

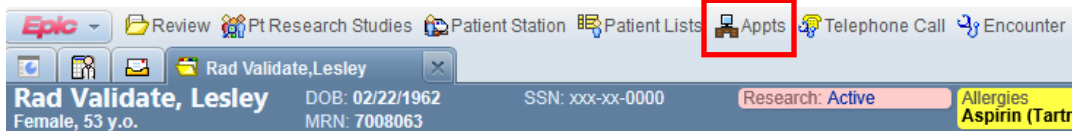
Scheduling Radiology Research Orders

Training Materials

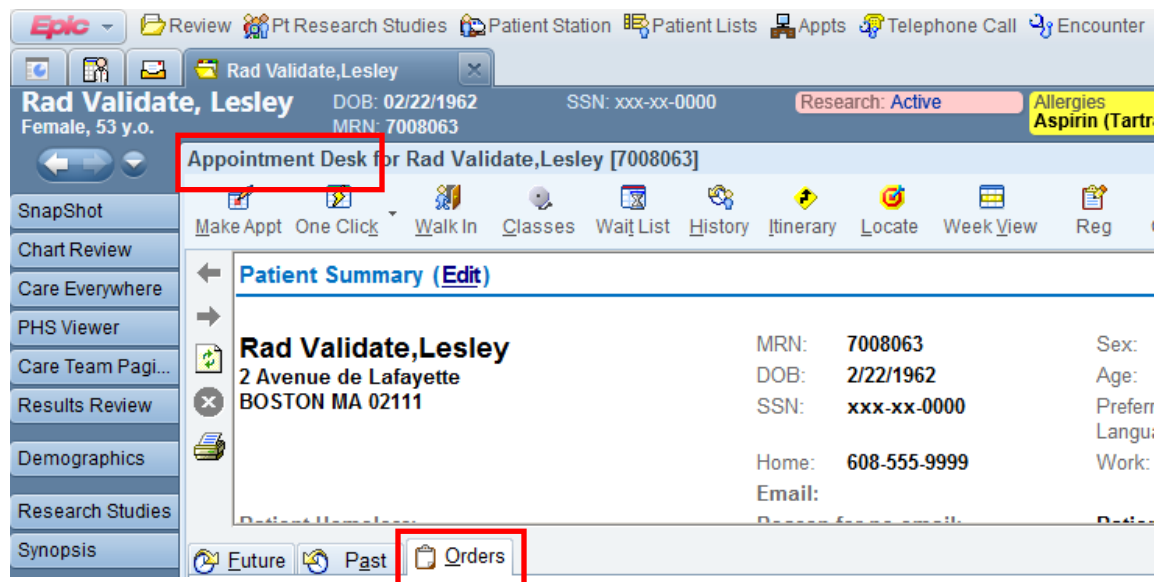
Scheduling the Radiology Orders in Cadence

After you have placed the Radiology Order (Example – Order for a CT for Patient - Lesley Rad Validate MRN: 7008063), you need to schedule the order in **Cadence**.

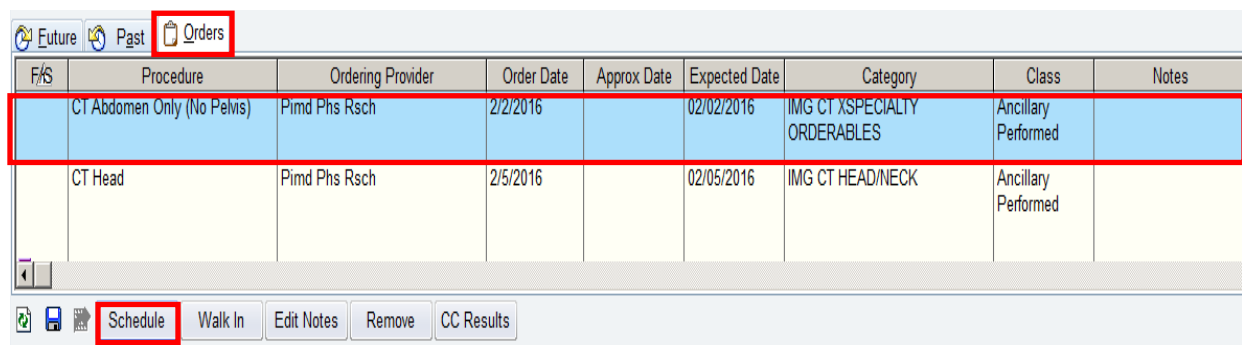
1. Locate and **Click** on the **Patient's Appointment Desk**



2. On the **Appointment Desk** - Locate the **Orders** Tab



3. **Find** the Order you placed and **highlight** it. **Click** on the **Schedule** button.



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4. **Complete** the IMG Scheduling Questionnaire that displays. Click **Accept**.

