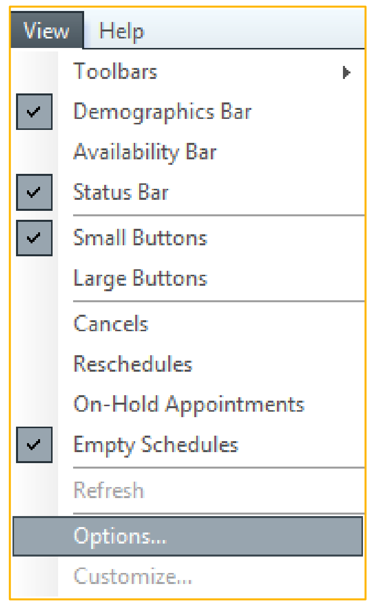
Cerner Scheduling
Imaging Appointments with Electronic Orders

October 12, 2018

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

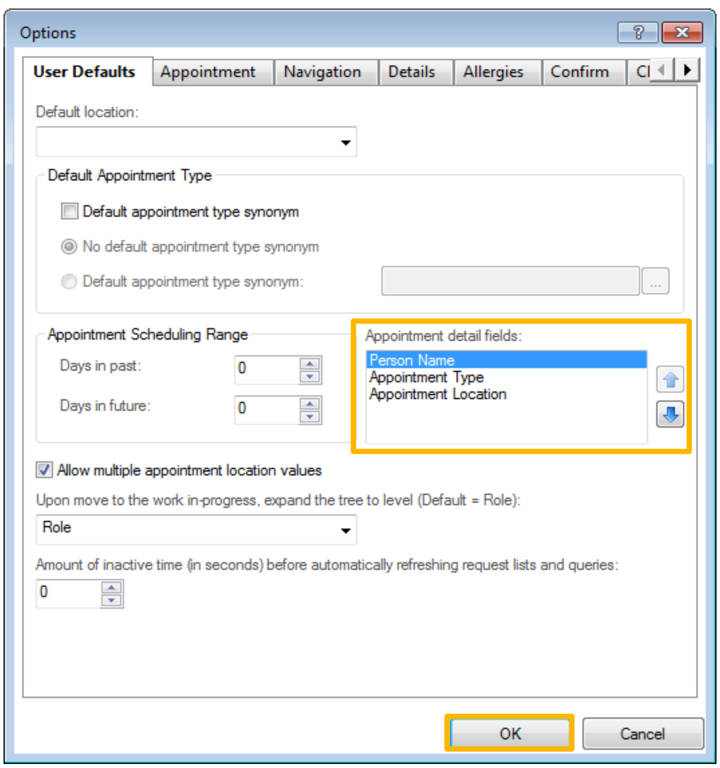


STEP 1: Click **View.**

- Options

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

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

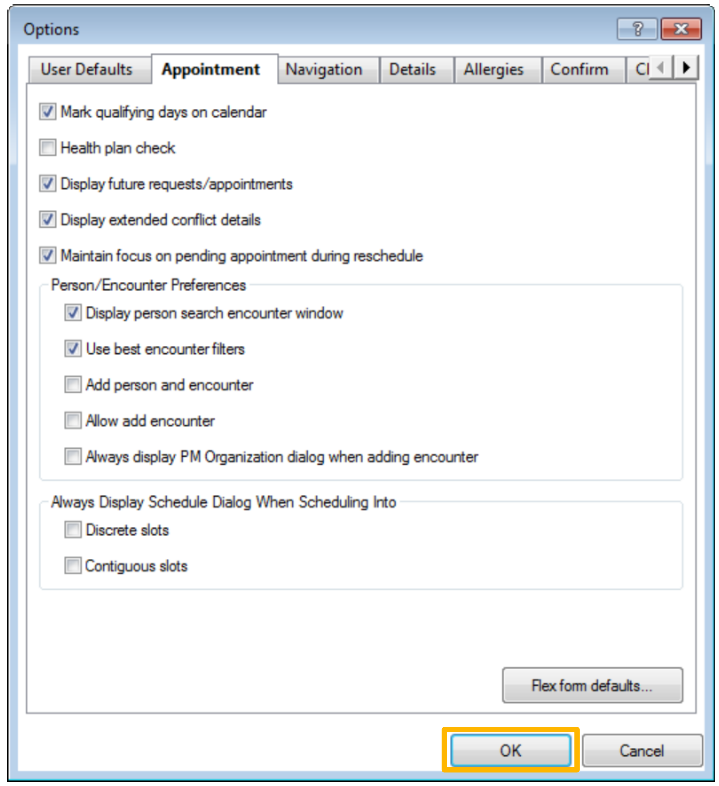


<u>STEP 3</u>: Click **Appointment** tab and check the following options:

- 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.

<u>STEP 4</u>: Click **OK**.

