
This Quick Reference Guide (QRG) reviews how to use the treatment calendar.

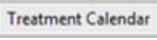
Use the Treatment Calendar

The Treatment Calendar is a personalized summary of a patient's oncology care plan. It includes documentation of patient appointments, chemotherapy regimen, prescriptions, and notes from members of their care team. Providers can also use it to push out appointments in advance and schedule future chemotherapy cycles.

Use the Treatment Calendar

➤ **From the Oncology Provider View screen:**

STEP 1: Click the **TOC Menu** arrow; then click **Oncology**.

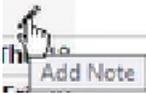
STEP 2: Click the  tab.

STEP 3: Adjust the weeks displayed by clicking the single  **Navigation arrow** on the left. The calendar is moved back one week.

STEP 4: Click the single  **Navigation arrow** on the right. The calendar is moved forward one week.

STEP 5: Click the double  **Navigation arrow** on the right to move five weeks ahead.

STEP 6: Click the double  **Navigation arrow** on the left to go back five weeks.

STEP 7: Add a note by hovering over the appropriate day; then click the  **Add Note** icon (which is represented by a pencil). The Add Note(s) to Patient Treatment Calendar dialog window displays.

STEP 8: Click the **Add Note** field; then enter the note.

STEP 9: Click .

STEP 10: Click the  **Note** icon for a particular day to see the note; you can add or remove the information contained in the note.

STEP 11: Remove a note altogether by clicking  for the selected date(s).