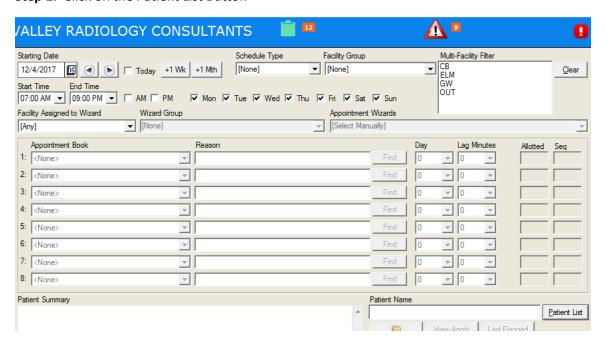


PET SCHEDULING IN MEDINFORMATIX

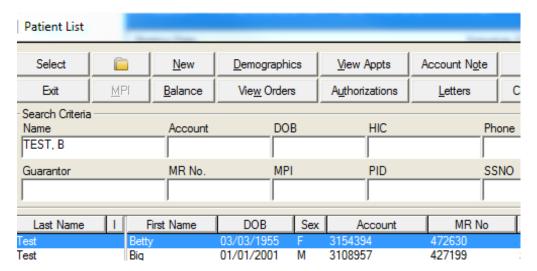
First thing to do is start in the Search Wizard

When a patient calls in to schedule an appointment, you will want to follow the steps below (All Steps are connected to an arrow in the screenshot)

Step 1: Click on the Patient List Button



Step 2: Search for the patient. Use either the Name, DOB, Account, Phone or Appt No Fields then click



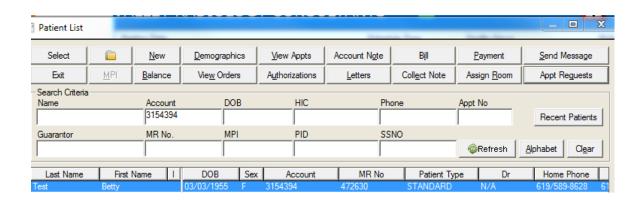
Step 3: Once patient is found, highlight them and click the Demographics button.



- Verify Patients Name
- Verify patients Address
- Verify patients Phone Number (home and cell)
- Verify patients Email Address
- Verify Preferred Communication Method (Call, Text, Email)
- Add/Verify patient Insurance Make sure that the insurance at the bottom of the screen is correct.

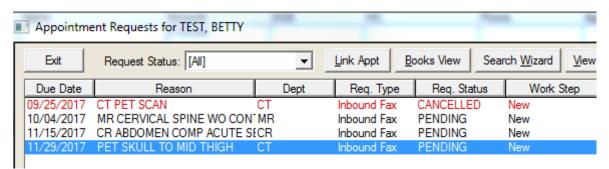
Step 4: Click Save button - Screen will automatically take you to Patient List Screen

Step 5: Click on Appt. Request - When the Appointment Requests screen appears, check if patient already has any PENDING requests.



SCENARIO 1: PATIENTS WITH PENDING REQUEST(S).

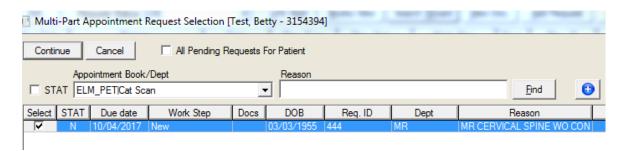
1. Check with patient for which exam to schedule. Once identified then highlight the request and click "Search Wizard."



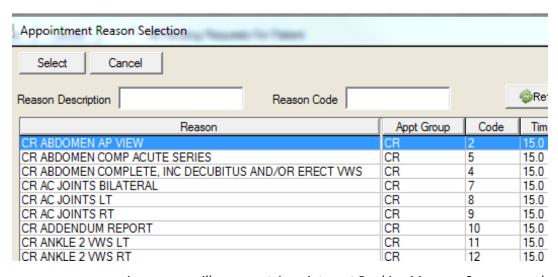
- 2. Multi-Part Appointment Request Selection screen appears This is where you can change an appointment or add other appointments.
 - a. If patient only needs/requests one appointment, then click "Continue."