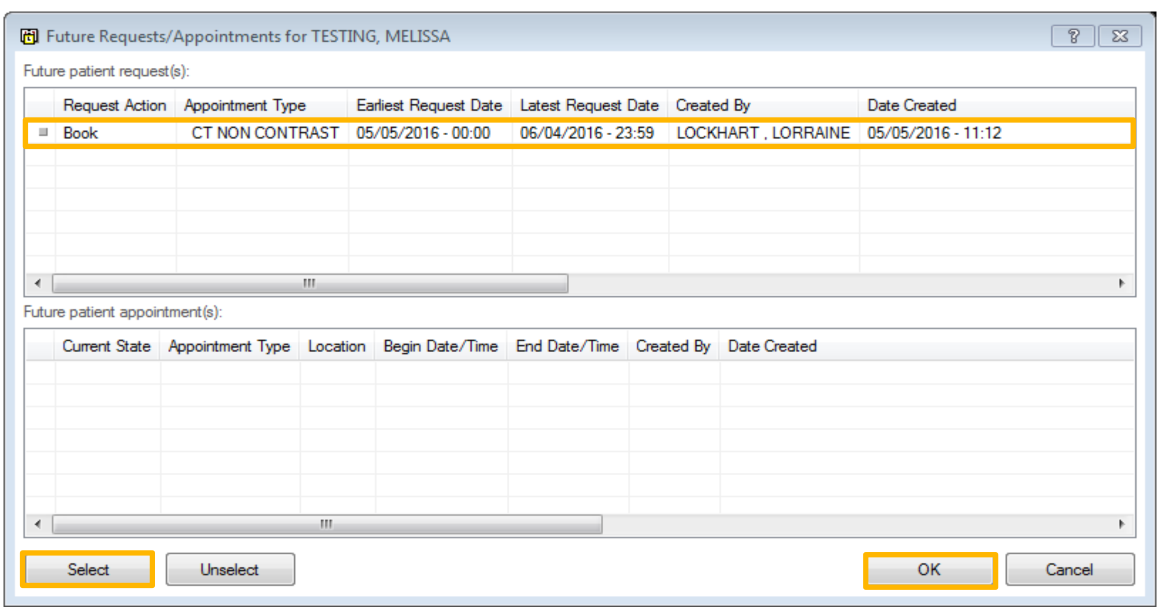
<u>STEP 5</u>: Click **File** and exit to save your new preferences.



<u>From the Scheduling Appointment Book</u>

<u>STEP 1</u>: 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).

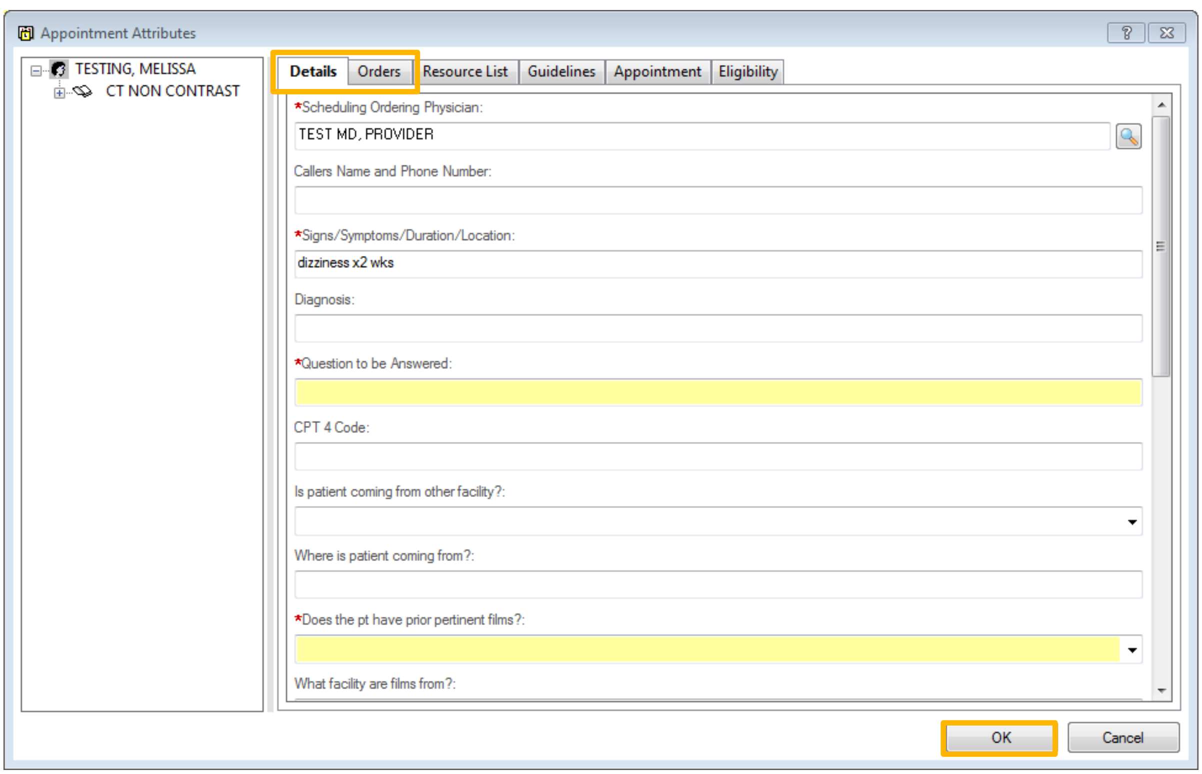
STEP 4: Click **OK.**

- 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



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**.