Health PEI
CLINICAL INFORMATION SYSTEMS

RadNet Clerk

Customizing

Quick Reference Guide

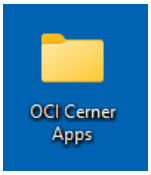
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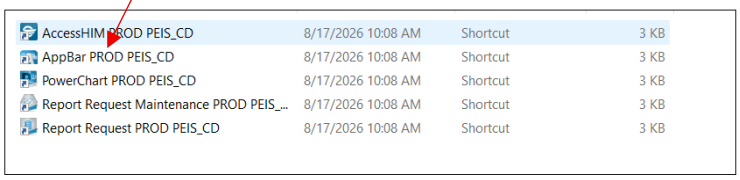
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Logging into Cerner Application

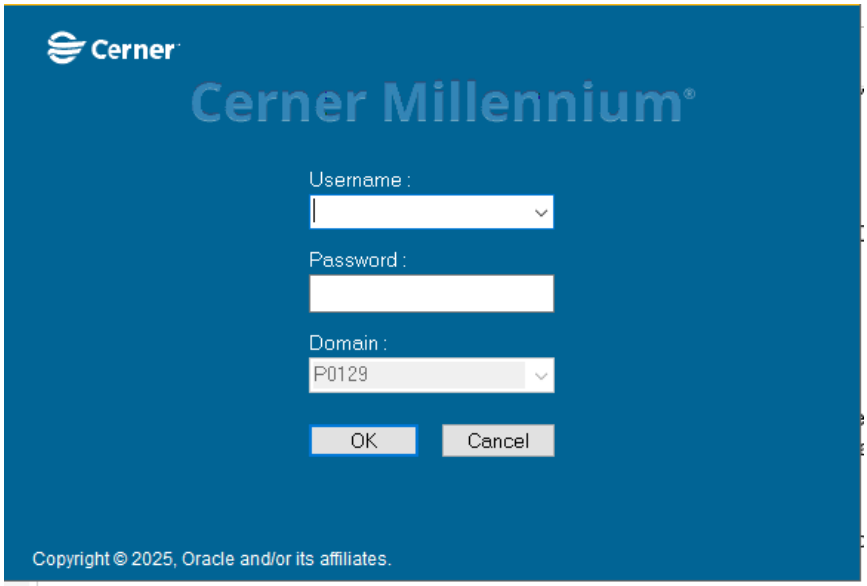
Click on the Cerner Apps on your desktop



Then choose App Bar PROD



The Blue Millennium window will populate. If not automatically logged in, enter username and password (used for PACS/network) at the Millennium window. "Click Log On".

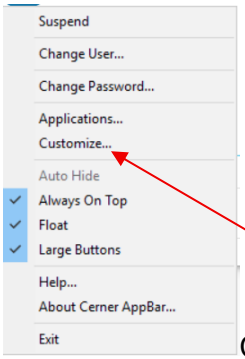


If there are any problems, call the Help Desk at 620-3600.

Customizing the App Bar

This is completed only ONCE, and it will then be defaulted to this for future logins.

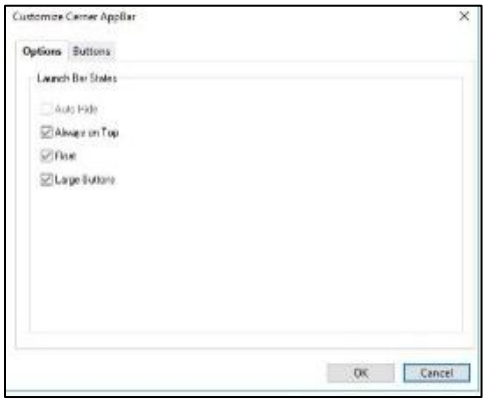
Click on the  icon. The following list will populate

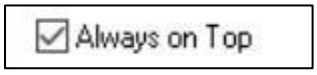


Choose “Customize”

The window below will populate. There are two tabs – Options and Buttons.

OPTIONS





When this is checked, the App Bar will be at the forefront of all open windows.

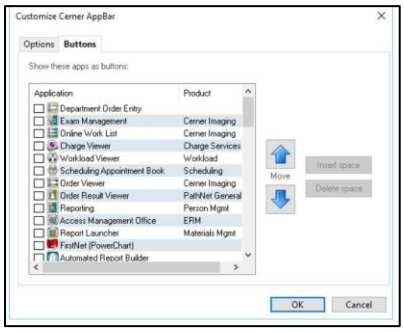


When this is checked, the App Bar can be moved anywhere on the screen.



When this is checked, the icons in the App Bar are the larger size.

BUTTONS

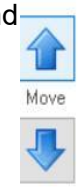


Useful Apps to have on the App Bar would be:

- Scheduling Appointment Book
- Order Viewer
- Online Work List
- Department Order Entry
- Scheduling Reports
- PowerChart
- Access Management Office

(Scheduling clerks in CT/US/Gen Rad/MRI/NM would benefit primarily from Order Viewer, Scheduling Appt Book, and Online Work List then would be beneficial to have Scheduling Reports, Access Management, Powerchart, and DOE on the other side of the APP Bar)

To choose these applications, click the box beside the name. The order of the Apps can be moved, by highlighting the App and ing the blue “up/down” arrows



To separate the Apps into groups, click on one of the Apps where a space is desired, and click the “insert space” button



When the App Bar is set up satisfactory, click OK.

