

# Work Queue: Online Schedule Orders

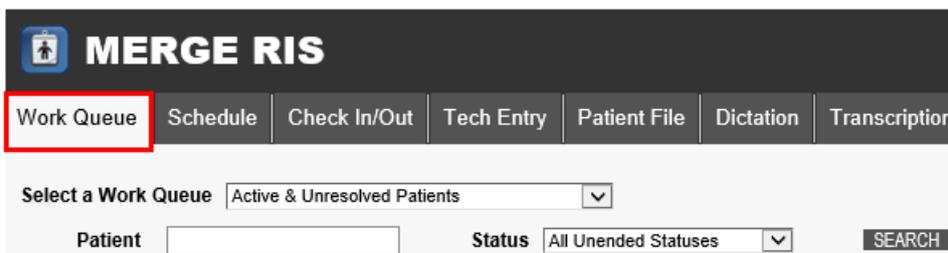
Last Modified on 03/25/2022 5:50 pm EDT



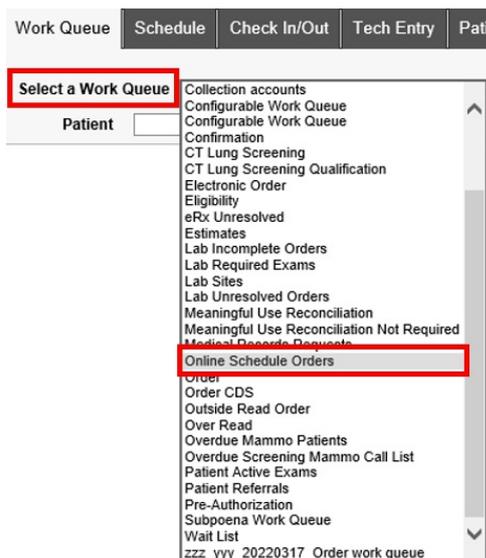
## Work Queue: Online Schedule Orders

When a patient utilizes the online scheduler to make an appointment, they will be given the option to select "New Patient" if they have never been seen at Washington Radiology. The system will allow them to schedule the exam, even if there is a matching profile in the system. Merge will add three "Z"s to the end of the patient last name so avoid assigning an additional jacket number to an existing patient.

1. In Merge, click on the "Work Queue" tab



2. From the Select a Work Queue dropdown, select Online Schedule Orders



3. To filter the list, enter "ZZZ" into the Patient field, then click Search or hit Enter

Work Queue | Schedule | Check In/Out | Tech Entry | Patient File | Dictation | Transcription | Report Review | Film | Mammo | Secure Messaging | Coding | C

Select a Work Queue

Patient  From  To  Location  Referring Physician  Assigned To  Status

Exam Sched Date/Time	Patient Name	Exam Proc Code & Desc	Exam Order #	Physician Name	Location
03/24/2022 08:00:00 AM	TESTZZZ, BETTY	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA122	WAGNER, ALISON	...

- All patients that will need to be worked from this list will have "ZZZ" at the end of their last name
  - Example: DOEZZZ, JANE

Work Queue | Schedule | Check In/Out | Tech Entry

Select a Work Queue

Patient  Referring Physician

Exam Sched Date/Time	Patient Name	Exam Proc Code & Desc	Exam Order #	Physician Name	Location
03/24/2022 08:00:00 AM	TESTZZZ, BETTY (386) 555-1212 (465) 876-9089	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA122	WAGNER, ALISON	...
03/24/2022 09:05:00 AM	TESTZZZ, BIANCA (652) 565-2545	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA139	...	SM
03/22/2022 07:35:00 AM	TESTZZZ, BRANDY (123) 456-7878	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA129	...	WIL
03/21/2022 08:05:00 AM	TESTZZZ, ESTER (214) 565-2654	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA123	...	JOH
03/24/2022 08:30:00 AM	TESTZZZ, KAISNEY (833) 652-6541	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA138	...	JOH
03/24/2022 08:35:00 AM	TESTZZZ, LISA (865) 263-6254	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA140	...	WR
03/22/2022 07:35:00 AM	ZZTESTZZZ, ANN (789) 456-1234	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA128	...	SM
03/22/2022 07:35:00 AM	ZZTESTZZZ, SARAH (111) 212-1322	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA130	...	JOH

- To update this, double click on the line item or, click once to select it and then click the Edit button

Work Queue | Schedule | Check In/Out | Tech Entry | Patient File | Dictation | Transcription | Report Review | Film | Ma

Select a Work Queue

Patient  From  To  Location  Referring Physician  Assigned To  Status

Exam Sched Date/Time	Patient Name	Exam Proc Code & Desc	Exam Order #	Phy
03/24/2022 08:00:00 AM	TESTZZZ, BETTY (386) 555-1212 (465) 876-9089	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA122	WA
03/24/2022 09:05:00 AM	TESTZZZ, BIANCA (652) 565-2545	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA139	SM
03/22/2022 07:35:00 AM	TESTZZZ, BRANDY (123) 456-7878	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA129	WIL
03/21/2022 08:05:00 AM	TESTZZZ, ESTER (214) 565-2654	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA123	JOH
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03/22/2022 07:35:00 AM	ZZTESTZZZ, SARAH (111) 212-1322	77067-33 SCREENING MAMMOGRAM 3D DIGITAL	WRA130	JOH

DASHBOARDS

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- The Online Schedule Orders: Edit Details window will populate, click the Patient File button

