



From the Office of Clinical Informatics
Quick Reference Guide (QRG)
Request Future Cycle Appointments In
Advance
July 28, 2023

This Quick Reference Guide (QRG) reviews how to request future treatment cycle appointments in advance.

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 you want to send scheduling requests for the current cycle or to send scheduling requests for the current cycle **and** adjust all future cycle dates.

STEP 5: Click . The future cycle request is sent to the scheduling queue. You would follow the same process for additional future cycles for which you want to send scheduling requests.