Example of a customized App Bar:



Radnet Application Icons and Scheduling Icons

Button	Action
	**Scheduling Appointment Book:** Scheduling Management is used to schedule a future exam, check in patients and review request lists
	**Department Order Entry (DOE):** Use Department Order Entry to place radiology orders manually. You also can add an order to a previous order, cancel an order, activate a future order, or register a patient before entering orders.
	**Online Worklist:** You can use Online Worklist to obtain a display of orders to be performed, filtered by your facility, modality, and/or room/equipment. It provides a visual reference of procedures that have been completed, those in process, and those to be performed. Additionally, use Online Worklist to quickly and easily view report text and other details about the order and the patient. You can modify an order from this App.
	**PowerChart:** PowerChart is a comprehensive electronic health record. You can use this to check patient labs, activate orders, review orders and results
	**Order Viewer:** Order Viewer allows you to look up prior exams, modify order details, document medications and print reports. You can request this information for a specific patient or for a single accession number. You can also specify the type of activity for which information is to be viewed.
	**Access Management Office**: Used to update patient phone number and address.
	**Scheduling Reports:** Used to run and print reports for scheduling purposes (for example, daily list for the following day)
	**Appointment History View** - Opens the Appointment History View dialog box to view details associated with the appointment.
	**Appointment Inquiry** - Opens the Schedule Inquiry window to launch a person, resource, or location inquiry.
	**Request List Inquiry** - Opens the Request List tab of the Schedule Inquiry window to launch a request list inquiry.
	**Appointment Report** - Opens the Schedule Report window to print person, resource, or location schedule reports.

	**View Lock Status** - Opens the Locks Held By dialog box to display pending appointment information, which is locked in the system by a user.
	**Person Management** - Opens the Person Management application to search for a person in the database. (Adding a patient must be done through registration)
	**Charge Review - Opens the CS Charge Viewer window, from which you can view or add charges that have been submitted for the person.**
	**PM Launch** - Opens the PMLaunch application. Select the conversation to launch from the list in the Available Conversations dialog box.
	**Show Allergies** - Opens the Allergies dialog box, where the user can view, add, or modify allergies for a person.

Button	Action
	**Check In** - Checks in the person scheduled for the appointment. When this option is selected, the Check In dialog box opens.
	**Check Out** - Checks out the person scheduled for the appointment. When this option is selected, the Check Out dialog box opens.
	**Verify** - Launches an inquiry on insurance coverage for the person scheduled for the appointment to verify eligibility of the medical service to be provided. When this option is selected, the Verify dialog box opens.
	**Lock** - Locks the appointment so others cannot perform actions on it.
	**Unlock** - Unlocks the appointment so others can perform actions on it.
	**Shuffle** - Opens the Appointment Shuffle Criteria dialog box so you can shuffle scheduled appointments.
	**Refresh** - Updates the information displayed to reflect changes in the database.
	**Exit -** Closes the Appointment Book.

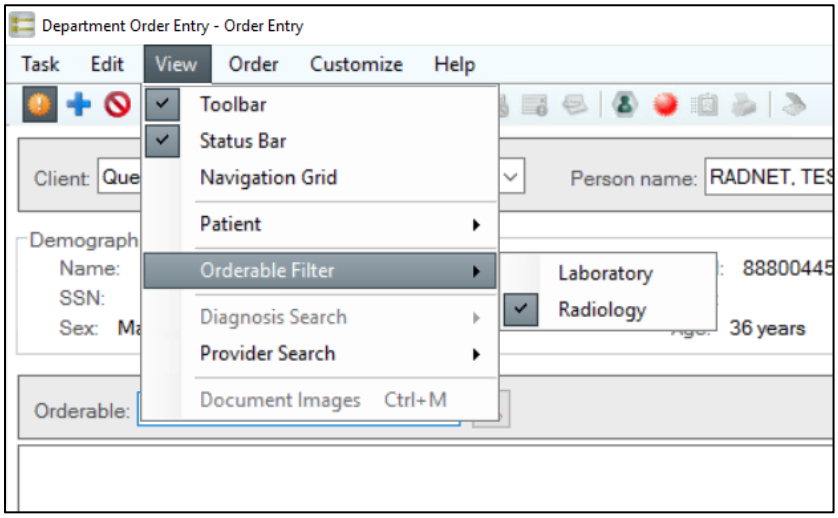
	Confirm - Opens the Confirm dialog box so you can confirm the appointment.
	**Contact -** Records the date and time of any contact made with the person scheduled for the appointment, as well as allowing the user a place to enter any applicable comments concerning the contact. For example, if the user calls the person to remind them of the upcoming appointment, it could be documented in the contact in the Contact dialog box.
	**Modify -** Opens the Modify dialog box so the user can modify the details associated with the appointment type.
	**Reschedule -** Reschedules the appointment. When this option is chosen, the selected appointment is moved to the Work In-Progress box so it can be rescheduled to the appropriate time and resource.
	**Hold -** Changes the status of the appointment to hold.
	**Cancel -** Cancels the appointment. When this option is selected, the Cancel dialog box opens so the user can enter the reason the appointment was canceled.
Button	**Action**
	**No-show -** Indicates that the person scheduled for the appointment did not arrive. When this option is selected, the No-show dialog box opens, the user can change the status of the appointment to "no show".

