

From the Office of Health Informatics Treatment Calendar Requesting Future Cycle Appointments August 25, 2025

△ March 2 - ONCP CISplatin (D1) + etoposide (D1-3), 21D.

ONC OFFICE VISIT MD 30 MIN/NP 40 MIN - Days 1

ONC LAB/INTAKE/VITAL - Days 1

IV INFUSION 6.5 HR - Days 1

IV INFUSION 90 MIN - Days 2

IV INFUSION 90 MIN - Days 3

ntment requests for

*01/23/2024

*01/23/2024

*01/23/2024

*01/24/2024

*01/25/2024

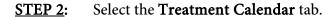
Providers can use the Treatment Calendar to send scheduling appointment requests for future cycles of treatment in advance to the scheduling request queues.

Treatment Calendar Overview

For more information on the overview of the Treatment Calendar, please refer to the <u>Using the Treatment</u> <u>Calendar</u> flyer.

Requesting Future Cycle Appointments Using the Treatment Calendar

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



dialog displays.

STEP 5:

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

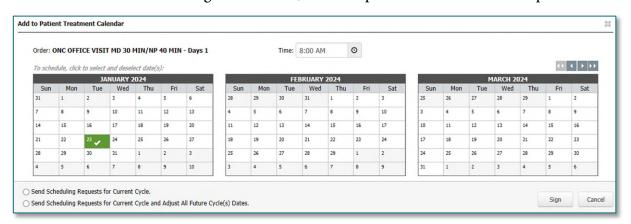
<u>STEP 4</u>: Select the first day within the **Scheduling** section of the appropriate cycle.

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

The Add to Patient Treatment Calendar

- 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.

Calendar Items



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



From the Office of Health Informatics Requesting Future Cycle Appointments August 25, 2025 Page 2 of 2

- **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 <u>AND</u> 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, <u>not</u> 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 not 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