

Adding Exam(s) to Existing Appointment

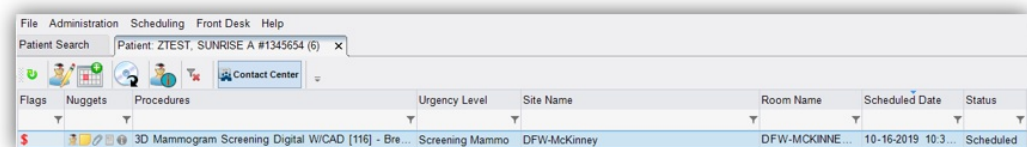
Last Modified on 04/04/2025 6:35 pm EDT



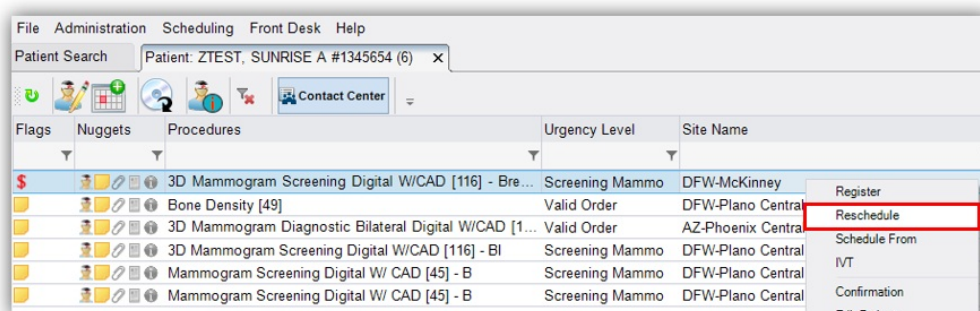
Adding Additional Exams to a Future Appointment

Follow this process when a patient already has a future appointment scheduled and wants to add another exam to that same date.

1. Access the **Patient Folder**. Make note of the exam type, as well as the date and time of the future scheduled appointment.
 - Example: 3D Screening Mammogram on 10/16/2019 at 10:30AM



2. Select the existing scheduled exam, it will highlight blue. Right-click and select "**Reschedule**".



3. The **Reschedule** window will populate. Select "**Reschedule**" as the **Reason**, then click [OK].

Reschedule

Select the studies to be rescheduled for patient ZTEST, SUNRISE A.

☒ Select / deselect all

☒ Referring: Allen, Katrina

Study	Date	Location	Status
<input checked="" type="checkbox"/> 3D Mammogram Scre...(116)	10-16-2019 10:30 AM	DFW-MCKINNEY MG 2	Scheduled

Reason: Reschedule OK Cancel

4. The **Schedule Order Tab** will populate.

- Click on the **Schedule Tab**, the existing scheduled exam(s) will already be listed in the **Studies** box

Patient Search Patient: ZTEST, SUNRISE A #1345654 (6) Schedule Order: ZTEST, SUNRISE A #1345654

Patient Patient Notes Contacts / Demographics Order Clinical **Schedule** Image Request Billing Codes Review Contact Log

Studies	Duration	Room	Scheduled Date
3D Mammogram Screening Digital W/CAD(Bre... x)	15		MM-dd-yyyy h:mm am/pm

Click here to add another study

Body part: Breast Laterality: Bilateral

- Select **[Click here to add another study]**

NOTE: Depending on the type of exam being added, you may have to clear out the existing exam(s) and re-add them to assure they are scheduled in the correct order.

Click here to add another study

5. Enter the additional exam(s)

Patient Search Patient: ZTEST, SUNRISE A #1345654 (6) Schedule Order: ZTEST, SUNRISE A #1345654

Patient Patient Notes Contacts / Demographics Order Clinical **Schedule** Image Request Billing Codes Review Contact Log

Studies	Duration	Room	Scheduled Date
3D Mammogram Screening Digital W/CAD(Bre... x)	15		MM-dd-yyyy h:mm am/pm
Bone Density x	30		MM-dd-yyyy h:mm am/pm

Click here to add another study

6. Update the **Search Options**

- Start search by the date of the existing scheduled exam. If no slots are available for the same date, the patient will have to decide if they would like to reschedule the existing appointment to have all exams on the same day, or keep the existing appointment and schedule the additional exam on another day.

