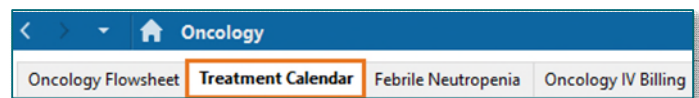


The Oncology Treatment Calendar is a personalized summary of a patient's treatment including appointments, chemotherapy, and notes from the care team. Staff can create printed calendars to be given to the patient. The Treatment Calendar can also be used by providers to push out appointments in advance to schedule future chemotherapy cycle.

Treatment Calendar Overview

➤ Accessing the Treatment Calendar

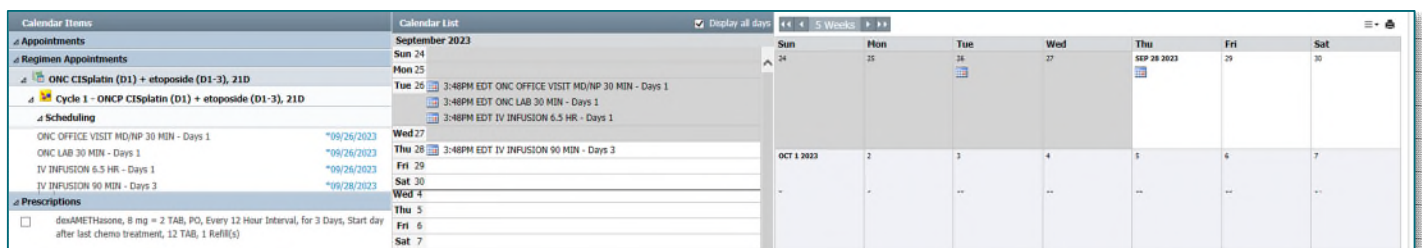
- To access the **Treatment Calendar**, go to the **Oncology** tab in the Menu.
- Select the **Treatment Calendar** tab.



➤ Treatment Calendar Layout

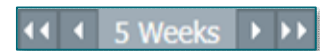
- The Oncology Treatment Calendar is split into three sections.
 - **Calendar Items:** A list of all estimated and confirmed appointments display here. In addition, a list of patient's prescribed medications is viewable here.
 - **Calendar List:** A calendar list of upcoming events for a patient, including regimen appointments, medications, and notes are displayed in this list.
 - **Calendar View:** A visual representation of the patient's calendar based on the patient's upcoming treatments such as appointments, prescriptions, notes, and other valuable information.

NOTE: For any given day, the Calendar View always displays a single icon for an event, regardless of if there are multiple events for that day.



➤ Navigation Buttons

- Used to adjust the weeks displayed.
 - Select the left arrow or right arrow button to move ahead or behind one week.
 - Select the left double arrows or right double arrows button to move ahead or behind five weeks.



Calendar Items – Scheduling Orders

Scheduling orders using the orders to scheduling functionality display in either the **Regimen Appointment** or **Appointments** sections.

- **Regimen Appointments:** Scheduling appointments for provider, treatment, and lab visits placed in a regimen will display in this section.
- **Appointments:** Appointments where the scheduling order was placed outside of the regimen will display in the section.

NOTE: All other appointments which use Orders to Scheduling (e.g., imaging orders) will also display in the Appointments section.

➤ Scheduling Appointment Statuses

Dates listed in the **Calendar Items** list will display differently depending on the status of the appointment.

- **Scheduled appointments** will appear in regular font (e.g., **04/03/2023**).
- Requested appointments but have not been scheduled yet will appear in regular font with an asterisk (*) (e.g., ***04/03/2023**).
- **Pending requests** (orders not yet ordered/requested by the provider) appear in *italics* with an asterisk (*) (e.g., **04/03/2023*).

ONC OFFICE VISIT MD/NP 30 MIN 04/03/2023


ONC OFFICE VISIT MD/NP 30 MIN *04/03/2023

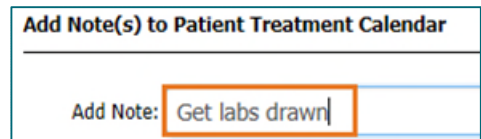
ONC OFFICE VISIT MD/NP 30 MIN **04/24/2023*

Using the Treatment Calendar

➤ Adding a Note

To add a note, complete the following steps.

