# RadNet Quick Reference Guide

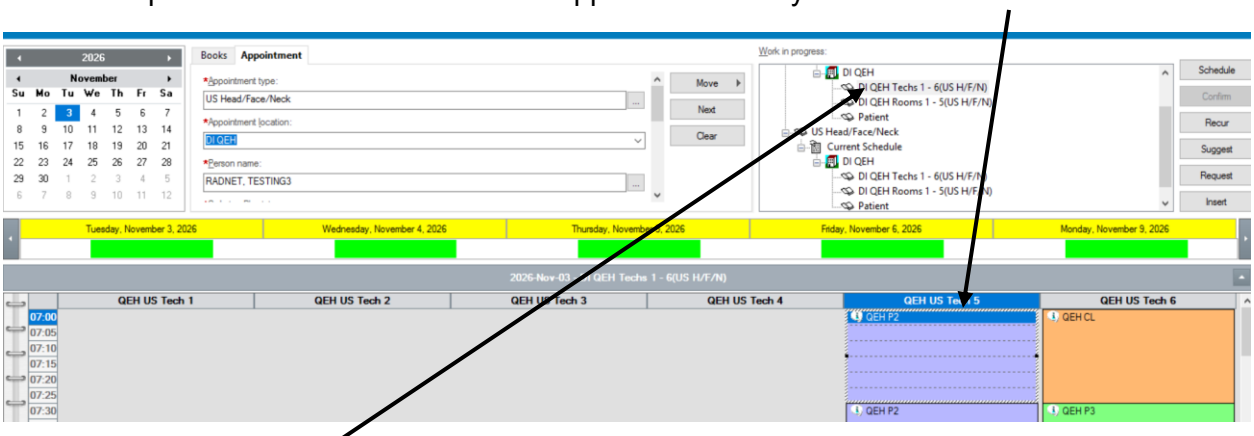
## SCHEDULING – SPLITTING APPOINTMENTS

At times a patient with multiple exams/requests (all the same modality), may not require extra time and the scheduler may be advised that they can be done at the same time/duration.

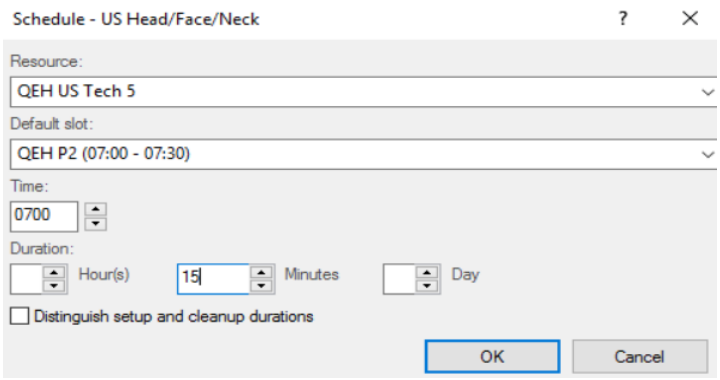
To schedule a patient for more than one request at the same time (example U/S thyroid and U/S Neck but tech advised can all be done in 1 hour). You can schedule both exams by splitting them and fitting them into the same time slot/timeframe.

Proceed and follow the steps to schedule multiple appointments. At the point of scheduling, add a scheduling comment stating advised or approved by tech to book these at the same time. This is helpful as it gives us information to reflect back on if we need to.

- Fill in the appointment fields and move the appointment over to the Work in Progress Window then click Next and repeat the same steps by filling in the appointment fields again for the second exam and also moving the appointment over to the Work in Progress Window.
- Now that you have both exams in the work in progress window, look below in your template and select the start of the appointment time you wish to book.

