Cerner Scheduling (Level 3) QUICK GUIDE

Online Manual is located at: www.c3project.ca/epr_priv/education/index.htm

Email training requests to: eHIM Education@lhsc.on.ca
Advanced Methods Used to Schedule

To Reschedule a Future Appointment:

1. Conduct a proper patient search using Use Person Search or the Ellipsis.
2. Select the patient.
3. A Future Request Screen will appear.
4. Choose the appropriate visit from the Future Patient Appointments screen and left-click **Select**. A red checkmark will appear to the left of the appointment.
5. Left-click **OK**.
6. The appointment details will be sent to the Work In Progress area to be rescheduled.

Swap Resources

Use only to swap all appointments on the same day with another resource in the same appointment book.

1. Left-click on the triangle on the resource bar to increase size of appointment resource template.
2. Left-click on the resource and then left-click the **Swap Resource** button shown above. (or) Right-click under the resource. Left-click **Actions, Swap Resources**…

The Swap Resources Dialogue Box will open.

3. Select the resource to swap with.
4. Left-click **OK**.
A Dialogue Box will appear to confirm swap.
5. Left-click **OK**.
6. Left-click **Yes** to confirm.
Scroll to the top of the clinic day to
Shuffle Appointments

Used only to move appointments on the same day:

1. Left-click the **Shuffle Appointments** button on the tool bar.
   (or) Right-click in the appointment book (grey space).
   
   Left-click **Actions, Shuffle.**

2. Select the appropriate resource.
3. Left-click **OK.**

4. CTRL + left-click on the individual appointment(s) to move and drag to a new time slot.
5. Left-click **OK.**
6. Select an appropriate reason for Shuffle from the list provided.
7. Left-click **OK.**
To Schedule Multiple Appointments (Group)

1. Left-click on the **Appointment Tab**.
2. Enter patient name and clinic information.
3. Left-click the **Move** button to transfer appointment criteria to Work In Progress area.
4. Left-click the **Next** button.

Change appointment criteria, if necessary

5. Left-click on the **Move** button to transfer appointment criteria to Work In Progress area.
6. Click on the Next button and then repeat steps 3 - 5 to create as many appointments as needed.

Each appointment will show in the Work In Progress screen.

7. Make sure that the resource name is highlighted.

**Book Settings**

Open the Appointment Book Properties Conversation

Right-click in the bottom section of the scheduling book and select **Book Settings, Properties**.
**Display Number of Scheduled Appointments**

1. Left-click in the box beside Display number of scheduled appointments.

   **Note:** If the resource name is too long, then the user may not be able to see the number of appointments associated with each resource. If this occurs, users can change the width of the resource column.

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**Change Length of Time for Information to Display When Hovering Over an Appointment**

1. Ensure the checkbox is ticked beside Display tooltips for:
2. Enter the number of seconds the information will display for
3. Left-click OK.
Book Settings - Resource Views

Change View

Multiple Resource View (Single Day)

Right-click in the bottom section of the scheduling book and select Book Settings, Properties.

Single Resource View (Multiple Days)

Left-click on View – Proportional Multi-Day View Tab

Number of Days - select number of scheduling days to view on screen

Note: To remove days with no scheduled appointments, select View Menu, Empty Schedules (to deselect).

Time Interval - changes the displayed time increments

Column Width – sets width of resource columns (set in increments of 100 or select Size to Fit All)
Add Multiple Slots

1. Right-click in the appointment book (grey space) under the resource name.
2. Select **Slots**.
3. Select **Add Slots**.
4. Double-click **All Slot Types** to open menu.
5. Choose appropriate slot name from the list.
6. Drag the slot into the appropriate time slot on the Schedule portion of the screen.

Use Slot Properties To Customize:

7. Right-click in the slot.
8. Left-click **Slot Properties**.
9. Customize the slot name by changing the information in the Mnemonic field.
10. Change the appointment duration if necessary.

11. Left-click **OK** to accept changes.
12. Repeat steps 5 through 11 until you have added all desired slots to the Schedule portion of the screen.
13. Left-click **OK**.
Shortcuts and Defaults

t = for today’s date  
\(n\) = for current time  
\(\text{pat}\) = to fill in patient demographics in other tabs after it is initially entered in the patient tab  
Autofill – enter initial keystrokes into a drop-down field and system will autofill  
\(\text{nok}\) = next of kin  
\(\text{clr}\) = clear all associated fields  
\(\text{unk}\) = unknown address will fill in all necessary information  
\(\text{nfa}\) = no fixed address will fill in all necessary information  
\(\Delta \nabla\) = Expand / Reduce appointment resource template  
\(\text{FUP}\) = Follow up appointment with auto chart request  
\(\text{“ “}\) = enter double quotes in the preferred name field to delete a previous entry  
Follow Up = Follow up appointment without chart request  
Alt + Underlined letter \((\text{Scheduling})\)  
Tab between fields to enter data

Types of PIN numbers

<table>
<thead>
<tr>
<th>Prefix</th>
<th># of Digits</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>No PIN</td>
<td></td>
<td>DOB exists – Valid Patient Record – Must Use</td>
</tr>
<tr>
<td>900</td>
<td>6</td>
<td>Laboratory Referred Work</td>
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London Hospitals

<table>
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<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Prefix 3000, 3100</td>
<td>8</td>
<td>London Health Sciences Centre</td>
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**Downtime PIN**

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<thead>
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</thead>
<tbody>
<tr>
<td>LCP</td>
<td>6</td>
<td>London Regional Cancer Program</td>
</tr>
<tr>
<td>M</td>
<td>5</td>
<td>Mount Hope, London</td>
</tr>
<tr>
<td>P</td>
<td>5</td>
<td>Parkwood Hospital, London</td>
</tr>
<tr>
<td>RL</td>
<td>5</td>
<td>Regional Mental Health London</td>
</tr>
<tr>
<td>RS</td>
<td>5</td>
<td>Regional Mental Health St. Thomas</td>
</tr>
<tr>
<td>J</td>
<td>6 or 7</td>
<td>St. Joseph’s Health Centre, London</td>
</tr>
</tbody>
</table>

Historic PINS – no longer being issued

<table>
<thead>
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<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>6</td>
<td>University Hospital, London</td>
</tr>
<tr>
<td>V</td>
<td>6</td>
<td>Victoria Hospital, London</td>
</tr>
</tbody>
</table>

Regional Hospitals

<table>
<thead>
<tr>
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<th># of Digits</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH</td>
<td>6</td>
<td>Alexandra General Hospital, Ingersoll</td>
</tr>
<tr>
<td>PC</td>
<td>6</td>
<td>Four Counties Hospital, Newbury</td>
</tr>
<tr>
<td>LM</td>
<td>6</td>
<td>Listowel Memorial Hospital</td>
</tr>
<tr>
<td>SH</td>
<td>5</td>
<td>South Huron Hospital, Exeter</td>
</tr>
<tr>
<td>SE</td>
<td>6</td>
<td>St. Thomas Elgin General Hospital</td>
</tr>
<tr>
<td>SM</td>
<td>6</td>
<td>Strathroy Middlesex General Hospital</td>
</tr>
<tr>
<td>TG</td>
<td>6</td>
<td>Tillsonburg District Memorial Hospital</td>
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<tr>
<td>WD</td>
<td>6</td>
<td>Wingham &amp; District Hospital</td>
</tr>
<tr>
<td>WH</td>
<td>6</td>
<td>Woodstock General Hospital</td>
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