Scheduling Ordered Exam

Last Modified on 04/04/2025 6:02 pm EDT



Contact Center Scheduling in eRAD RIS Existing Patient - Scheduling Ordered Exam - Single Exam

When scheduling a patient, it is always best practice to search for the patient in the system first. This will help to identify whether the patient is existing or new and can provide the details of the patient's history.

1. Review the patient history before scheduling exam

File Ad	ministration So	cheduling Front Desk Help									
Patient S	earch Patie	ent: ZTEST, HEATHER #T3048971 (11) X									
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Flags	Nuggets	Procedures	Urgency Level	Room Name	Scheduled Date	Status	Referring	MRN	Accession #	Order#	PA
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	1000	3D Mammogram Screening Digital W/CAD [116] - Breast - B	Screening Mammo			Ordered	TEST, DOCTO	T3048		10087818	
\$	1.00	Bone Density [49]	Patient Bringing Order	CO-ROSE MEDIC	05-14-2019 4:00 PM	Started	TEST, APPLE	T3048	T10094862	10089067	
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2. Highlight the ordered exam

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3. Right click on ordered exam and select "Schedule"

NOTE: "Schedule" may also be selected for bottom-right

Schedule						
Schedule From						
TVT						
Edit Patient						
Patient Merge						
Print Forms						
Attachments						
Update Relevance						
Import Studies						
Cancel Order						
Audit History		-				_
Carry Call	Schedule	Register	Perform Exam	Reschedule	View/Edit V	New Ord

4. "Schedule Order" window will populate

abent Search	Patient: ZTEST, HEATH	HER #T3048	971 (11) Sche	dule Ord	er: ZTEST, HEATHER	R#T30489	71 X				
Patient Patie	nt Notes Contacts / Demo	graphics	Order Clinical Se	chedule	Image Request (0)	Billing C	odes	Review Con	itact Log		
General Inform	nation										
Prefix	*		3	Sex	* Female		-	Issuer	MRN		Active
First "H	EATHER			DOB	* 07-19-1976		sys	tem	T3048971	al Court	\checkmark
Last "Z	TEST			Age	42v 9m			CIII	ck here to add a he	WIDW	
	Suffix	-	Birth place								
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Contact Inform	nation										
Address 1	1212 EASY STREET		Zip	20007			Phone	(301) 555-55	555		Edit
Address 2				US				Mobile	No	alternate	
							-				
City	Washington		Preferred contact	method		*	Email	HEATHER.TO	OLSON@SOLISMA	MMO.CC	Edit
City State	Washington D.C.		Preferred contact Preferred delivery	method		*	Email	HEATHER.TO	OLSON@SOLISMA	MMO.CC	Edit
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5. Click on the "Schedule" tab

tient Search	Patient	ZTEST, HEATHER #T304	48971 (11) 5	chedule Ord	er: ZTEST, HEATHER	#T3048971 *	×			
atient Patient M	Notes (Contacts / Demographics	Order	Clinical	Schedule	Image Request (0)	Billing Codes	Review	Contact Log		
Studies										Duration	Room
O Mammogram Sc	reening D	igital W/CAD(Breast, B) x								15	1

- 6. Use Search Options to make selections based on patient preferences
 - 1. Region Solis Mammograhy
 - 2. Practice Time Zone
 - 3. Site Location
 - 4. Minutes between studies Defaults to Min: 0 and Max: 60
 - 5. Day and time options Per patient request
 - 6. Search Range Dates that will be searched
 - 7. Search