"Exit."



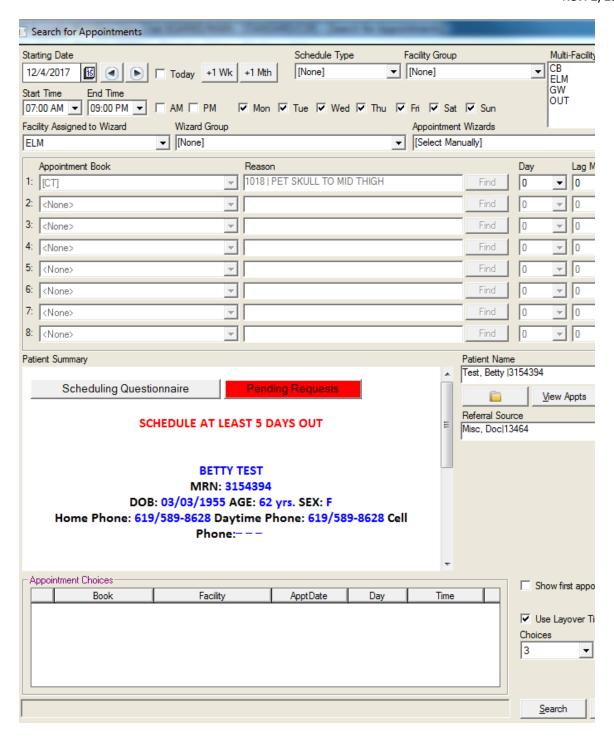
b. If patient needs/requests another appointment, for example X-Ray appointment then add the additional exam to the Appointment Book/Dept. Then Click "Find" to go to Appointment Reason Selection and pick the appropriate category then click "Select" Then use the "Blue Plus" button to add the exam. Then Click "Continue."



c. A message will pop up at Appointment Booking Message Screen - read and click

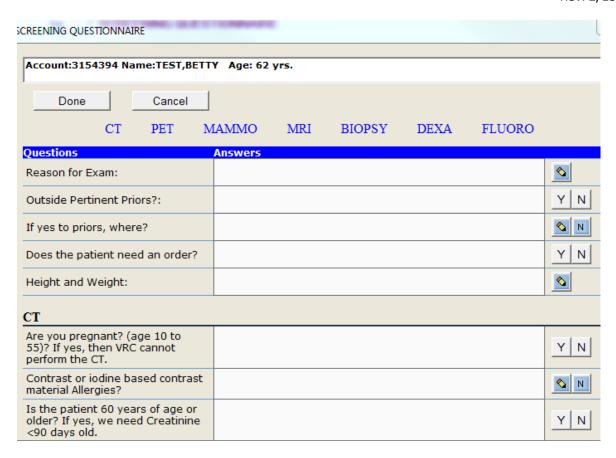
Step 6: Search for Appointments Screen pops open - follow the steps below:





- Click on "Scheduling Questionnaire" Fill this out for every patient.
 - 1. The top questions that are not modality specific should be filled out for every exam type.
- 2. If the appointment is for specific modality, then fill out those questions that pertain to that modality.





Step 7: Pick location "Facility Assigned to Wizard" to indicate "ELM." Note: PET Exams are only scheduled at ELM Street, Escondido

Step 8: Enter the date range at "Starting Date" to search for openings, the click Search button

Step 9: Highlight the time the patient agrees on coming in, then click the "Set Appt" button. Once the Confirm appointment screen pops up, you can add any appointment notes such as patient's height and weight, change the referring physician (if needed) or mark appointment Stat/Asap (if necessary).

Step 10: Once everything is filled out, click "OK" to schedule the exam.