that once you are checked in, the 🟢 Provider Checkin icon changes to a 🟡 Provider Check-Out icon, which you will use to check yourself out as an available provider.

Assign a Provider

➤ **From the Oncology Tracking Board:**

STEP 1: Double-click the **Nurse** field/cell in your patient's row.

STEP 2: In the Assign/Unassign Providers window, click the drop-down arrow for the selected role.

STEP 3: Select your name from the drop-down list.

STEP 4: Click **OK**.

NOTE: On the Tracking Board, your initials will display in the color you selected.

Update Patient Location

➤ **From the Oncology Tracking Board:**

STEP 1: To move a patient from the Waiting Room to an available chair for treatment, double-click the corresponding cell in the Location column.

STEP 2: In the Select a Location window, click an available chair to select it.


NOTE: Chairs displaying (1) indicate the chair is already occupied. Chairs displaying (0) are available.

STEP 3: Then, click **OK**.

Manage Patient Events

➤ **From the Oncology Tracking Board:**








STEP 1: Click the row for the appropriate patient.

STEP 2: Click the  **Modify Event** icon to communicate that a patient is ready for treatment.

STEP 3: Hover over **Request Event** in the drop-down menu; then click **Patient Ready for Tx** in the list.



STEP 4: Hover over any of the  icons in the To Do column to understand the status updates. You can also refer to the onscreen key:

	Patient Ready for Tx: Nursing will use this event to communicate to pharmacy the patient is ready for treatment.
	Pharm Working on Ord: Pharmacy will use this event to communicate to nursing they are working on the orders
	Provider Eval Needed: If the provider needs to see the patient, the Provider Eval Needed event would be used.
	Pre Meds Ready: Pharmacy will use this event to communicate to nursing the patient's pre-medications are ready.
	Chemo Ready: Pharmacy will use this event to communicate to nursing the patient's chemo is ready.
	Problem with Order: This event will be used to communicate there is a problem with the order needing further review and clarification with the provider.
	Charges: When the patient is checked in, the system will automatically fire the Charges icon to the tracking board. This will automatically be completed once nursing completes the Infusion Clinic Charges PowerForm.

NOTE: You can add another event by repeating steps 1 – 3 as needed.

STEP 5: Right-click any icon in the To Do column to open the Events window.

STEP 6: Review the additional event details in the Events window; then, click **Close**.

NOTE: The Events window contains check box filters to display events in different statuses. This window also contains a table showing each event's start time, type, status, and the user who initiated the event. You can also select the Complete check box to view events that are already in a Completed status.


NOTE: The  Charges icon automatically populates when the patient is checked in on the Tracking Board.

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NOTE: The  Charges icon auto-completes when nursing completes the Infusion Clinic Charges PowerForm.

Check Out a Patient

➤ **From the Oncology Tracking Board:**

STEP 1: Double-click the chair in the Location column for the appropriate patient.

STEP 2: In the Select a Location window, document that the patient is checking out by selecting your location's checkout acronym.

STEP 3: Click **OK**.

STEP 4: Click **Yes** to confirm the checkout process.

STEP 5: Click the Checkout tab to verify that the patient displays as checked out.