The Treatment Calendar can be used by providers 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.
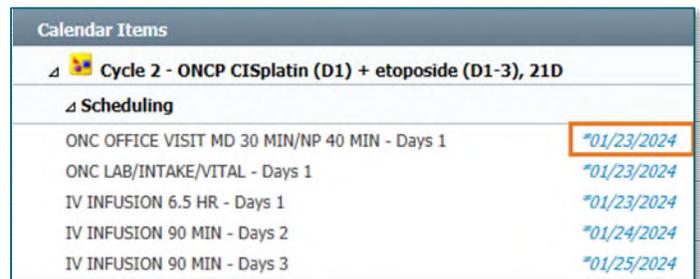
STEP 4: Select the first day within the **Scheduling** section of the appropriate cycle.

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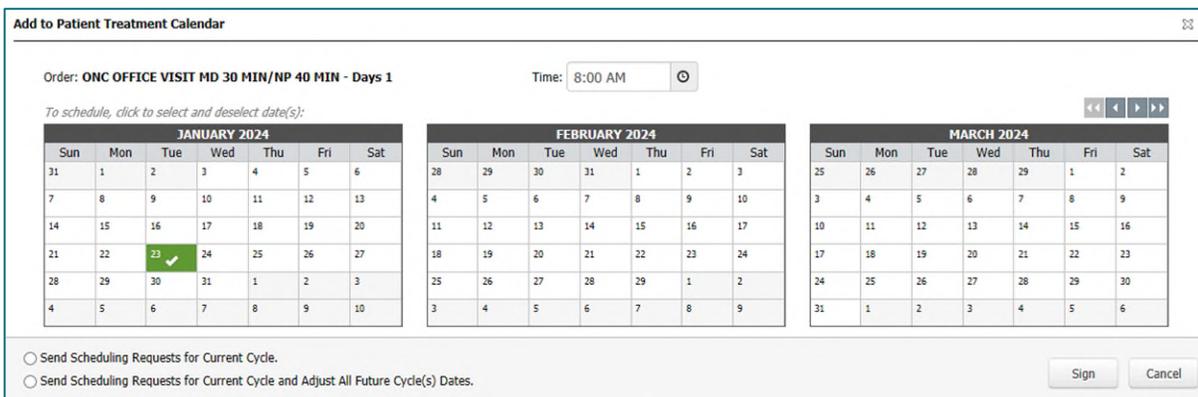
- At the bottom of the window, there are two options to choose from to send the requests to the scheduling queue.

- **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.**