Department Order Entry (Toolbar Icon Reference Guide)

Icon	Explanation
	**Order Entry:** Opens the Department Order Entry window so new orders can be placed.
	**Accession Add On:** Uses the accession add on mode so you can add an order to an existing accession.
	**Cancel Orders:** Opens the Cancel Orders window so you can select and cancel orders as appropriate.
	**Modify Orders:** Opens the Modify Orders window so you can select and modify existing orders as appropriate.
	**Batch Orders:** Opens the Batch Orders window so you can create a batch of orders to place for several patients.
	**Activate Future Orders:** Opens the Activate Future Orders dialog box so you can select one or more future orders to activate.
	**Submit Orders:** In the Order Entry mode, the orders can be submitted without being added to the scratch pad first: In the Cancel mode, orders must be added to the scratch pad before they are submitted.
	**View Submission Errors:** This option is available only when an error has occurred in the scratch pad: When selected, the system searches the scratch pad sequentially (top to bottom) for any order with a status of Error or Duplicate: Information associated with the problem is displayed for review.
	**Clear Orders:** Clears all information in the window and submitted orders from the scratch pad: Orders in the scratch pad that have not been submitted or that are being processed will not be cleared: In Batch Orders mode, allows you to clear the saved orders from the current batch.
	**New Order:** Clears all order information in the window but continues to display patient information: In Batch Orders mode, allows you to add a new order to the batch.
	**Add Order to Scratch Pad:** Adds the orderable to the scratch pad.
	**Remove Order from Scratch Pad:** Removes the selected order from the scratch pad or from the batch.
	**Display Details:** This option is available only when a selection has been made in the scratch pad: It displays the order details for the selected order and allows you to make modifications.
	**Comments:** Opens the Comments dialog box so a comment or note can be attached to an order or batch, or an existing note or comment can be edited.
	**Patient Registration:** Opens the patient registration window, which enables you to register a new patient.
	**Patient Allergies:** Opens the Allergy dialog box so that you can modify the allergies listed for the person: If a person has allergies defined for them, Yes is displayed in the Allergies column in the Patient Information spreadsheet in the main window.
	**Manual Expedite:** Opens the Manual Expedite dialog box: This option is available when you select an order on the scratch pad in Accession Add On, Cancel, or Modify mode or a submitted order in Order Entry and Batch Orders modes.
	**Print Labels:** Opens the Label Reprint window when a submitted order is selected on the scratch pad.

	**No Scanned Document:** This icon is displayed when no scanned document exists for the selected Radiology order, or if an order has not been selected.

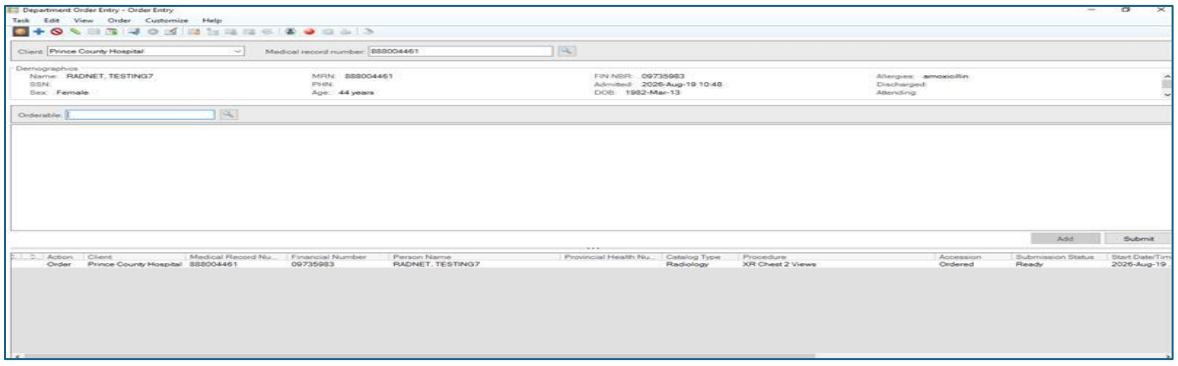
Ensure that the orderable filter is set to radiology. This will populate radiology orders in the orderable search box.



Customizing Preferences in Scratchpad

Click on Customize in the top banner. Click on Scratch Pad. Click on Display Preferences.
Useful preferences to have on your Scratch Pad:

- Person Name
- MRN
- Procedure
- Client
- Order Details
- Start date/time
- Accession
- Catalogue Type
- Action
- Submission Action
- Comments



Online Worklist (Toolbar Icons Reference Guide)

