

## Procedure Room Scheduling for Clinical and Clerical Staff

Cerner Revenue Cycle Ambulatory EDUCATION

## Procedure Room Scheduling Using the Appointment Schedule Function 1. Search for the patient. 🖞 Appointments 💋 Registration 🕜 Encounters 🐷 Patient Account 🐉 Charge Entry 🐁 🔻 2. On the patient perspective toolbar, navigate to Appointments. 3. Fill in all required fields in the Add Appointment section. Appointment Type 3 GS Procedure a. Note: Appointment type must include Procedure. 4. Click Schedule. 4 First Available Schedule Recur Clear Resource Schedule: Provider(s) Radio Button Selected 5. a. If needed, change the Resource Roles To Schedule CAD GS Providers ~ Friday, March 24, 2023 - CAD GS Providers Resource by using the O Prodecure Room Tegtmeyer DO, Louis C [0/100%] drop-down menu. Resource b. Navigate to the Tegtmeyer DO, Louis C Patient Duration 8:00 AM desired date by using CAD GS Open 30 📮 Minutes the calendar. c. Click on the desired timeslot within the March 2023 Sun Tue Wed Thu Fri Sat Mon schedule to highlight. 9:00 AM 28 2 4 10 17 6 à 11 18 d. Clicking Select will 13 12 19 14 16 15 23 24 25 30 31 20 21 22 open the Procedure 27 28 29 Room Schedule. April 2023 Select Cancel

- 6. Resource Schedule: Procedure Room Radio Button Selected
  - a. If needed, change the Resource by using the drop-down menu.
  - b. Click on the same timeslot that was chosen on the provider's schedule.
    - i. Note: Use the Resource Roles To Schedule radio buttons to toggle between the provider and procedure room schedules.
  - c. Click Select.

Resource Roles To Schedule CAD GS Providers: Tegtmeyer DO, Lou Prodecure Room		radio buttons to toggle between rovider and room schedules. Friday, March 24, 2023 - Prodecure Room	»
O Prodecure Room		CAD GS Endo Room 1 N [0/100%]	
Resource CAD GS Endo Room 1 N	8:00 AM	CAD GS Procedure Room	^
Patient Duration 0    Minutes	-		
▲         March 2023         ▶           Sun Mon Tue Wed Thu Fri Sat         26         27         28         1         2         3         4	9:00 AM		
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10-00 A.F	the second state and	- <i>C</i>
			ancel



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7. On the Add Appointment screen, click **View Resources**.

📁 *Add Appointment 🛛					
Appointment Order					
Appointment Type <u>GS Procedure</u> Preferred Resource	Location Cadillac General Surgery Referring Physician	Visit Reason	Additional Information Do you want a reminder for this appointment? Patient Opt Out		^
Authorizations Confirmation Information Date: Fri Mar 24, 2023 Patient Duration: 30 min Resource Time: 08:00 AM	Patient Time: Primary Resource To the others View Res	Tegtmeyer DO, Louis C	×	Confirm	Clear

8. Verify the correct date, time, resource, and procedure room of the appointment, click **Close**.

« <b>8</b>	Friday, March 24, 2023				
	Tegtmeyer DO, Lou [1/88%]		CAD GS Endo Room 1 N [1/94%]		
8:00 AM	ZZZZTONICTEST, DAVID GS Procedure		GS Procedure	^	
	Tegtmeyer DO, Louis C		Tegtmeyer DO, Louis C		
	and a second and a second and		a para a frances		
			Cle	ose	

## 9. Click **Confirm** to schedule.

📁 *Add Appointment 🔅					
Appointment Order	]				
Appointment Type		Location	Visit Reason	Additional Information	^
<u>GS Procedure</u>	G	Cadillac General Surgery	~	Do you want a reminder for this appointment?	
Preferred Resource	~	Referring Physician	Insurance Profile All Insurances	Patient Opt Out 🗸	
				Patient Language	
Authorizations	len er		Case ~	~	
Confirmation Inform	nation				
	Fri Mar 24, 2023 30 min 08:00 AM	Associated Orders:	Tegtmeyer DO, Louis C		9
		View Res	ources Modify Print		Confirm Clear