

Appointment System Administrators Guide

The PenRad appointment system module allows facilities to select a Patient or desired appointment time, specify exam room and type, time and duration, and recall or change an appointment note.

The system is capable of printing mail-ready Patient appointment reminder letters with appointment messages and directions, no-show letters, daily room log/schedules with or without prior imaging exams, indicate and display appointment confirmation status, and automatically record schedulers name and time.

The appointment system can optimize facility utilization and personnel scheduling. The system can accommodate 5 rooms, each with different beginning and ending times, appointment intervals, store and recall Patient information and appointment type. Additional 5 room modules may be added.

Administrative appointment functions are accessed through the APPOINTMENT SYSTEM MAINTENANCE button on the PenRad administrative screen. Making, changing or inquiring on an appointment is possible from any of the appointment buttons on the Main PenRad, Scheduled exams, Patient list and Patient maintenance screens.

The appointment system requires that rooms and appointment types be created before a calendar template can be made for days, weeks, etc. To access these functions, tap the APPOINTMENT SYSTEM MAINTENANCE button on the PenRad administrative screen. The first step to setting up a new appointment system is to "make rooms" for the appointments. See page 2. The second step is to create appointments types. See page 3. The third step is to make templates for the days. See page 3.

To print a film jacket pull list, appointment list or a no-show list as well as patient appointment reminder letters and no-show letters, tap the APPOINTMENT LETTERS button on the PenRad administration screen. See page 4.

ROOMS SCREEN (See page 2)

This screen facilitates the creation of a room and its description, name, display order, scheduled interval time, standard reservation time, room start and end time, offset time, and any notes for patient appointment letters.

APPOINTMENT TYPE SCREEN (See page 2)

This screen facilitates the creation and definition of each appointment type (mammography, ultrasound, etc.) and other time uses (re: lunch, training, etc.) and any patient messages (wear loose clothing, no deodorant, etc.) for a particular exam to be included in the appointment letters or verbal messages to patient about the appointment type.

FORMAT TEMPLATE SCREEN (See page 3)

This screen allows facilities to generate templates (reusable) for a single day or days, weekends, week or weeks or any other combination for the number of rooms, hours of operation and block-out events such as lunch, breaks, etc.

RE-INDEX SCREEN (See page 3)

This screen re-indexes the appointment database when the majority of appointment times have been altered.

ARCHIVE SCREEN (See page 3)

This screen facilitates moving appointments to an archive file to optimize system performance and generates a printed report of patient appointments.

PRINT APPOINTMENT LETTER AND FILM JACKET PULL LIST SCREEN (See page 4)

This screen is accessed by tapping the APPOINTMENT LETTER button on the administration screen to generate film jacket pull lists, appointment lists or a no-show lists and reminder or a no-show letters to patient. These letters can include instructions about each appointment type (Wear blouse and no powders or deodorant, no food, etc.) and directions to the facility room (off-site, remote clinic address, parking, second floor, etc.).

ROOMS SCREEN

This screen facilitates the creation of a room and its: description, name, display order, scheduled interval time, standard reservation time and when the room starts, ends and any offset time, along with any room notes for access to the room for patient appointment letters.

To add a new room, tap ADD NEW button and enter name for room. Sample: Diagnostic Room 1

Enter short name for room to be displayed on the appointment screens. Sample: MAMM DIAG 1

Select site location if other than displayed. Select the start time and last appointment time. Sample: 8:00AM, 4:00PM

Site may elect to "break" the room into morning, afternoon and evening appointments by selecting an EVENING START TIME and specifying when the day changes from afternoon to evening. Sample: 8:00AM, 4:00PM, 8:00PM

Select offset time from the hour if applicable. Sample: 15 minutes. Specify the display room order sequence for the rooms on the calendar. Lower numbers appears left side. Sample: screening room = 10 , diagnostic = 20

Add any room notes for patient letters for room. (Sample: Second door first floor, follow blue signs, etc.).

Tap SAVE button to save changes. Repeat for any additional rooms.

APPOINTMENT TYPE SCREEN

This screen facilitates the creation and definition of each appointment type (screening, diagnostic, ultrasound, etc.) and other time uses (re: lunch, training, maintenance, etc.) along with any patient messages (wear loose clothing, no food for 12hrs, etc.) for a particular scheduled exam to be included in the appointment letters or verbal messages to the patient regarding appointment.

To create an appointment type: tap ADD NEW button, enter the appointment long name and a short name to appear on legend. Select breast if applicable to appointment type.