Icon	Explanation
	**Location Filter:** Opens the Location Filter dialog box.
	**Comments:** Allows you to add or edit existing comments for an order. Use this icon to add information pertinent to the exam or patient for other Techs to see. This comment does NOT go to PACS. (i.e.: Patient has sister with her today because she is nervous) *For RadNet, Order Comment and Order Note do the same thing.
	**Allergy:** Clicking this button opens the Allergy dialog box, allowing you to update patient allergy information. When you return to Online Worklist from the allergy application, the system automatically updates the allergy status. **Please note, only true allergies are to go in this box. Other alerts clerical need to document will go elsewhere. Process is still pending on this.*
	**Technical Comments:** Opens the Technical Comments window allowing you to view or modify technical comments. For information on how to use Technical Comments, click the Help menu in Technical Comments. These can be added at any time.
	**Document Medications:** Opens the Document Medications window allowing you to record medications administered to a patient for a procedure. You can also search for medications or add medications to an encounter, including medications that are specific to Cerner Imaging, such as contrast. Depending on your site configuration, medication documentation can be populated to the patient EMR.
	**Patient Exam History:** Opens the Order Viewer window allowing you to view information about a patient's other orders.
	***Document Image:** Opens the Document Image Library dialog box, allowing you to view, scan, or import an image for a selected order. This icon is displayed when a scanned document already exists for the selected order. Techs will not be using this icon.*
	**Replace Exam:** Opens the Procedure Replace Groupings dialog box allowing you to replace with a different exam.
	**Modify Order Details:** Opens the order details for the exam where you can modify any of the information.
	**Scheduling:** Opens the scheduling appointment book
	***Add Interesting Case Finding:** Techs will not be using this icon*

Customizing the Exam List Display

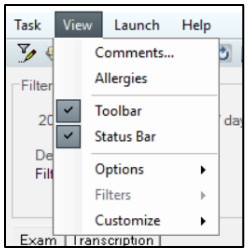
Click on View then Customize then Exam List.
Useful preferences to view:

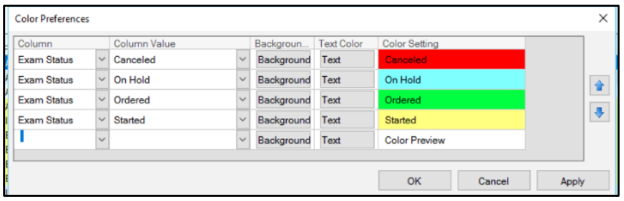
- Patient Name
- MRN
- Date of Birth
- Procedure Name
- Priority
- Requested DT/TM
- Ordering Physician
- Comments
- Technical Comments
- Status
- Accession #
- PACS ID
- Scheduling Comments
- Scheduling Action
- Allergies
- Exam Status
- Ordered As
- Linked

Customizing your Worklist (optional)

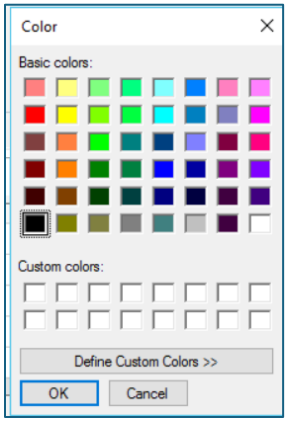
Adding colors to your Work List (This is optional)

Click View and then Customize and color preferences.





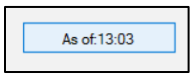
In the column, choose Exam Status from the drop-down menu. In the column value, choose Canceled and click in the Background field. A color box will open.



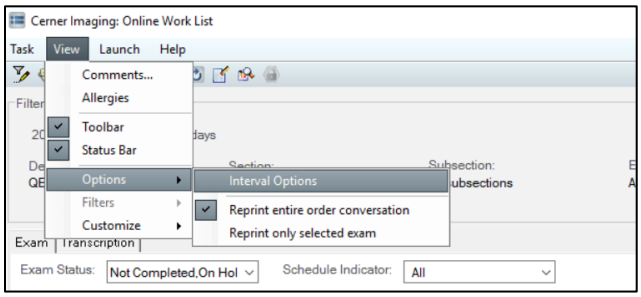
Choose **RED** for Canceled Exams. Repeat steps for the On Hold, Ordered and Started exams.

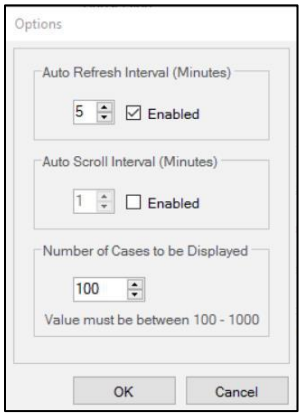
Copy the colors as above. Then click OK.

To manually refresh the Work List, click the “as of” time button



To set your Auto Refresh interval, click the View button, Options and then Interval Options.





Change the number of cases allowed to be displayed in the Work List in this box.

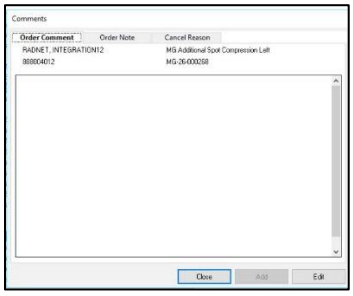
Click OK.

Other Online Worklist Tool Bar Icons



Comments Icon (Order Comments)

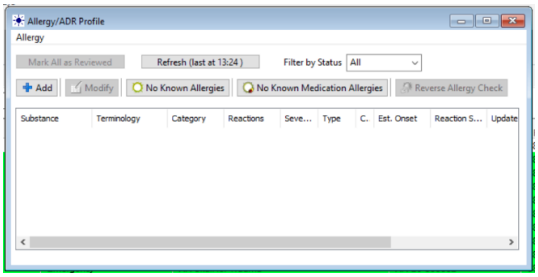
 Use this icon to add information pertinent to the exam or patient for other techs to see. This comment does not go to PACS. (i.e.: Patient has sister with her today because she is nervous, goes by they/them, requires extra imaging, do not use markers; she will eat them)



For RadNet - Order comment and Order note do the same thing. Comments are specific to the exam and don't carry over to other accessions.