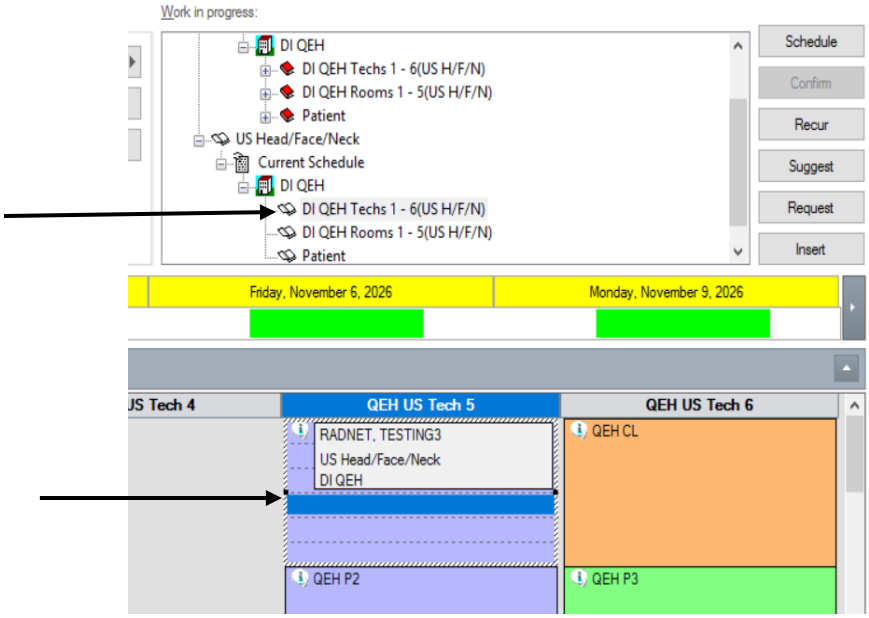



Ensure your first exam is highlighted. Click on Schedule. Ensure you have the correct Resource you want selected as well as the correct appointment time to start with. Change the duration (minutes) to half of the amount of the actual time slot. (for example, this is a 30 minutes time slot which we are putting 2 x 30 minute appointments into so we are going to schedule them both as 15 minutes).

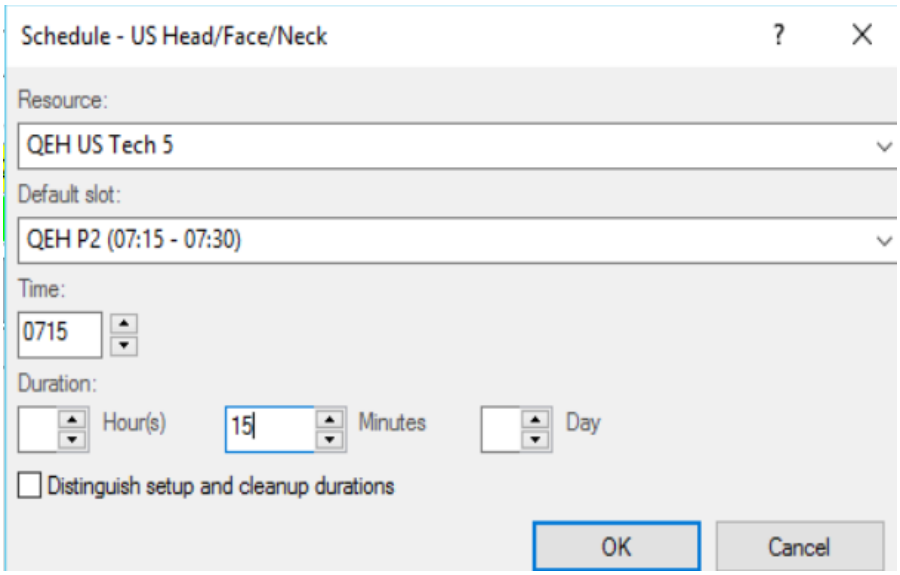



Click Ok.

Ensure you have the second exam highlighted in your work in progress window. Then in the appointment time you already scheduled the first exam in, (first exam scheduled for 15 minutes 7 am to 715 am), select the halfway time of that slot (in this case 715 am). Then click Schedule.

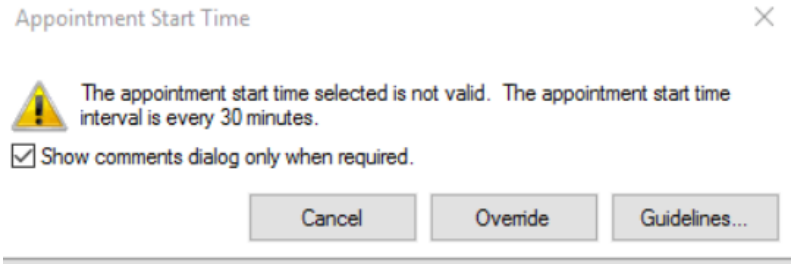



Ensure you have the correct Resource you want selected as well as the correct appointment time to start with. This should default to the time you selected in the template (that halfway point of the time slot). Change the duration (minutes) to half of the amount of the actual time slot. (for example, this is a 30 minutes time slot which we are putting 2 x 30 minute appointments into so we are going to schedule them both as 15 minutes).