Questionnaire for CT ABDOMEN [645082]
IMG SCHEDULING QUESTIONNAIRE CT

Question	Answer	Comment
Does this procedure require Anesthesia?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Is the patient from a Skilled Nursing Facility?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
If so, is the patient on any precautions?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Does the patient have any special requirements?	<input type="checkbox"/> Stretcher <input type="checkbox"/> Wheelchair <input type="checkbox"/> Respiratory Care <input type="checkbox"/> Other	
Have you had a Barium study in the last few weeks?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
When?	<input type="text"/>	
Are you on or have you ever received Interleukin-2 Therapy in the last 2 years?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Do you have a PowerPort, Central Access or IV access?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Do you have Diabetes?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Are you currently on Dialysis?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Do you take Metformin (Glucophage, Glucovance, Metaglip, Avandamet, Actoplus)?	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Do you take Hydroxyurea (Droxia, Hydrea, Hydroxycarbamide, Mylan or Apo-Hydroxyurea)?	<input type="button" value="Yes"/> <input type="button" value="No"/>	

5. The Cadence Scheduling window opens up.
- Make Appointment** Box
 - Make Appointment** - Box Information Populated from Order placed
 - Department:** (Where you would the Radiology Image be to be schedule)
 - Visit type:** Based on Order placed in Epic
 - Provider:** Resources Available for scheduling
 - Appointment Notes:** Can be used to write additional information about appointment

Make Appointment

Department: MGH IMG CT OP YAW6 [10020011279] Appt notes:

Visit type: Provider:

CT ABDOMEN [645082]

Expand Instructions

Both Sexes, 15 Years and Up, for CT.XSABD(645082) in MGPIMGCTNCH(10020140025)
 3 hr schedule delay

Both Sexes, 15 Years and Up, for CT.XSABD(645082) in MGHIMGCTNS(10020070099)
 One hour schedule delay.

Order for Rad Validate, Lesley [7008063]

Order #: 1786541 Procedure: CT Abdomen Only (No Pelvis)
 Order Date: 2/2/2016 Proc Category: Img Ct Xspecialty Orderables
 Priority: Routine Class: Ancillary Performed
 Standing Status: Future Expires: 2/2/2017 Status:
 Ordering User: TOVAR, DORA ARACELI [744] Department: Mgh Cardiology
 Auth Provider: PHS RSCH, PIMD Enc Provider: Pimd Phs Rsch, MD
 Diagnosis: Pain
 Sched Instruct:
 Comment:
 Order Questions:

Search Wait List Clear Cancel

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6. **Start Search on:** Select the date to start looking for Appointments

Start search on:

◀ February ▶ 2016 ▶

S	M	T	W	T	F	S
31	1	2	3	4	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	1	2	3	4	5
6	7	8	9	10	11	12

Today

7. **View:**

- a. If you want all Available Sites with Resources, make sure the **Auto Search** box is **Unchecked**

View:

☐ Combine depts ☐ Recur

☐ **Auto search** ☐ Joint times

- b. If you want the **system** to find the first available appointment check the **Auto Search** box.

8. **Click Search.**

9. **Provider Schedule Display** Box pops up. (This box displays any upcoming appointments for the patient). **Click Okay.**

Provider Schedule Display

Rad Validate, Lesley has the following appointment(s) on 03/08/2016

9:00 AM : CT 3DRECON STENT PLAN AND SURV with MGH CT1B2 in MGHIMGCTB2 for 30 minutes

OK

10. The Provider/Resource **Schedule** will now open. Giving you a series of options to chose from:

Provider Schedule

MGH CT4B2 [961] in MGH IMG CT MG BLK2 [1C] View: All Times, Multiple Providers

0% Tue 3/8/2016 CT ABDOMEN - 15 minutes

MGH CT4B2 [961]	MEE CT1 MAIN [800000]	NWH CT MAIN1 [541]	NWH CT MAIN2 [542]	CT Unit 1 ED [310000]	MGP CHELCT1 [944]	Mgh Petich [1031]
12:00p	12:00p	12:00p	12:00p	12:00p	12:00p CT1CH (I)	12:00p (PET ALL)
12:15p	12:15p	12:15p	12:15p	12:15p	12:15p CT1CH (I)	
12:30p	12:30p	12:30p	12:30p	12:30p	12:30p CT1CH (I)	
12:45p	12:45p	12:45p	12:45p	12:45p	12:45p CT1CH (I)	12:45p (PET ALL)
1:00p SMD	1:00p	1:00p	1:00p	1:00p	1:00p CT1CH (I)	
1:15p CT4B2 (All)	1:15p	1:15p	1:15p	1:15p	1:15p CT1CH (I)	
1:30p	1:30p	1:30p	1:30p	1:30p	1:30p CT1CH (I)	1:30p (PET ALL)
1:45p	1:45p	1:45p	1:45p	1:45p	1:45p CT1CH (I)	
2:00p SMD	2:00p	2:00p	2:00p	2:00p	2:00p CT1CH (I)	
2:15p CT4B2 (All)	2:15p	2:15p	2:15p	2:15p	2:15p CT1CH (I)	2:15p
2:30p CT4B2 (All)	2:30p	2:30p	2:30p	2:30p	2:30p CT1CH (I)	2:30p
2:45p	2:45p	2:45p	2:45p	2:45p	2:45p CT1CH (I)	2:45p
3:00p SMD	3:00p	3:00p	3:00p	3:00p	3:00p CT1CH (I)	3:00p
3:15p CT4B2 (All)	3:15p	3:15p	3:15p	3:15p	3:15p CT1CH (I)	3:15p