Allergies

 Click this to add allergies from the online Work List. You will select a patient and then click the button. The Add Allergies window will open. *Others can see the allergies in CIS/Radnet so we are only supposed to use this for actual allergies.



Replace Exam Icon



Select the exam to replace. This will be used if the wrong exam has been ordered and it needs to be replaced.

Examples:

- Laterality
- A different exam in the same modality
    - If the exam needs to be a different modality, you MUST cancel and re-order
- Ordering physician
- Aborted scan

*If you need to replace the ordering physician, you will use this metho but only to change the physician.

Modify Order Details Icon



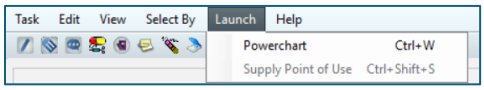
If the order details need to be updated, use this icon.

Examples:

- Changing the priority
- Moving an order to another day by changing the request date/time.
    - If you change the requested start date and time, leave a comment as to why
- Adding another physician for the copy of the report
- Do NOT use this window to change the ordering physician (use the Replace Exam icon

Launching PowerChart

Highlight the exam and click LAUNCH, then PowerChart.



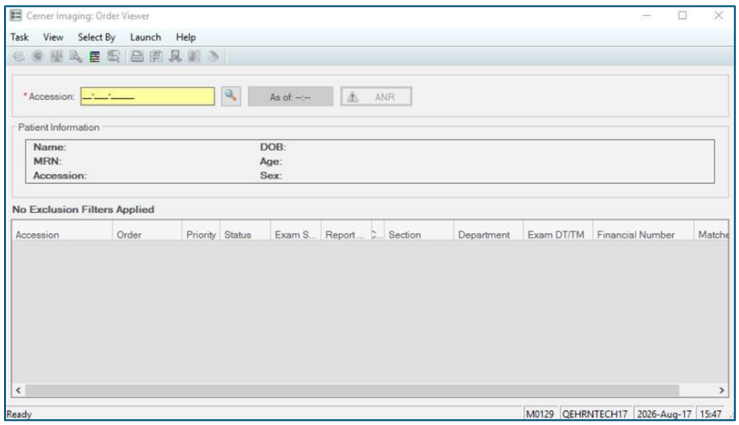
This will open the patient's chart.

- Lab results can be reviewed
- Check MRI screening form
- Document implants etc. (The tech will do this)

Order Viewer App



To view previous patient's exam history, click on this icon.



Customizing Order List Display

Click on View then Customize then Order List.
Useful preferences to view:

- Accession
- Order
- Priority
- Status (Future, Ordered, or Completed)
- Exam Status (On Hold, Started, Ordered, Completed)
- Report Status (New – exam completed/no report / Final – exam completed/report is available to view/print
- Comments
- Section (Facility/Modality)
- Department (Location/Facility or Virtual)
- Exam DT/TM (Date and time put in the request list, date and time scheduled, or date and time exam completed)
- Financial Number (Same as Encounter #)
- Linked

Guide and Description on What To View

Future on Hold – Exam is either in the request list (if shows virtual dept) or the exam has been scheduled (if shows facility/modality for section).

Ordered Started – Exam has been started but not completed yet

Ordered Ordered – Exam has been scheduled. If you double click on this line, you can view the appointment date and time it is scheduled for.

Ordered Completed – Exam has been done. The date/time the exam was completed will show in the Exam DT/TM column.

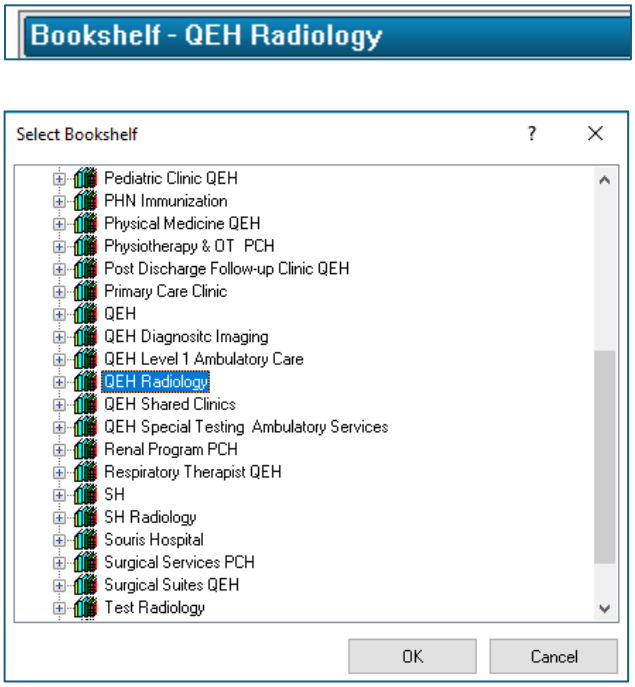
SCHEDULING APPOINTMENT BOOK



Bookshelf

Click (single) on the Scheduling Book Appointment Icon

Scheduling Book Appointment opens, click on the Bookshelf tab if choosing a book, then choose Location, click OK. Then choose Modality, by double clicking the book.





