

NEXTGEN APPOINTMENT LIST DEMONSTRATION

This demonstration reviews use of the appointment list.

This has been prepared with EHR 5.6.4.15 and KBM 7.9. Subsequent updates may display cosmetic and functional changes.

Use the keyboard or mouse to pause, review, and resume as necessary.



Work Flow [Duffy, Robert L]

Appointments 9/ 7/2010 DUFFY, ROBERT LAMAR MD

Time	Room	Patient/Subject	Reason	Status
08:30 AM	2	Quagmire, Carl d/F-U ON COLD/X-RAYS	DR ROOSE N/A	Done
08:45 AM	3	Doe, Thomas 1 n/4YRS WCC/SHOT	PATE N/A NEED WCC FO.	Done
09:00 AM	4	Ipswitch, Iggyel/BAD SINUS INFECTION	MOLOKHIA N/A	Done
09:15 AM	2	Jalepeno, Joel m/CONGESTION/SORE THROAT	NO BETTER SINCE LAST	Done
09:45 AM	3	Hose, Anita /HEADACHES/NEED SHOT	PERKINS N/A	Done
10:00 AM		Hammertoe, Harly/ROUTINE CKUP/PHYSICAL	NEW PT/ BCBS	ATTENDED
10:15 AM		Mongo, Mo, w/EYE INFECTION/	REDDY N/A 8/30 IN EHR	ATTENDED
10:45 AM		Sunday, Lazy /SORES/INFECTION ON ARMS		ACTIVE
11:00 AM		Knack, Nick /POST I&D PROCEDURE	3RD RE-PACKING	ACTIVE

This is the basic appearance of the appointment list.

Note the Status column. Patients that have not yet arrived are listed as **Active**. Patients that have arrived appear as **Attended**. **Cancelled**, **No Show**, and **Rescheduled** are other statuses you may see.

We'll review other statuses later in this lesson.

New Task Delete Modify Send Chart

You can open the patient's chart by right-clicking on the name and selecting **Go to Patient's chart**. (You can also just double-click on the name.)

Work Flow [Duffy, Robert L]

Appointments 8/17/2010 DUFFY, ROBERT LAMAR MD

Time	Room	Patient/Subject	Reason	Status
08:30 AM		Quagmire, Bathsheeba		ATTENDED
09:00 AM		Gilbert, Example1/15 MIN		ATTENDED

Right-click context menu for Quagmire, Bathsheeba:

- Go to Patient's chart
- Modify
- Check Eligibility
- <Refresh>

All Tasks | To Do | Bookmarks | Lab Results | Calls

	Due Date	Patient/Subject	Description
<input checked="" type="checkbox"/>	08/16/2010	Test, Son Relation/Lab Results	Lead, Blood (Pediatric)
<input checked="" type="checkbox"/>	08/16/2010	Test, Mom/Lab Results	AFP Tetra
<input checked="" type="checkbox"/>	08/12/2010	Test, Linda/Lab Results	t-Transglutaminase (tTG) IgA \ Antinuclear Antibodies Direct \ Request Pr...
<input checked="" type="checkbox"/>	08/09/2010	Test, Linda/Lab Results	Hepatic Function Panel (7) \ Hemoglobin A1c \ Request Problem
<input checked="" type="checkbox"/>	08/04/2010	Zuleta, Example001/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	08/04/2010	Zuleta, Example002/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	08/02/2010	Flow, Example001/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	07/13/2010	King, Kathy/Lab Results	Amylase, Serum
<input checked="" type="checkbox"/>	07/12/2010	Test, Labcorp/Lab Results	Amylase, Serum
<input checked="" type="checkbox"/>	06/25/2010	Davis, Linda Ann/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	06/23/2010	Khana, Example001/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	06/23/2010	Thompsonl, Example001/Physician Sign Off Request	sign off request
<input checked="" type="checkbox"/>	06/23/2010	Test, Labcorp/Lab Results	Hemoglobin A1c

New Task | Delete | Modify | Send | Chat

Work Flow [Duffy, Robert L]

Appointments 8/13/2010 DUFFY, ROBERT LAMAR MD

Go to Patient's chart
Modify...
Check Eligibility
<Refresh>

Time	Room	Patient/Subject	Status
08:30 AM		Quagmire, Bidi	son
08:45 AM		5 YR EPSDT SCREENING	ING SEEING DUFFY
09:00 AM		/5DAY FU BUIE @ R-ARM	ATTENDED ATTENDED ACTIVE

When the nurse is through rooming the patient, to inform the provider that the patient is ready to be seen, she will indicate a room number.