STEP 1: Position the cursor on the day you want from the **Calendar List** or **Calendar View** and click **Add Note**. 





STEP 2: The **Add Note(s) to Patient Treatment Calendar** dialog displays.

STEP 3: Type your free-text note in the **Add Note** field.

- To add the note to additional days, click the applicable days from the calendar days displayed.
 - A white checkmark with a green background will show on the days you have selected.

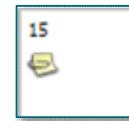
JANUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 ✓	16	17	18	19 ✓	20
21	22	23	24 ✓	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

- If a date is not displayed, click **Move Forward One Month**  or **Move Forward Three Months**  to view more date options to select.

STEP 4: When complete, click **Save**.

- The free-text note will show in the **Calendar List** on the selected date(s).
- The notebook icon will appear on the **Calendar View** of selected of the selected date(s).

Mon 15  Get labs drawn



➤ **Modifying an Existing Note**

Complete the following steps to modify an existing note.

STEP 1: Click the **Note** icon  from the **Calendar List**.

- The **Add Note(s) to Patient Treatment Calendar** dialog displays.

STEP 2: Update the content of the note.

STEP 3: If applicable, select or deselect any days from the calendar.

STEP 4: Click **Save**.

➤ **Deleting a Note**

Complete the following steps to delete a note.

STEP 1: Click **Note**  from the **Calendar List**.

- The **Add Note(s) to Patient Treatment Calendar** dialog displays.

STEP 2: Click **Delete Notes**. All instances of the note are removed from the calendar.

Printing the Treatment Calendar

➤ **Overview of the Treatment Calendar Print Preview**

- The Treatment Calendar printout consists of two pages.
 - **Page 1** displays the patient information, contact and operating hours of the selected location. Icons will display for appointments, medications, and notes on the respective days.
 - **Page 2** displays all details for the patient's appointments, notes, treatment-specific notes, and prescriptions.

➤ **Printing the Treatment Calendar**

To print the treatment calendar for the patient, complete the following steps.

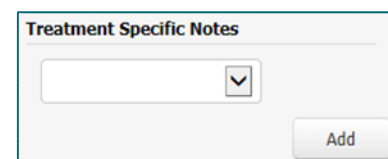
STEP 1: To begin printing the Treatment Calendar, click the **Print Preview** icon .

STEP 2: The **Treatment Calendar Print Preview** displays.

STEP 3: Update the following dropdown fields, as applicable:

- Location Template
- Language
- Calendar Events: Select which calendar events to include on the calendar printout.

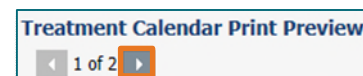
STEP 4: Click the dropdown arrow in the **Treatment Specific Notes** section to add a pre-populated note.



STEP 5: Select one of the options listed and click **Add**.

- To add a free text note, click in the **Treatment Specific Notes field** and type the note, then click **Add**.

STEP 6: Click the right arrow to go to Page 2. All the details for the patient's appointments, notes, treatment-specific notes, patient care notes, and prescriptions displays here.



NOTE: **Notes in the Patient Care Notes section automatically populate every treatment calendar. These notes cannot be removed or modified.**

STEP 7: To print or sign the Treatment Calendar:

- Click the **Print** button to save the Treatment Calendar to the patient's chart, print a copy to provide to the patient, and this will send a copy to the patient portal if they are signed up for it.
- Click the **Sign** button to save the Treatment Calendar to the patient's chart as a document and also send it to the patient portal if they are signed up for it, but it will **NOT** print a paper copy.

NOTE: **For more information on providers using the Treatment Calendar to push out appointments in advance to schedule future chemotherapy cycle, please refer to the [Requesting Future Cycle Appointments](#) flyer.**