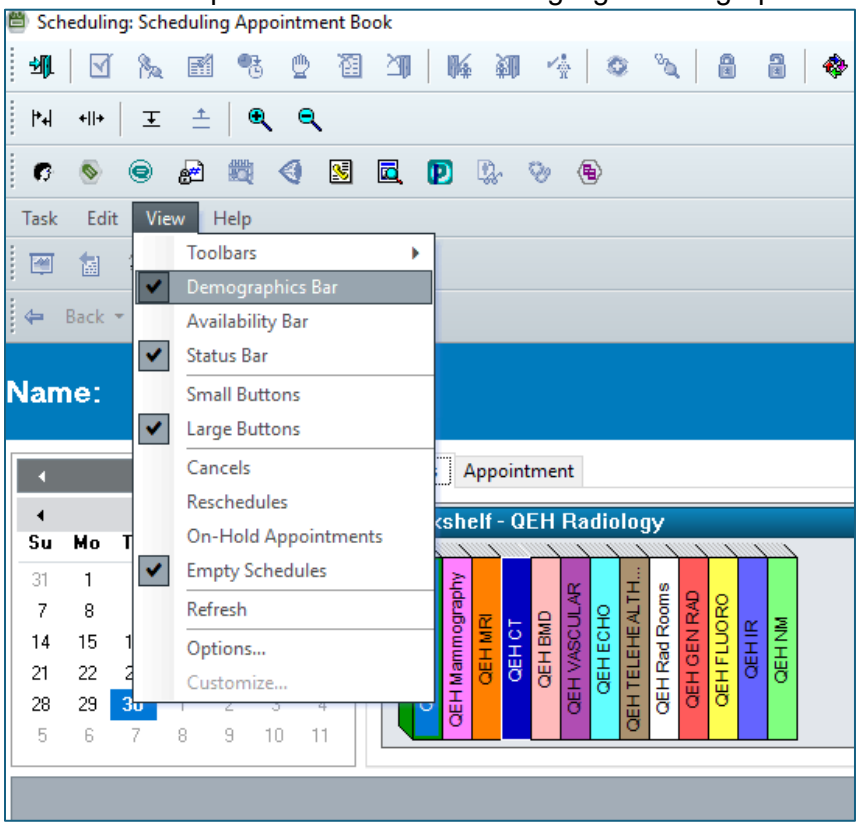
- You can have more than one scheduling book open at a time.
- QEH Clerks that used to schedule in the Shared Clinics (DI Surg/inv procedure) book will now book in QEH IR (nurses, Fluoro, biopsies).

User Preference Setup

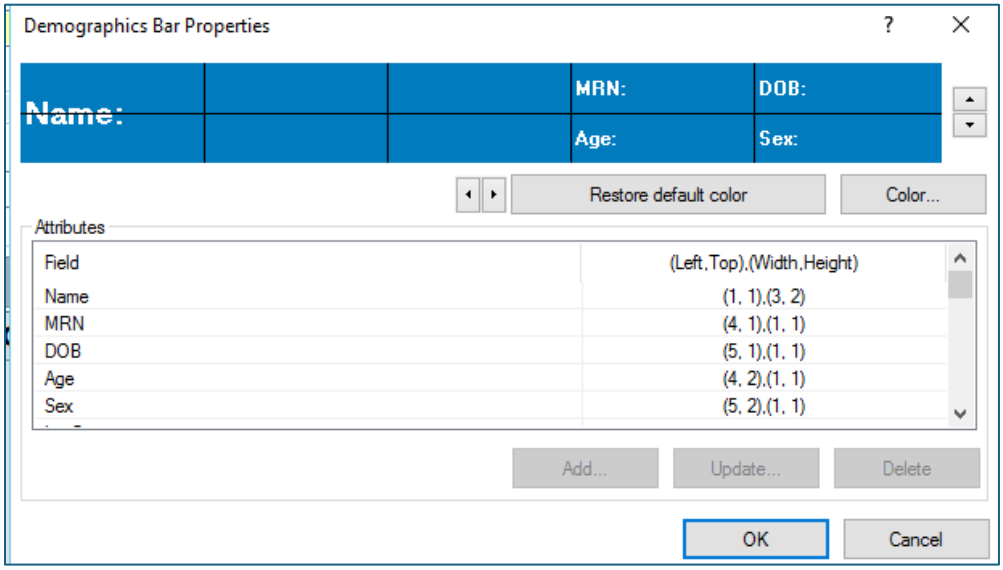
Within the Scheduling Appointment Book solution there are several options which are set at the user level. This means that these options must be completed by every user under their username. After completing this step one time, the information does not be entered again unless changes are made.

Demographics Bar

Click the View option in the tool bar and highlight demographics bar.