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11. Select the **Resource and Time**. Click the **Accept** button.

Provider Schedule

MGH CT4B2 [961] in MGH IMG CT MG BLK2 [10] View: All Times, Multiple Providers

0% Tue 3/8/2016 CT ABDOMEN - 15 minutes

Mgh Ct4b2 [961]	MEE CT1 MAIN [800000]	NWH CT MAIN1 [541]	NWH CT MAIN2 [542]
	This resource has a		
1 12:00p	1 12:00p	1 12:00p	1 12:00p
1 12:15p	1 12:15p	1 12:15p	1 12:15p
1 12:30p	1 12:30p	1 12:30p	1 12:30p
1 12:45p	1 12:45p	1 12:45p	1 12:45p
1 1:00p SMD	1 1:00p	1 1:00p	1 1:00p
1 1:15p CT4B2 (All)	1 1:15p	1 1:15p	1 1:15p
1 1:30p	1 1:30p	1 1:30p	1 1:30p

12. **Appointment Review**. Type: **Outpatient**. Click the **Accept** button.

Appointment Review

CT ABDOMEN Type: ☐ Inpatient ☒ Outpatient

13. Once the appointment is scheduled, the **Registration** window will open. **Locate** and **click** on the **Encounter Info** form. Next **locate** the **Research study** box.

Registration

Travel Screening Appt Desk Audit Trail Claim Info View MSPQ Patient FYI LCD/ABN

Rad Validate Lesley

Encounter Info

Add'l Provider Info

Hospital Accounts

Outpatient - RAD ...

Claim Info

Coverage Info

Checklist

Encounter Info

Point of origin: Physician or Clinic Referral Admission type:

Accident related?: No Private encounter?:

Attending provider: PHS RSCH, PIMD [88825] Outpatient PCP:

Free Text Diagnoses	Diagnoses
1	Pain [R52]
2	

Free Text Procedures	Coded Procedures
1	CT ABDOMEN [CT.XS.ABD]
2	

Specialty Billing

Cosmetic Related?: BMT related?:

Billing flag: Pricing Contract:

Special Handling

Interface Ind: Downtime contact serial number:

Research Study

14. **Research Study Box**. Verify that the **Linked** box for the study is checked off. This links the encounter to the study.

Research Study

Linked	Study Code	Study	Status
<input checked="" type="checkbox"/>	2014Z002733-200518	zz RSH M and Pain Study	Enrolled

Investigator: O'Neil A Britton, MD

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15. Go to the Patient's **Appointment Desk**. Click



a. **Locate** the **Future** tab. The Imaging procedure has now been scheduled from the order.

b. The beaker icon will be displayed to identify the encounter **has been linked to a study**.

Appointment Desk for Rad Validate, Lesley [7008063]

Make Appt One Click Walk In Classes Wait List History Itinerary Locate Week View Reg Calendar BWH Rad Travel Screening Review Appts View Sched Arrived

Patient Summary (Edit)

Rad Validate, Lesley
2 Avenue de Lafayette
BOSTON MA 02111

MRN: 7008063
DOB: 2/22/1962
SSN: xxx-xx-0000
Home: 608-555-9999
Email:

Sex: Female
Age: 54 yrs
Preferred Language: English
Work:

Reg Status:
Patient Type:
Needs Interpreter? No
Mobile:

Future Past Orders

	INP	Date	Time	Visit Type	Provider	Dept	Appt Notes	ORD	Hosp Acct	Rel	PVT	Patient
		3/8/2016 Tue	9:00 A	CT 3DRECON STENT PLAN AND SURV [645033]	MGH CT1B2 [943]	MGHIMGCTB2 [10020011276]			6000031...	✓	No	
		3/8/2016 Tue	12:15 P	CT ABDOMEN [645082]	NWH CT SCAN ROOM 2 [542]	NWHCTMAIN [10010010261]			6000031...	✓	No	