

To reschedule a cycle for a patient who has been scheduled and NOT checked in for their appointment(s), follow the steps outlined below.

## Rescheduling a Day of Treatment

To reschedule a day of treatment for a patient who has been scheduled and not checked-in for their appointment(s), and day of treatment orders have **not** been activated yet, complete the following steps:

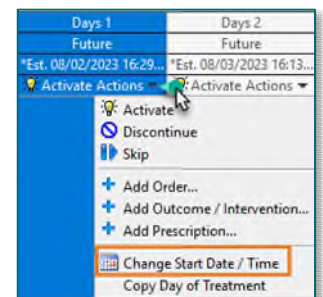
**STEP 1:** Navigate to **Orders** tab in the menu and go to the applicable cycle of the regimen.

**STEP 2:** Click **Labs phase**.

**NOTE:** It is important to perform these steps from the **Labs Phase** OR the the phase with the earliest scheduled appointment. This avoids the potential for requests not being sent to the request queue.

The majority of the first scheduled appointments are the lab visit appointments in the sequence of the patient being seen.

**STEP 3:** In the Day of Treatment column needing to be rescheduled, click the **Activate Actions** dropdown and select **Change Start Date/Time**.



**STEP 4:** Enter the new estimated Start Date/Time you want to reschedule the day of treatment to.

**STEP 5:** Place a check in the box for **Request a new appointment time**.

**STEP 6:** Click **Adjust All** to adjust the selected treatment periods and phase(s).

- This allows the ability to reschedule the linked phases (Chemotherapy, Labs, and Clinical Scheduling and Tasks) at the same time.

**NOTE:** If rescheduling only a single Day of Treatment and the dates of the remaining days do not need to be adjusted, do NOT click the **Adjust All** button.

**STEP 7:** Document **Reschedule Reason**. Select an appropriate reason from the list.

**STEP 8:** You have the option to enter a comment in the **Comment** field, as applicable.

**STEP 9:** Click **Orders for Signature**.

**STEP 10:** Click **Sign**, then click **Refresh**.

