
This Quick Reference Guide (QRG) demonstrates how to print the Patient Calendar.

Print the Treatment Calendar

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

Perform a Task

➤ **From the Oncology screen's Treatment Calendar tab:**

STEP 1: Click the **Regimen Appointments** arrow to make the Prescriptions section visible. 

STEP 2: Select the appropriate prescription checkbox to see the prescription on each prescribed day in the calendar.

STEP 3: Clear the prescription checkbox to remove the prescription from the calendar.

STEP 4: Click the **Print Preview** icon. 

STEP 5: Click the **Patient Care Template** dropdown arrow; then select the location where the patient will receive care.

STEP 6: Click the **Template Language** dropdown arrow; then select the appropriate language template.

STEP 7: Click the right **Page** arrow to access the second page's notes sections. 

STEP 8: Scroll down to the Treatment Notes section.

STEP 9: Click the **Treatment Specific Notes** dropdown arrow; then select the appropriate note.

STEP 10: Click **Add** to add the note to the Patient Care Notes.

STEP 11: Click the **Treatment Specific Notes** field to enter a free text note.

STEP 12: Click **Add**.

STEP 13: Click **Print** to save the Treatment Calendar to the patient's chart, print a copy to provide to the patient, and send a copy to the patient portal if the patient is signed up for it.

NOTE: **The Treatment Calendar can also be signed, which will save it to the patient's chart as a document and to the patient portal if they are signed up, but will not print a paper copy.**

STEP 14: Click **Cancel** to return to the Treatment Calendar.

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.