Select TIME USE TYPE appointment, break, lunch, etc.

Select APPROXIMATE STANDARD TIME to pre-select the appointment length - note: each appointment time length can be change at time of appointment.

Enter ORDER SEQUENCE for appointment type to specify the order it appears on the appointment type list (lower numbers appear toward top of list). Enter APPOINTMENT TYPE NOTE to be included in the appointment letter or told to patient during scheduling. Tap SAVE button to save appointment type. To change appointment type data, select by tap and make alterations. The PenRad system contains these pre-populated appointment types and uses as listed below. Sites may make others types of appointments and or rename the pre-populated types and uses.

Samples: B = Bilateral, L = left, R = right

Long name = Screening mammogram	Bilateral	Short name = SCRN	Legend = BSCRN.
Long name = First ever mammogram	Bilateral	Short name = BASE	Legend = BBASE.
Long name = Diagnostic Mammogram	Left	Short name = DIAG	Legend = LDIAG.

Pre-populated legends for breast related studies: Screening mammogram = SCRN	First Ever = BASE		
Diagnostic = DIAG	Problem solving = PROB	Ultrasound breast = ULTR	Cyst aspiration = CYST
Ductogram = DUCT	Radio Specimen = SPEC	Needle localization = NLOC	Stereocore Bx = CORE
Ultra core Bx = USBX	FNA = FNA	Breast Exam = BREXM	

FORMATTING TEMPLATES SCREEN

This screen allows sites to generate templates (reusable) for a single day or days, weekends, week or weeks or any other combination for the number of rooms, hours and block-out events such as lunch, breaks, maintenance, etc.

The templates inherit the room schedules from each room, however schedules may be modified for each template.

Sample: To make a template for all weekdays: Tap ADD NEW button. Select ALL WEEKDAYS from template type list. Next specify template name (weekdays 1998).

Next select first room (Screening room) and specify start time (8:00am), end time (4:00pm) for day and any offset time from the first appointment (0 minutes).

Next specify TIME USE TYPE if other than available for appointment, by tapping on the TYPE (lunch) and then tap on the appointment time slots where applicable (11:30 & 12:00). Select any other block-out events types the same way (break). Repeat for any additional rooms. Next specify start date (1/1/1998) and end date (12/30/1998). Next tap SAVE button to save template. Repeat for any other templates required. RE: weekends in the fall, etc.

Note: To change the time use back to "available for appointment", select appointment from the time use type list and then tap on appointment time to change.

RE-INDEX SCREEN

This screen initiates a report to refresh the appointment system when the majority of appointment times have been altered. It is only necessary to perform this task if room schedules do not coincide with calendar.

Prior to performing this task, all other users must exit the PenRad system.

To perform this task select the begin and end date range, by typing in dates or tapping the question mark button and selecting date.

Next tap the START INDEX PROCESS button. When complete exit appointment system.

Date	Time	Len	Patient Name	Home Ph.	Work Ph.	Pat ID	Desc	Refer.
7/30/97	2:30pm	30	White, Lorraine	(612) 672-0332		752666	DIAG	Callie, Albert
7/30/97	3:00pm	30	Whell, Frances	(612) 671-1550		48275	NLOC	Albert, Willie
7/30/97	3:00pm	60	Bliske, Golda	(612) 550-6796		8324015	SCRN	Labadie, Wi
7/31/97	8:30am	30	Adahl, Barbara	(612) 660-1944		223235054	SCRN	Abbott, Lind
7/31/97	8:30am	30	Ripley, Rebecca	(612) 672-7228		56114	SCRN	Cabber, Kar
7/31/97	9:00am	30	Abar, Lois	(612) 550-2066		101216	DUCT	Amberg, Jos
7/31/97	9:00am	30	Filzen, Carla	(612) 660-2832		223235942	SCRN	Frey, Greg
7/31/97	9:00am	30	Dohman, Diane	(612) 550-3649		104476	SCRN	Gablak, Lav
7/31/97	9:30am	30	Abar, Lois	(612) 550-2066		101216	DUCT	Amberg, Jos
7/31/97	9:30am	30	Dohhen, Kathy	(612) 660-9565		223242675	SCRN	Yager, John
7/31/97	10:00am	30	Filippi, Kathleen	(612) 671-7752		51376	SCRN	Fessner, St
7/31/97	10:00am	60	Ripley, Yvonne	(612) 550-9668		729643	DIAG	Yager, John
7/31/97	10:30am	30	Dohn, Dorothy	(612) 660-5095		223238205	SCRN	Haaganson,
7/31/97	10:30am	30	Augustin, Ann	(612) 550-1522		7100765	SCRN	Kalinsky, D
7/31/97	11:00am	30	Villareal, Beverly	(612) 660-2590		223235700	SCRN	Vincent, Cly
7/31/97	11:00am	30	Ripp, Jeannette	(612) 550-4653		106403	PROB	Kaback, Ca
7/31/97	12:30pm	30	Upsalnick, Maigo	(612) 550-9405		29117	BASE	Facelle, Ge
7/31/97	12:30pm	30	Ripley, Helen	(612) 671-3122		749061	BASE	Kaback, Ca