Right-click on the patient, and select **Modify**.

New Task Delete Modify Send Chart



Patient Appointments: Quagmire, Didi



When: 08 : 30 AM Now 08/13/2010 ...

Provider: ROBERT LAMAR DUFFY, MD < - ...

Location: USA FAMILY MEDICINE < - ...

Room: 2

Reason: SIBLING SEEING DUFFY

☐ Cancelled:

// ...

Close

Clear

Search

Add

Update

Delete

Type in room number.
Click Update, then Close.

When	Room	Provider
08/13/2010 08:30 AM		ROBERT LAMAR DUFFY, MD
08/09/2010 03:30 PM	Rescheduled	ROBERT LAMAR DUFFY, MD
05/24/2010 03:00 PM		PRACTICE DEPT FAMILY



Work Flow [Duffy, Robert L]

Appointments 8/13/2010 DUFFY, ROBERT LAMAR MD

Go to Patient's chart
Modify...
Check Eligibility
<Refresh>

Time	Room	Patient/Subject	son	Status
08:30 AM		Quagmire, Didi		
08:45 AM		5YR EPSDT SCREENING	ING SEEING DUFFY	ATTENDED
09:00 AM		5DAY FU BOIL @ R-ARM		ATTENDED
				ACTIVE

When the provider is done seeing the patient, the status should be changed to indicate this.

Right-click on the patient, and select **Modify**.

New Task Delete Modify Send Chart



Patient Appointments: Quagmire, Didi



When: 08 : 30 AM [dropdown] Now 08/13/2010 [dropdown] ...

Provider: ROBERT LAMAR DUFFY, MD [-] ...

Location: USA FAMILY MEDICINE [-] ...

Room: 2

Reason: SIBLING SEEING DUFFY

Status: Done

☐ Cancelled:

//

...

Close

Clear

Search

Add

Update

Delete

When	Room	Provider
08/13/2010 08:30 AM		ROBERT LAMAR DUFFY, MD
08/09/2010 03:30 PM	Rescheduled	ROBERT LAMAR DUFFY, MD
05/24/2010 03:00 PM		PRACTICE DEPT FAMILY

Type in a new status of Done.
Click Update, then Close.



Work Flow [Duffy, Robert L]

Appointments 9/ 7/2010 DUFFY, ROBERT LAMAR MD

Time	Room	Patient/Subject	Reason	Status
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08:45 AM	3	Doe, Thomas 1 n/4YRS WCC/SHOT	PATE N/A NEED WCC FO...	Done
09:00 AM	4	Ipswitch, Iggyel/BAD SINUS INFECTION	MOLOKHIA N/A	Nurse
09:15 AM	2	Jalepeno, Joel m/CONGESTION/SORE THROAT	NO BETTER SINCE LAST	Left unseen
09:45 AM	3	Hose, Anita /HEADACHES/NEED SHOT	PERKINS N/A	Done
10:00 AM		Hammertoe, Harly/ROUTINE CKUP/PHYSICAL	NEW PT/ BCBS	ATTENDED
10:15 AM		Mongo, Mo. w/EYE INFECTION/	REDDY N/A 8/30 IN LHR	ATTENDED
10:45 AM		Sunday, Lazy /SORES/INFECTION ON ARMS		ACTIVE
11:00 AM		Knack, Nick 1/POST IND PROCEDURE	3RD RE-PACKING	ACTIVE

Similarly, if the patient was only seen for a nurse visit, the nurse should change the status to **Nurse** at the conclusion of the visit.

If the patient left without being seen, that status should be indicated as well.

These status changes make it easier for the staff to audit billing.



This concludes the
NextGen Appointment List
demonstration.

Is a shellless turtle homeless or just naked?