

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
08:45 AM	3	Doe, Thomas	1n/4YRS WCC/SHOT	PATE N/A NEED WCC FO
09:00 AM	4	Ipswich, Iggyel	BAD SINUS INFECTION	MOLOKIA N/A
09:15 AM	2	Jalepeno, Joel	m/CONGESTION/SORE THROAT	NO BETTER SINCE LAST
09:45 AM	3	Hose, Anita	/HEADACHES/NEED SHOT	PERKINS N/A
10:00 AM		Hammertoe, Harry	/ROUTINE CKUP/PHYSICAL	NEW PT / BCBS
10:15 AM		Mongo, Mo	1/EYE INFECTION/	REDDY N/A 8/30 IN EHR
10:45 AM		Sunday, Lazy	/SORES/INFECTION ON ARMS	
11:00 AM		Knack, Nick	/POST I&D PROCEDURE	3RD REPACKING

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, Bathsheba		ATTENDED
09:00 AM		Gilbert, Example1/15 MIN		ATTENDED

Go to Patient's chart

Modify...
Check Eligibility
<Refresh>

All Tasks To Do Bookmarks Lab Results Calls

Due Date	Patient/Subject	Description
08/16/2010	Test, Son Relation/Lab Results	Lead, Blood (Pediatric)
08/16/2010	Test, Mom/Lab Results	AFP Tetra
08/12/2010	Test, Linda/Lab Results	t-Transglutaminase (tTG) IgA \ Antinuclear Antibodies Direct \ Request Pr...
08/09/2010	Test, Linda/Lab Results	Hepatic Function Panel (7) \ Hemoglobin A1c \ Request Problem
08/04/2010	Zuleta, Example001/Physician Sign Off Request	sign off request
08/04/2010	Zuleta, Example002/Physician Sign Off Request	sign off request
08/02/2010	Flow, Example001/Physician Sign Off Request	sign off request
07/13/2010	King, Kathy/Lab Results	Amylase, Serum
07/12/2010	Test, Labcorp/Lab Results	Amylase, Serum
06/25/2010	Davis, Linda Ann/Physician Sign Off Request	sign off request
06/23/2010	Khana, Example001/Physician Sign Off Request	sign off request
06/23/2010	Thompson, Example001/Physician Sign Off Request	sign off request
06/22/2010	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

Time	Room	Patient/Subject
08:30 AM		Quagmire, Ludi
08:45 AM		V5 TH EPSDT SCREENING
09:00 AM		5DAY FU BUL Q-B-ARM

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

son	Status
ING SEEING DUFFY	ATTENDED
	ATTENDED
	ACTIVE

All Tasks

Description

New Task | Delete | Modify | Send | Chart

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**.

Patient Appointments: Quagmire, Didi



When:

Provider:

Location:

Room:

Reason:

Cancelled:

Start Date:

Type in room number.

Click Update, then Close.

Provider

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

Time	Room	Patient/Subject
08:30 AM		Quagmire, Didi
08:45 AM		SYR EPSDT SCREENING
09:00 AM		5DAY TUBEROL @ R-ARM

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

son	Status
ING SEEING DUFFY	ATTENDED
	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:

Provider:

Location:

Room:

Reason:

Cancelled:

Status:

When	Room	Provider
08/13/2010 08:30 AM		ROBERT LAMAR DUFFY, MD
08/05/2010 08:30 PM	Rescheduled	ROBERT LAMAR DUFFY, MD
05/24/2010 08:30 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
08:30 AM	2	Quagmire, Carl d/F-U ON COLD/X-RAYS	DR ROOSE N/A	Done
08:45 AM	3	Doe, Thomas 1n/4YRS WCC/SHOT	PATE N/A NEED WCC FO...	Done
09:00 AM	4	Ipswich, Iggyel/BAD SINUS INFECTION	MOLOKIA 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, Harley/ROUTINE CKUP/PHYSICAL	NEW PT / BCBS	ATTENDED
10:15 AM		Mongo, Mo. 1/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 /POST I&D PROCEDURE	3RD REPACKING	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?