### Online Schedule Orders: Edit Details

TESTZZZ, BETTY      H:(386) 555-1212      CHECKED IN: 03/24/2022 7:45 AM  
 DOB: 01/28/1955      W:  
 Jacket: 1137175      PMIS:

Address: 7676 blue chair dallas, TX 75225      Status:

Mobile Phone: 4658769089      Email: testzzz.betty@gmail.com      Assign To: All

Allergies: No Known Medication Allergies,      Emergency Contact:      Location: CHCH  
 Visit Number: 733.5394  
 Free Text 1:      Free Text 2:

Referring Physician: WAGNER, ALLISON (240) 482-2555      Follow up code: 0

Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/2022 7:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122380, 1107122381

**Comments**

Comment Date\*: 03/25/2022      Category\*: Visit      Priority\*: Medium       Internal

Comment Text\*

Select to Modify:       Date: 03/18/2022      Category: Visit

COMPLETE      CANCEL      **PATIENT FILE** ?

7. The Patient Files: Demographics window will populate

### Patient Files: Demographics

TESTZZZ, BETTY      01/28/1955      67 yo

Demographics      Patient Details      Policies      Visit Info      Exam Details      Labs      Film      Audit Trail

SSN:       Jacket Number: 1137175      PMIS No.:

Last Name: TESTZZZ      First Name: BETTY      Middle Name:

Alias:       DOB: 01/28/1955      Suffix:

Gender: Female      Race: Other Race      Marital Status:

Primary Physician:

Address1: 7676 blue chair      Address 2:

Zip Code: 75225      City: DALLAS      State/Province: Texas

County:       Country: United States      Email: testzzz.betty@gmail.com      Declined Email:       Declined Portal:

Home Phone: (386) 555-1212      Work Phone:

Mobile Phone: (465) 876-9089      Alternate Phone:

Patient Balance: \$0.00      Collection Balance:

Employer:

Status:

Employer Phone:

Student Status:       School:       Consent: No      Date:

Date of Death:       Cause of Death:       Notice of Privacy: No      Date:

Emergency Contact:

EXTERNAL IDS      SUMMARY OF CARE      CLINICAL SUMMARY      APPOINTMENT DETAILS      EDUCATION      PATIENT PORTAL

BACK      NEXT      COMPLETE      CANCEL

8. Remove the "ZZZ" at the end of the last name, then click Complete

**Patient Files: Demographics**  
TESTZZZ, BETTY

Demographics Patient Details Policies Visit Info

SSN

Last Name \*  x

Alias

Gender  v

Primary Physician

Ja  
Nu  
Fir  
Na  
DC  
(MI  
Ra

BACK NEXT **COMPLETE** CANCEL

9. The Potential Patient Match List window will populate with a list of any patients that have the same name and date of birth

**Potential Patient Match List:**

PID	PMIS	JACKET	SSN	LAST LOCATION	NAME	DOB	GENDER	ZIP CODE	HOA
737201		916090		FFX	TEST BETTY	01/28/1955	Female	22193	(202

CONTINUE CANCEL

10. Use the information displayed (name, DOB, gender, zip code, phone numbers, etc.) to determine whether the patient is a new patient, or if the patient has an existing jacket number and has created an additional jacket number.

11. If it is determined to be two different patients, click Continue (DO NOT select any profiles listed on the Potential Match List

**CONTINUE** CANCEL

- o The Potential Patient Match List window will close and return to the Online Schedule Orders: Edit

Details Window, click Complete

**Online Schedule Orders: Edit Details**  
TESTZZZ, BETTY      H: (386) 555-1212      CHECKED IN: 03/24/2022 7:45 AM  
DOB: 01/28/1955      W:  
Jacket: 1137175      PMIS:

Address: 7676 blue chair dallas, TX 75225      Status:

Mobile Phone: 4658769089      Email: testzzz.betty@gmail.com      Assign To: All

Allergies: No Known Medication Allergies,      Emergency Contact:      Location: CHCH  
Visit Number: 733.5394  
Free Text 1  
Free Text 2

Referring Physician: WAGNER, ALLISON (240) 482-2555      Follow up code: 0

Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/2022 7:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122380, 1107122381

**Comments**

Comment Date\*: 03/25/2022      Category\*: Visit      Priority\*: Medium       Internal

Comment Text\*

Select to Modify:       Date: 03/18/2022      Category: Visit      ADD

**COMPLETE**      CANCEL      PATIENT FILE ?

12. If it is determined to be the same patient with multiple jacket numbers, click Cancel and Merge the two jacket numbers together. The one that contains the patient history (original) will be the winning jacket number and all data from the newly created jacket number will be migrated to the other.



- o The Potential Patient Match List window will close and return to the Online Schedule Orders: Edit Details Window, click Cancel

### Online Schedule Orders: Edit Details

TESTZZZ, BETTY  
DOB: 01/28/1955  
Jacket: 1137175

H:(386) 555-1212  
W:  
PMIS:

CHECKED IN: 03/24/2022 7:45 AM

Address	7676 blue chair dallas, TX 75225	Status	<input type="text"/>
Mobile Phone	4658769089	Email	testzzz.betty@gmail.com
Assign To	<input type="text" value="All"/>		
Allergies	No Known Medication Allergies,	Emergency Contact	Location CHCH
Referring Physician	WAGNER, ALLISON (240) 482-2555	Follow up code	0
		Visit Number	733.5394
		Free Text 1	
		Free Text 2	

Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/2022 7:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122380. 1107122381

#### Comments

Comment Date\*     Internal

Comment Text\*

Select to Modify  Date  Category

?

- o An alert will populate to confirm canceling the activity, click Yes



EDITED: 03/25/2022