

Providers can use the Treatment Calendar to send scheduling appointment requests for future cycles of treatment in advance to the scheduling request queues.

Treatment Calendar Overview

For more information on the overview of the Treatment Calendar, please refer to the [Using the Treatment Calendar](#) flyer.

Requesting Future Cycle Appointments Using the Treatment Calendar

STEP 1: Within the patient's chart, navigate to the **Oncology** tab in the Menu.

STEP 2: Select the **Treatment Calendar** tab.

STEP 3: Locate the appropriate regimen listed in the **Calendar Items** section.

STEP 4: Select the first day within the **Scheduling** section of the appropriate cycle.

- The date will appear in *italics* with an asterisk (*) (e.g., *01/23/2024).

STEP 5: The **Add to Patient Treatment Calendar** dialog displays.

- The date is pre-selected based off the date listed for the appointment request.
 - If a different date is desired, click the new date.
 - If no date changes are needed, leave the pre-selected date as is and proceed.



Add to Patient Treatment Calendar

Order: **ONC OFFICE VISIT MD 30 MIN/NP 40 MIN - Days 1** Time: **8:00 AM**

To schedule, click to select and deselect date(s):

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

☐ Send Scheduling Requests for Current Cycle.
☐ Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates.

Sign Cancel

- At the bottom of the window, there are two options to choose from to send the requests to the scheduling queue.

- **Send Scheduling Requests for Current Cycle** – Select this option to send the scheduling requests the current cycle only.
- **Send Scheduling Requests for Current Cycle and Adjust all Future Cycle(s)** – Select this option to send the scheduling appointment requests for the current cycle **AND** update all the future cycle(s) dates.

STEP 6: Select the applicable option, then click **Sign**.

NOTE: This will only send the requests for the cycle that was selected, **not** for the remaining cycles. Follow the steps outlined above to send requests for additional cycles.

Scheduling Appointment Statuses

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

Appointment Statuses	Example
Scheduled appointments will appear in regular font (e.g., 04/03/2023).	ONC OFFICE VISIT MD/NP 30 MIN 04/03/2023
Appointments that have been Requested but have <u>not</u> been scheduled yet will appear in regular font with an asterisk (*) (e.g., *04/03/2023).	ONC OFFICE VISIT MD/NP 30 MIN *04/03/2023
Pending requests (orders not yet ordered/requested by the provider) appear in <i>italics</i> with an asterisk (*) (e.g., *04/03/2023).	ONC OFFICE VISIT MD/NP 30 MIN *04/24/2023