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

Work Queue	Scheo	lule	Check In/Out	Tech Entry	Pati				
Select a Work		Colle	ction accounts		_				
Select a WOIK	Queue	Confi	gurable Work Queu	e	~				
Patient		Confi	Configurable work Queue						
		CTL	CT Lung Screening CT Lung Screening Qualification						
		Elect	ronic Order	in out a off					
		eRx I	Unresolved						
		Estin	nates						
		Lab I	Required Exams						
		Lab S	Sites						
		Mear	ningful Use Reconcil	iation					
		Mean	ningful Use Reconcil	iation Not Require	ed				
		Onlin	e Schedule Orders						
		Orde	r CDS						
		Outsi	de Read Order						
		Over	Read due Mammo Patient	s					
		Over	due Screening Mam	mo Call List					
		Patient Active Exams Patient Referrals							
		Pre-A	Authorization						
		Wait	List		\sim				
		ZZZ_	/yy_20220317_Orde	er work queue					

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
Select a Work Qu	Ieue Online Schedule Orders		V							
Patient Referring F	ZZZ		From 03/1 Assigned To	8/2022 All	To 03/27/	2022	Locati Status	ion All All Unen	v nded Statuses	SEARCH
Exam Sched Date/Time	Patient Name	Ex	am Proc Code	e & Desc		Exam Ore	ler #	<u>Physician</u>	Name	Location
0000400000	TEAT777 DETTV		27 22 00DEEN							011011

- 4. 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 Onlin	e Schedule Orders	
Patient		ZZZ	
Referrin	g Physician		
Exam Sched Date/Time	Patient	Name 🔻	<u>E</u> 2
03/24/2022 08:00:00 AM	TESTZZZ (386) 555 (465) 876	<mark>2,</mark> BETTY i-1212 i-9089	77
03/24/2022 09:05:00 AM	TESTZZZ (652) 565	, BIANCA -2545	77
03/22/2022 07:35:00 AM	TESTZZZ (123) 456	, BRANDY -7878	77
03/21/2022 08:05:00 AM	TESTZZZ (214) 565	, ESTER -2654	77
01/14/1011	TEOT777		77

5. 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 (Patient Referring	Queue Online Schedule Orders ZZZ J Physician		From 03/1 Assigned To	8/2022	■ To 03/27/	2022	Location [Status [
Exam Sched Date/Time	Patient Name	Ex	am Proc Code	& Desc		Exam Or	<u>der#Ph</u>
03/24/2022 08:00:00 AM	TESTZZZ, BETTY (386) 555-1212 (465) 876-9089	77(067-33 SCREEN	ING MAMMC	gram 3d digit <i>i</i>	AL WRA122	w/
03/24/2022 09:05:00 AM	TESTZZZ, BIANCA (652) 565-2545	//(J67-33 SCREEN	ING MAMMO	GRAM 3D DIGIT/	AL WRA139	SM
03/22/2022 07:35:00 AM	TESTZZZ, BRANDY (123) 456-7878	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA129	WIL
03/21/2022 08:05:00 AM	TESTZZZ, ESTER (214) 565-2654	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA123	10L
03/24/2022 08:30:00 AM	TESTZZZ, KAISNEY (833) 652-6541	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA138	10L
03/24/2022 08:35:00 AM	TESTZZZ, LISA (865) 263-6254	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA140	WR
03/22/2022 07:35:00 AM	ZZTESTZZZ, ANN (789) 456-1234	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA128	SM
03/22/2022 07:35:00 AM	ZZTESTZZZ, SARAH (111) 212-1322	770	067-33 SCREEN	ING MAMMO	GRAM 3D DIGIT	AL WRA130	JOF
	EDITADI) copy au	DIT CLEAR		DAS	HBOARDS	

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

nline S TESTZZ DOB: 0 ⁻ Jacket:	chedule Orders ZZ, BETTY 1/28/1955 1137175	: Edit Details H:(386) 555-1212 W: PMIS:	CHECKED IN: 03/24/20	22 7:45 AM
Address	7676 blue chair dallas	. TX 75225	Status	
Mobile	4658769089	Fmail testzzz.betty@c		
Phone Allergies	No Known Medication Allergies,	Emergency Contact	Location CHCH Visit 733.5394 Number	
Referring Physician	WAGNER , ALLISON (240) 482-2555	Follow up code 0	Free Text 1 Free Text 2	
Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/20227:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122361
Comment Date* Comment T	03/25/2022	Category* Visit v Prior	rity [*] Medium 🔽	✓ Internal
				~
				ADD
Select to M	odify 🔾	Date 03/18/2022	Category Visit	Û Ŭ
		COMPLETE CANCI	EL	PATIENT FILE