Patient Search Patient: ZTEST, SUNRISE A #1345654 (6) Schedule Order: ZTEST, SUNRISE A #1345654

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request Billing Codes Review Contact Log

Studies Duration Room Scheduled Date

30 Mammogram Screening Digital WICAD(Breast, B) x 15 MM-dd-yyyy h:mm am/pm

Bone Density x 30 MM-dd-yyyy h:mm am/pm

Click here to add another study

Body part Breast Laterality Bilateral

Summary Details

107
Wed, 10-16-2019

Morning	7:15 AM
Mid Morning	10:45 AM
Afternoon	1:00 PM

Search Options

Region
Solis Mammography

Practice Site group
Solis Mammography-Centz

Site
DFW-McKinney

Minutes between studies
Min 0 Max 60

Day and time options

<input checked="" type="checkbox"/> Monday	Monday
<input checked="" type="checkbox"/> Tuesday	Earliest
<input checked="" type="checkbox"/> Wednesday	6:30 AM
<input checked="" type="checkbox"/> Thursday	Latest
<input checked="" type="checkbox"/> Friday	10:00 PM
<input checked="" type="checkbox"/> Saturday	
<input checked="" type="checkbox"/> Sunday	

Search Range
Start Date 10-16-2019
End Date 10-17-2019

Search

7. Go to the **Order Tab** and update/confirm the following if necessary:

- Reason for Order
- Referring Physician
- Urgency Level
- Class
- Insurance/Self-Pay Information
- Order Notes

Schedule Order * x

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Contact Log

Reason for order
04-01-2021 Stephanie.Williams -

Referring Details
Referring Referring
Visited at
Img notes
Ref. date MM-dd-yyyy Ord. dept.

CC Physicians
Visit location for CC
Copy to patient

Preferred Location
Practice Mammography-Eastern
Site

Flags
☐ Direct referral ☐ Transportation required
☐ STAT exam ☐ Special accommodations
☐ STAT read
☐ STAT PreCert

Class Outpatient

Urgency Level

Insurance Policies

Note	Carrier	Co...	Carrier Name	Policy #	Group Number	Group Name	Phone	Priority	Eligi...
Manage Policies									

IVT Notes

Verification not required Insurance verified

Amount to collect

Order Notes
04-01-2021 Stephanie.Williams -

Scheduling Notes
04-01-2021 Stephanie.Williams -

Billing Method
(Bill to insurance)
04-01-2021 Stephanie.Williams -

8. Click [Schedule]

Schedule Later Cancel Study Schedule Close

9. The **Schedule Summary** window will populate

- Confirm the exam type, date, time and location
- Offer the Center address
- Provide the prep instructions for the newly scheduled exam and offer to review the prep instructions for the exam that was already scheduled.
- Click **[Schedule]**

Review

Schedule Summary:

Patient reports their weight to be **lbs**.

SUNRISE A ZITEST is scheduled for a

3D Mammogram Screening Digital W/CAD on Wednesday October 16, 2019 at 10:45 AM for 15 minutes at DFW-McKinney
- (77065) Tomosynthesis Mammogram Screening with or without CAD
- (77067) Mammogram Screening with or without CAD

Bone Density on Wednesday October 16, 2019 at 11:00 AM for 30 minutes at DFW-McKinney
- (77080) Bone Density without IVA

Address:

DFW-McKinney
4201 Medical Center Drive, Suite 100A
McKinney TX 75069

Prep Instructions: ☒ Prep Instructions Reviewed

- 3D Mammogram Screening Digital W/CAD
- Bone Density

1 of 2: 3D Mammogram Screening Digital W/CAD
Please arrive 10-15 minutes earlier than your appointment time. For best results, do not wear talcum powder, deodorant, lotion or perfume under your arms or on your breasts on the day of your appointment.

2 of 2: Bone Density
No metal buttons or zippers below the waist. No calcium supplements the day of or the day before the exam. Patient must wait 10 days from their last barium contrast exam before scheduling a bone density exam.

< Schedule Modify >

EDITED: 04/04/2025