7. Select date/time

1	16				116	
Fri, 06-07-2019			DFW-ALLIAN	CE MG 1	DFW-ALLIAN	CE MG 2
Morning	7:30 AM	<u>^</u>	Fri, 06-07-201	19		Fri, 06-07-2019
Mid Morning	10:30 AM		7:30 AM	15	8:45 AM	15
Afternoon	1:00 PM		7:45 AM	15	9:00 AM	15
Mid Afternoon	3:30 PM		8:00 AM	15	9:15 AM	15
			8:15 AM	15	9:30 AM	15
Mo	on, 06-10-2019		8:30 AM	15	9:45 AM	15
Morning	7:30 AM		8:45 AM	15	10:00 AM	15
Mid Morning	10:30 AM		9:00 AM	15	10:15 AM	15
Afternoon	1:00 PM		9:15 AM	15	10:30 AM	15
Mid Afternoon	3:30 PM		9:30 AM	15	10:45 AM	15
			9:45 AM	15	11:00 AM	15
Т	Je, 06-11-2019		10:00 AM	15	11:15 AM	15
Morning	7:45 AM		10:15 AM	15	11:30 AM	15
	10:20 AM		10:30 AM	15	11:45 AM	15
Mid Mornina	10.30 AM					

- 8. On the "Order Tab", add the order detailed information.
 - 1. Reason for Order If already listed, DO NOT UPDATED! If this field is blank, select from the Auto-text options listed. Then copy and paste into Order Notes.
 - Referring Physician Details Search for the referring physician by name [last name, first name] and click the magnifying glass. Confirm the appropriate physician by stating the address in the Primary Office field. CC Physician- If requesting to add additional physicians, add into this section.
 - 3. Class This is for the Contact Center to update if prior films are required or not.
 - 4. Urgency Level This represents the call and/or order status for the exam (Priority Status)
 - 5. Manage Policies This is where patient insurance information (Carrier and Policy #) will be captured
 - 6. Order Notes This is for the Contact Center only! Add any notes that were collected on the call from

the patient at the time of scheduling

Schedule Order * ×	
Patient Patient Notes Contacts / Den	nographics Order Clinical Schedule Image Request (0) Billing Codes Review Contact Log
Reason for order 04-01-2021 Stephanie.Williams -	Referring Details CC Physicians Referring 1 Visited at * Img notes Ref. date MM-dd-yyyy III Ord. dept.
Preferred Location	Flags
Practice* Mammography-Eastern • Site •	Direct referral Transportation required Class Outpatient STAT exam Special accommodations Sedation Sedation STAT read Transition of care STAT PreCert Urgency Level Provided Educational Resources
Insurance Policies	Billing Method
Note Carrier Co Carrier Name	Policy # Group Number Group Name Phone Priôrity Eligi (Bill to insurance) Ot-01-2021 Stephanie.Williams -
Manage Policies IVT Notes	Verification not required Insurance verified Amount to collect *
Order Notes	Scheduling Notes
04-01-2021 Stephanie.Williams -	04-01-2021 Stephanie. Williams -

9. Once all appointment information has been entered, click "Schedule" at the bottom right of the screen.

Save as order Schedule Close	Save as Order	Schedule	Close	
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10. If any information is missing, a red exclamation will appear at the right bottom side of the page with the appointment errors. All errors must be correct before scheduling. If there is an error, the bottom right side of the screen will display the error.



- 11. "Schedule Summary" will populate with the patient's appointment confirmation details and prep instructions.
 - 1. Recite the exam(s), date(s)/time(s) and Center address to the patient
 - 2. Provide the prep instructions for all exams scheduled

Schedule Summary
Patient reports their weight to be . HEATHER ZTEST is scheduled for a DD Mammogram Screening Digital WiCAD on Thursday July 25, 2019 at 8:00 AM for 15 minutes at DFW-Cedar Hill - (7/063) Thomosthesis Mamnogram Screening with or without CAD - (77067) Mammogram Screening with or without CAD
Address: DFW-Cedar Hill 617 Uptown Blvd Suites 103-104 Cedar Hill Texas 75104
Prep Instructions: Prep Instructions Reviewed Mammogram Screening Digital W/ CAD

12. Once the prep instructions have been provided to the patient, check the "Prep instructions reviewed" box



13. Select "Schedule" - AT THIS POINT EXAM HAS BEEN SCHEDULED

	Schedule	
EDITED: 04/02/2021		