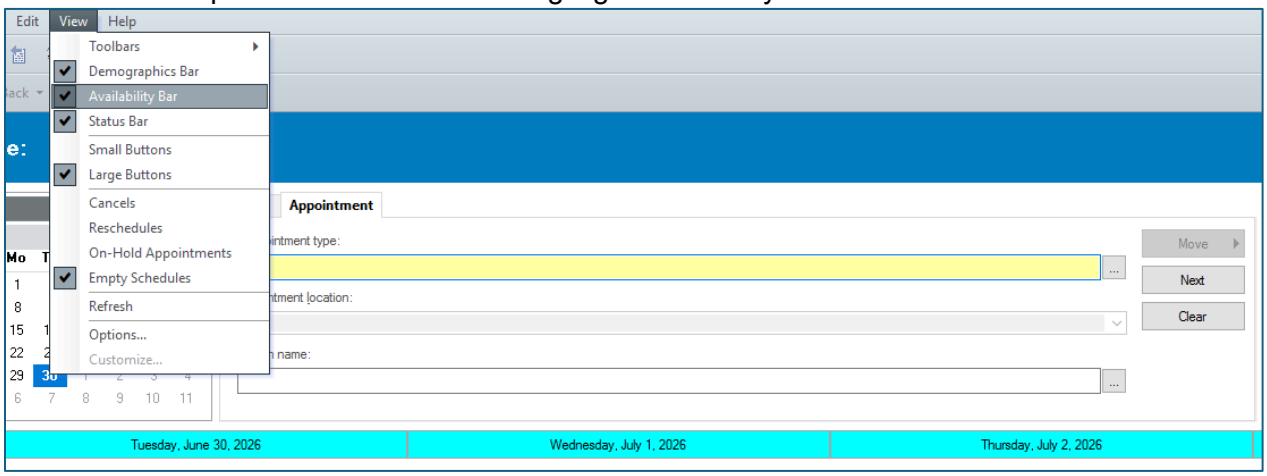


By selecting this option, the demographics bar will appear and will display patient's name, MRN, age, DOB and gender. Right Click on the demographic bar and properties will appear and choose what fields and color you would like the bar to be.

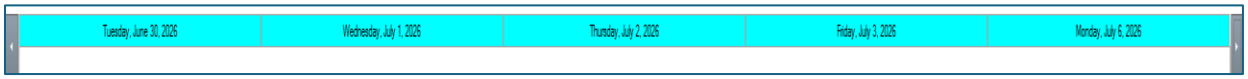


Availability Bar

Click the View option in the tool bar and highlight availability bar.

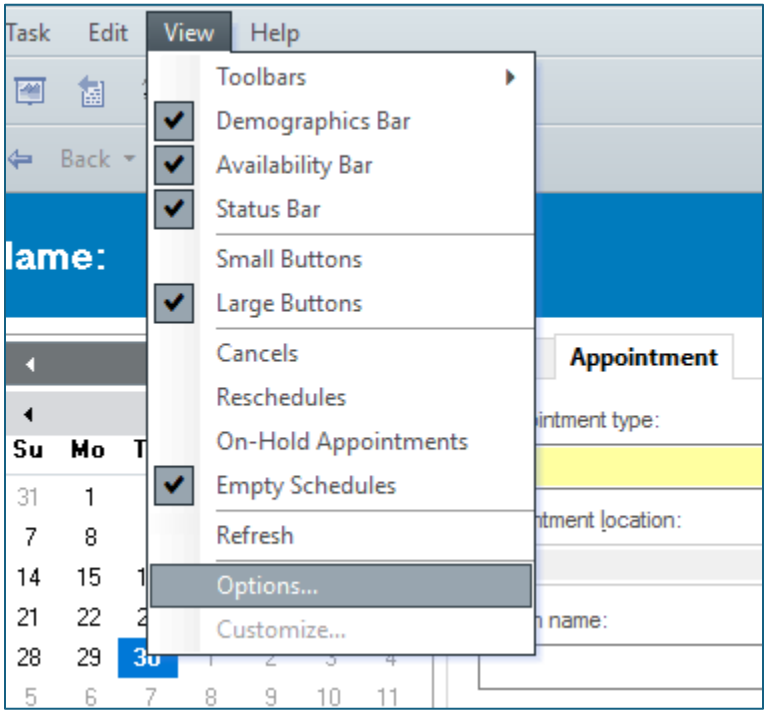


The availability bar will show through color coding whether there are resources available for a particular day/week Yellow =available; Black=unavailable.