ARCHIVE SCREEN

This screen allows facilities to optimize, archive and print a list of old appointments. To view and print a list of patient appointments for a time range, specify the begin and end dates by tapping the question mark and selecting the dates in the select archive month/year to view window. Tap the LOAD/VIEW ARCHIVE button to load records for display. Tap PRINT LIST button to print a list of appointments during time range. To move these appointments to archive to optimize performance, select date by tapping question mark and select date in the move to archive window and tap the START MOVE TO ARCHIVE button. To further increase performance, purge the archive appointments by selecting date in the purge archive window and tap the START ARCHIVE PURGE button. This action will remove all record of these appointments.

Print Appointment Reminder Letters							8/5/1997 20:35:49	
	A	Colby, Myrna	403930	MAMM2	8/4/97	3:00pm	BSCRN	Jafferi, Roy
1		Abar, Judy	100099	MAMM1	8/21/97	3:30pm	BSCRN	Idams, James
2		Arundson, Evelyn	7100664	ULTRABRS	8/27/97	10:30am	LULTR	Valdes, Evelyn
3		Arbaczewski, Ila	49255	MAMM1	8/29/97	10:00am	BBASE	Jackie, Toni
4		Arnold, Gertrude	748584	MAMM2	8/27/97	8:30am	BSCRN	Babar, Kristi
5		Asche, Christine	223236616	MAMM1	9/1/97	2:30pm	BSCRN	Maani, Seth
6		Ashley, Irene	223240502	MAMM1	9/1/97	1:30pm	BBASE	Iannini, William
7		Athey, Ila	749260	MAMM1	8/29/97	9:00am	BSCRN	Babar, Kristi
8		Avery, Mary	100840	MAMM1	9/1/97	3:30pm	BSCRN	Farmer, Luis
9		Baker, Janice	8848848	MAMM2	9/1/97	8:30am	BSCRN	Newmann, Joyce
10		Basham, Nancy	356690093	MAMM1	8/29/97	3:00pm	BSCRN	Labadie, William
11		Batchelder, Janet	223240791	MAMM2	8/25/97	9:30am	BSCRN	Eades, James
12		Beck, Barbara	7100017	MAMM1	8/15/97	9:00am	BBASE	Aaronson, Peter
13		Berg, Joanne	9307	MAMM1	8/25/97	10:30am	BSCRN	Eades, James
14		Berisko, Sally	56736	MAMM1	8/25/97	3:30pm	BSCRN	Iannini, William

Click cursor on rows to select or deselect for printing.

Sort By: Name Referring Site/Refer PID

Set Criteria/Load Records: Today From date: 08/15/1997 ? Load Patients

Today Thru date: 09/01/1997 ?

Letter Select: Reminder No Show Pick list only

Select for print/reprint: Print List Clear Selections Select All Select Unprinted

Report Generation and Printing: Start Abort Pause Continue

Edit Patient Commit & Exit Cancel Help

PRINT APPOINTMENT REMINDER LETTERS SCREEN

This screen is accessed by the APPOINTMENT LETTER button on the administration screen to facilitate generation of reports for film jacket pull lists, reminder & no-show letters. Letters can automatically include instructions for exam and room.

To view or print lists, appointments or no-show letters, select type, select begin (how far in advance) and end date range by entering the date or selecting date by tapping the question mark button. Next, tap the LOAD PATIENTS button. Tap PRINT LIST button to obtain printed list.

Tap SELECT ALL button to select all. Tap START button to initiate printing reminder or no-show letters. To reprint a letter, select by tap and tap START button. After printing is complete, tap the COMMIT & EXIT button to update letter

sent message in the patient record. When letter has been printed it will not re-appear on the list again.

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