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This Quick Reference Guide (QRG) demonstrates how to request Future Treatment Cycle Appointments in advance.

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## Request Future Cycle Appointments in Advance

Use the Treatment Calendar to send a request for future cycles in advance of scheduling to the scheduling request queue.

## Request Future Cycle Appointments in Advance

➤ From the Oncology screen:

**STEP 1:** Click the **Treatment Calendar** tab.

**STEP 2:** Click the **Regimen Appointments** arrow.

**STEP 3:** Click the appropriate italicized date that has an asterisk next to it in the Scheduling section for the appropriate cycle.

- The Add to Patient Treatment Calendar dialog window displays.

**STEP 4:** Click the appropriate **Send** option depending on whether sending scheduling requests for the current cycle or sending scheduling requests for the current cycle and adjusting all future cycle dates.

**STEP 5:** Click **Sign**.

- The future cycle request is sent to the scheduling queue. Now, follow the same process for additional future cycles for which to send scheduling requests.