From the Office of Health Informatics

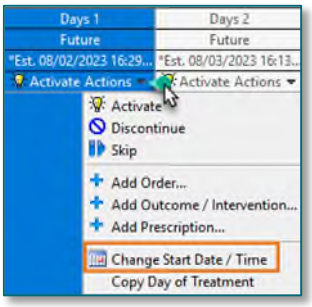
Oracle Health Oncology
Reschedule Day of Treatment

August 25, 2025

A day of treatment may need to be rescheduled for a variety of reasons such as the patient does not meet treatment parameters, patient experiences a reaction, or by the provider's clinical judgement. Follow the steps below to reschedule a day of treatment.

Rescheduling a Day of Treatment

To reschedule a day of treatment when the orders **HAVE NOT** been activated yet and/or the patient has NOT been checked-in for their provider visit, complete the following steps:



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

STEP 2: Go to the **Labs phase**.

STEP 3: In the Day of Treatment column needing to be rescheduled, click the **Actions** dropdown.

STEP 4: Select **Change Start Date/Time**.

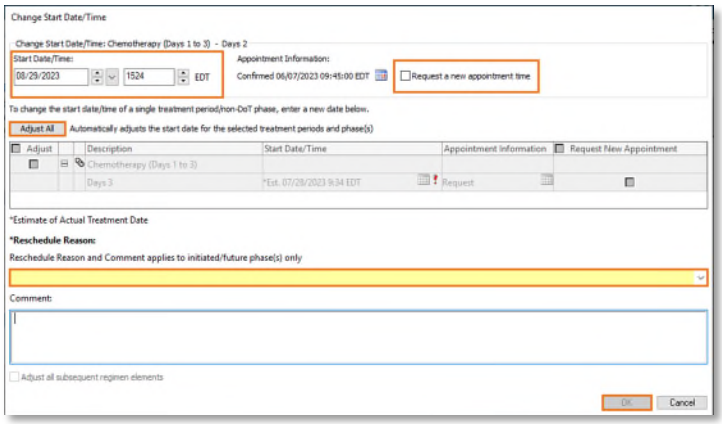
STEP 5: Enter the new Start Date/Time to reschedule the day of treatment to.

STEP 6: Place a check in the box for **Request a new appointment time**.

STEP 7: 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 8: Document **Reschedule Reason**. Select an appropriate reason from the list.

STEP 9: Enter a comment in the **Comment** field to provide more details for rescheduling, as applicable.

STEP 10: Click **Orders for Signature**.

STEP 11: Click **Sign**, then click **Refresh**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please place a ticket to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.