7. The Patient Files: Demographics window will populate

Patient	Files: Demogra	phics											
TESTZ	ZZ, BETTY					01/28/1	955 67 yo						
Demograph	ics Patient Details	Policies	Visit Info	Exam De	tails Labs	Film	Audit Trail						
SSN Last Name * Alias Gender Primary Physician	TESTZZZ Female			Jacket Number First Name* DOB* (MM/dd/yyyy) Race	1137175 BETTY 01/28/1955 Other Race			PMIS No. Middle Name Suffix Marital Status		v v]]]		
Address1 Zip Code County Home Phone Mobile Phone	7676 blue chair 75225 (386) 555-1212 (465) 876-9089			City Country Work Phone Alternate Phone	DALLAS United States			Address 2 State/ Province Email Fax Number Notification	Texas testzz.bet	_ Ity@gmail.cor ↓] P Declined Email]	Declined Declined
Patient Balance Employer	\$0.00			Collection Balance				Status		~]		
Student Status Date of Death		v		School Cause of Death				Employer Phone Consent Notice of Privacy	No V	Date			
Emergenc Contact	۲ 	EXTERNAL ID	SUMMAR	OF CARE	CLINICAL SUMM	ARY APP		TAILS EDUCATION	PATIENT PO	ORTAL		•	
				BACK			ANCEL			8	5 🖪 🤤	\$ ∈	۱ 🆓 🖓 🗧

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

Patient File	es: Demogra	ohics						
TESTZZZ,	BETTY							
Demographics	Patient Details	Policies	Visit Info	E				
SSN				Jai				
Last Name * TES	T :	×		Nu Fir Na				
Alias				DC (M				
Gender Fem	ale 🗸			Ra	DAOK	NEXT		0111051
Primary Physician		Û			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

Potentia	l Patient Ma	tch List:								
PID	PMIS	JACKET	<u>SSN</u>	LAST LOCATION	NAME		DOB	GENDER	ZIP CODE	HON
737201		916090		FFX	TEST	BETTY	01/28/1955	Female	22193	(202
<										>
				CONTINUE CANCE	L					2

- 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



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

Details Window, click Complete

Online S TESTZZ DOB: 0	chedule Orders ZZ, BETTY 1/28/1955 1137475	: Edit Details H:(386) 555-1212 W: PMIS:	CHECKED IN: 03/24/2	022 7:45 AM
Jacket.	113/173	FMIS.		
Address	7676 blue chair dallas	, TX 75225	Status	
Mobile Phone	4658769089	Email testzzz.betty	@gmail.com Assign To All	~
Allergies	No Known Medicatior Allergies,	Emergency Contact	Location CHCH Visit 733.5394 Number	ı
Referring Physician	WAGNER , ALLISON (240) 482-2555	Follow up code 0	Free Text 1 Free Text 2	
Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/20227:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122380, 1107122381
Comments Comment Date* Comment T	03/25/2022 (m) ext*	Category* Visit V	riority* Medium	☑ Internal
				^ ~
				ADD
Select to M	odify 🔿	Date 03/18/2022	Category Visit	î ~
		COMPLETE CAN	ICEL	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.

CONTINUE CANCEL

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

Dnline S TESTZ DOB: 0 Jacket	chedule Orders ZZ, BETTY 1/28/1955 1137175	: Edit Details H:(386) 555-1212 W: PMIS:	CHECKED IN: 03/24/20	22 7:45 AM
	7676 blue obsir dallae	TV 75335		
Address	1010 Dive chair dallas	, 1X / 5225	Status	~
Phone	4658769089	Email testzzz.betty@	gmail.com Assign To All	~
Allergies	No Known Medication Allergies,	Emergency Contact	Location CHCH Visit 733.5394 Number	
Referring Physician	WAGNER , ALLISON (240) 482-2555	Follow up code 0	Free Text 1 Free Text 2	
Status	Time	Exam Code & Description	Resource	Accession#
Scheduled	03/24/20227:45 AM	3D MASP-MAMMO 3D SCREENING	SCREEN MAMMO 1	1107122380, 1107122381
Comment Date* Comment T	03/25/2022	Category* Visit 🗸 Pri	ority [*] Medium 🗸	Internal
				~
				ADD
Select to M	lodify 🔿	Date 03/18/2022	Category Visit	î 🎽
		COMPLETE CAN	CEL	PATIENT FILE

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



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