

PenRad Appointment Module

The appointment package facilitates scheduling of patients for exams, generation of reminder and no-show letters, and room schedule printouts. The *one-glance* touch screen system optimizes facility utilization and staffing. The standard package allows scheduling for up to 5 rooms. Additional 5-room modules may be added.

Scheduling, rescheduling, changing or reviewing an appointment is simple - select the patient, tap on the day/time and room. Or if you wish: pick day/time, room, and patient.

The main appointment calendar screen (right) displays in *one-glance* the number of openings available (by column) for each room for the morning, afternoon and evening.

The daily Quick View screen (left) displays the status of each room with a tap on a particular day on the calendar screen. Occupied time slots are highlighted and are followed by a letter key.

Tapping directly on a time slot displays the appointment screen for that time slot. Tapping on the room tab brings up a detailed view of the room.

The appointment screen (right) automatically displays information pertaining to the appointment for review, and instructions for the patient whenever a room time is tapped. Patient demographics, referring doctor, and any previous appointments are inherited from the patient maintenance screen. New appointments can be made and existing appointments can be confirmed, changed, rescheduled, or canceled. The scheduler's name and the time are automatically recorded.

The room screen tab (right) displays an overview of the room schedule with the patient's name and an abbreviation of the exam type. A patient can occupy multiple slots, i.e. If additional time is needed. A room schedule may be printed for each day and room.

Reports include: time, patient name, phone, medical record number, DOB, doctor, exam type, previous films, and any notes.

Calendar		Quick View		Appmt.		Reschedule		MAMM1		MAMM2		ULTRABRST	
Morning						Afternoon						Evening	
830p		Abar, Alice		BSCRN		1200b		Lunch					
900p		Abar, Barbara		BSCRN		1230							
930p		Dolan, Bette		BBASE		100p		Abar, Joyce		BSCRN			
1000p		Abar, Gina		BSCRN		130							
1030p		Abar, Gladys		BBASE		200p		Abar, Helen		LULTR			
1100p		Abar, Helen		LDIAG		230p		White, Lorraine		BDIAG			
1130p		Lunch				300p		Bliske, Golda		BSCRN			
						330p		▼					
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Print Appointment Reminder Letters8/5/1997 20:35:49

1	A	Colby, Myrna	103930	MAMM2	8/4/97	3:00pm	BSCRN	Jafferi, Roy
2		Abar, Judy	100099	MAMM1	8/21/97	3:30pm	BSCRN	Idams, James
3	2	Amundson, Evelyn	7100864	ULTRABRS	8/27/97	10:30am	LULTR	Valdes, Evelyn
4	3	Arbaczewski, Ila	49255	MAMM1	8/29/97	10:00am	BBASE	Jackie, Toni
5	4	Arnold, Gertrude	748584	MAMM2	8/27/97	8:30am	BSCRN	Babar, Kristi
6	5	Asche, Christine	223236615	MAMM1	9/1/97	2:30pm	BSCRN	Maani, Seth
7	6	Ashley, Irene	223240502	MAMM1	9/1/97	1:30pm	BBASE	Iannini, William
8	7	Athey, Ila	749260	MAMM1	8/29/97	9:00am	BSCRN	Babar, Kristi
9	8	Avery, Mary	100840	MAMM1	9/1/97	3:30pm	BSCRN	Farmer, Luis
10	9	Baker, Janice	8848848	MAMM2	9/1/97	8:30am	BSCRN	Newmann, Joyce
11	10	Basham, Nancy	356690093	MAMM1	8/29/97	3:00pm	BSCRN	Labadie, William
12	11	Batchelder, Janet	223240791	MAMM2	8/25/97	9:30am	BSCRN	Eades, James
13	12	Beck, Barbara	7100017	MAMM1	8/15/97	9:00am	BBASE	Aaronson, Peter
14	13	Berg, Joanne	9307	MAMM1	8/25/97	10:30am	BSCRN	Eades, James
15	14	Berleke, Sally	68736	MAMM1	8/18/97	2:30pm	BSCRN	Iannini, William

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 ?

Report Generation and Printing
Start Abort Pause Continue

Letter Select
☒ Reminder ☐ No Show ☐ Pick list only

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

Edit Patient Commit & Exit Cancel Help

The Print Appointment Letter screen (left) prints reminder, no-show and film jacket pull lists, along with reminder and no-show letters. Letters may be customized to automatically include the time of the appointment, directions to the individual room (satellite clinics), and any instructions for the exam. Letters are formatted for windowed envelopes.

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