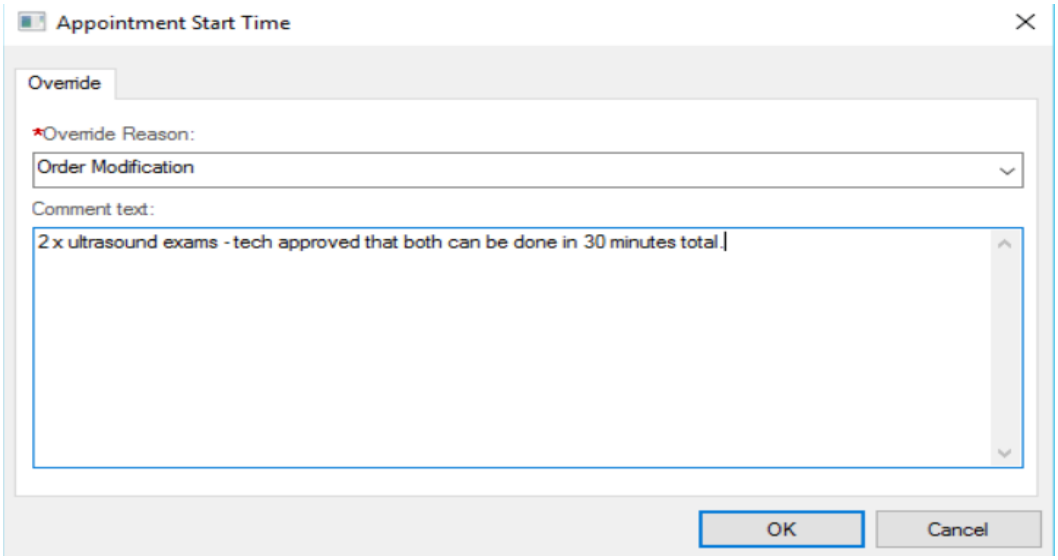



Click Ok.

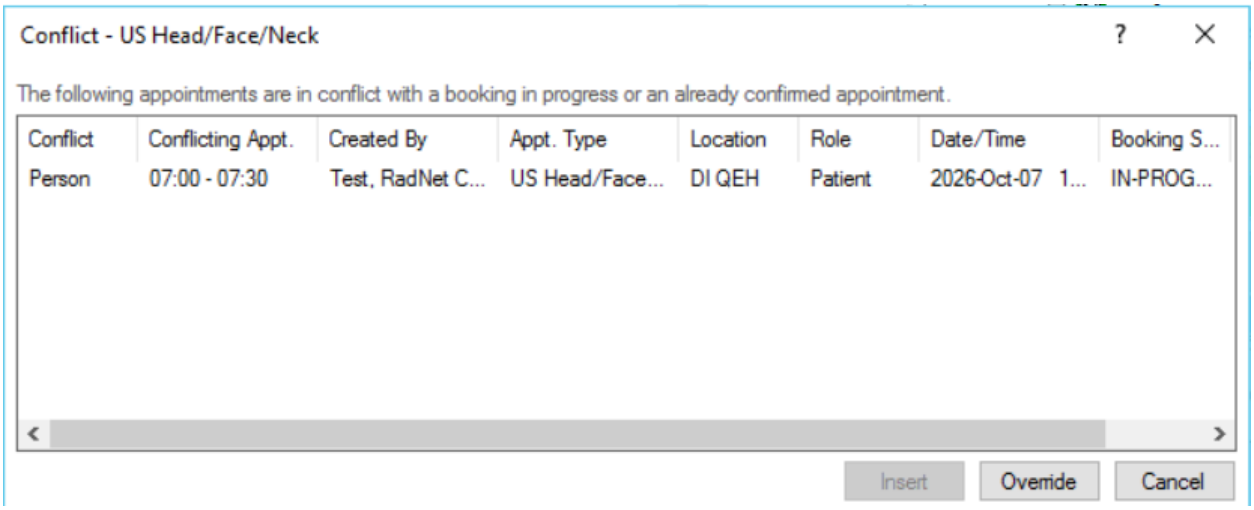
An override conflict box will pop up. Review the message and click Override.




You will need to complete an override reason and comment. Select the most appropriate reason for the booking.



Click Ok.  This conflict box will populate stating there is already an appointment in that timeslot.  Review the message and click override.




These are both now showing as pending appointments.  Confirm both appointments and add an encounter (same encounter for both exams) to complete the booking.  Now they are both showing as scheduled preadmit appointments – both in a 30 minutes appointment slot.

