
This Quick Reference Guide (QRG) reviews 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 check box to see the prescription on each prescribed day in the calendar.

STEP 3: Clear the prescription check box to remove the prescription from the calendar.

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


STEP 5: Click the Patient Care Template drop-down arrow; then select the location where the patient will receive their care.

STEP 6: Click the Template Language drop-down 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 drop-down arrow; then select the appropriate note.

STEP 10: Click  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 .

STEP 13: Click  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.

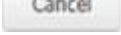
NOTE: You can also sign the Treatment Calendar, which will save it to the patient's chart as a document and also send it to the patient portal if they are signed up for it, but it will not print a paper copy.

From the Office of Clinical Informatics

[Insert Title]

[Month Day, Year]

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STEP 14: Click  to return to the Treatment Calendar.

- Sub-step formatting