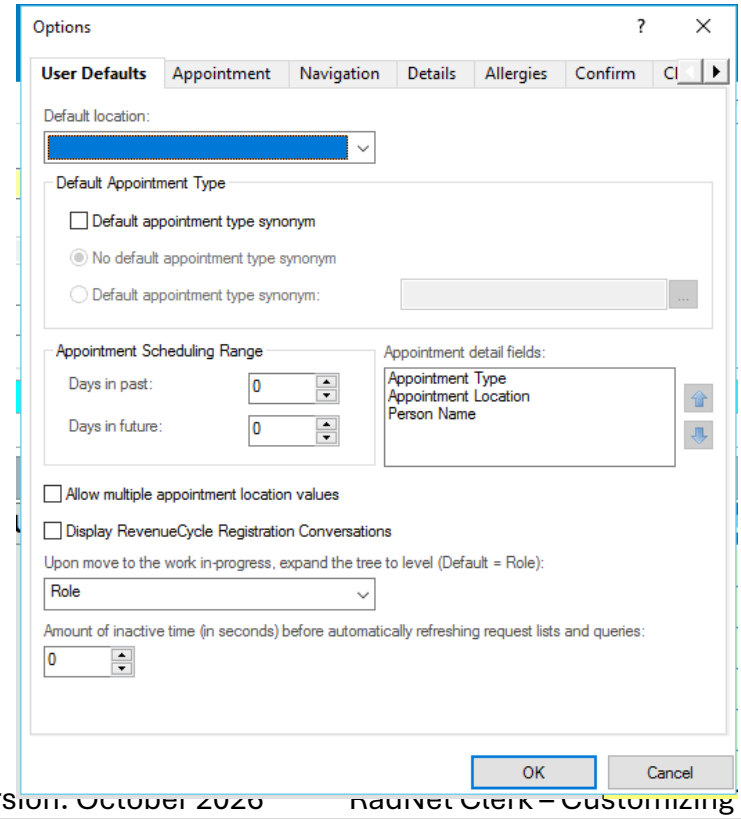


Preference Options

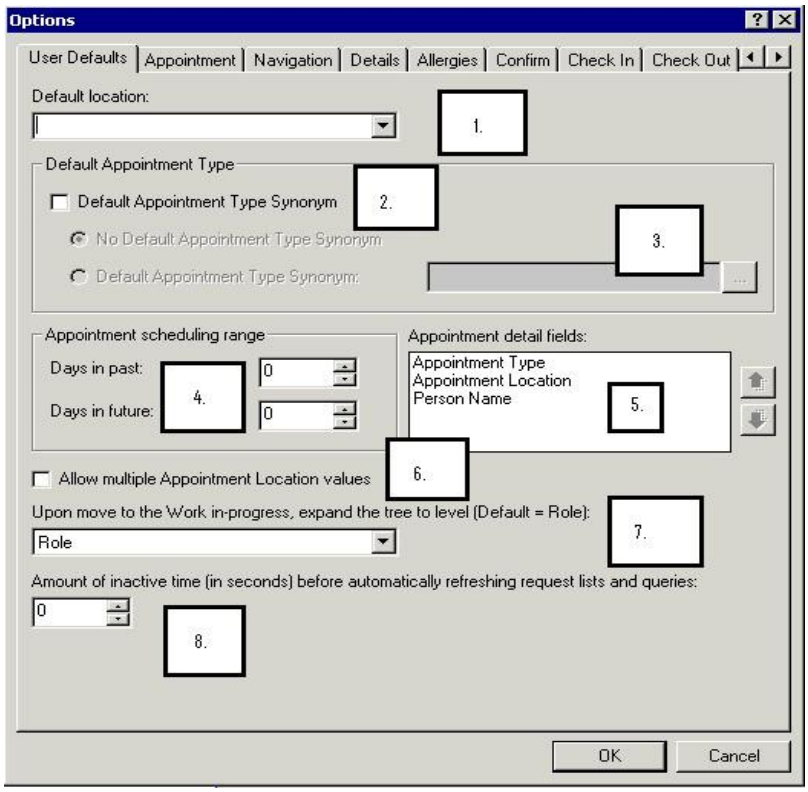
Click View in the tool bar and select options.



This will bring up a series of tabs that will be reviewed one at a time.

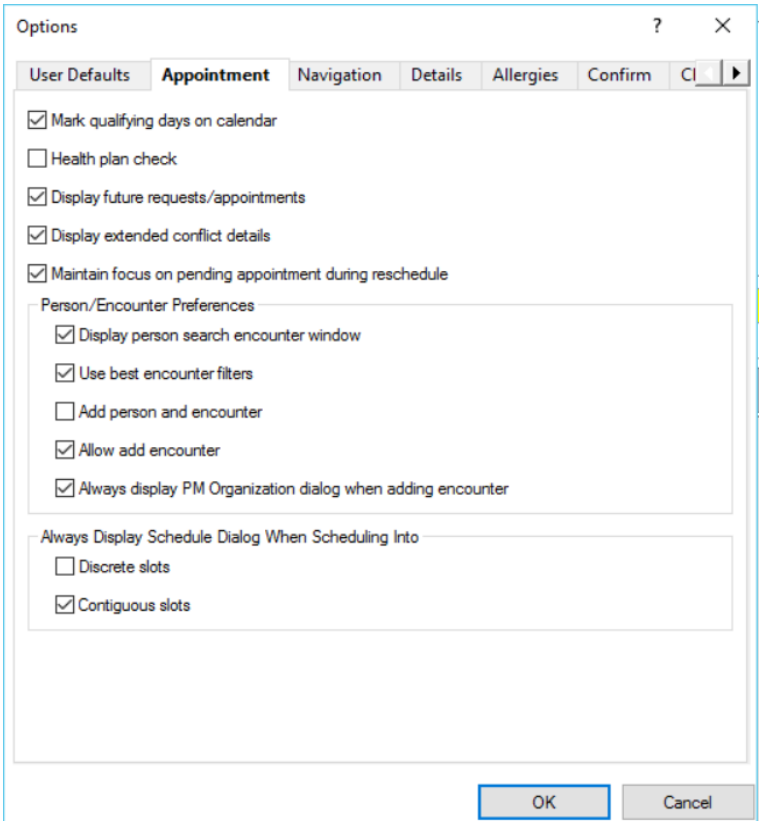


User Defaults



1. **Default Location** can be chosen from the drop-down menu. This function would be used if a user schedules consistently for one location, i.e. the RAD department.
2. **Default Appointment Type Synonym** can be chosen by selecting the radio button
3. **Appointment Synonym** can be selected from searching in the box for the desired appointment type. This option could be used if a user consistently schedules one appointment type and would then default into the appointment type field.
4. **Appointment scheduling range** refers to the time frame that the system will allow the user to schedule. By setting at 0 and 0, there is no restriction.
5. **Appointment Detail Fields** are the 3 set fields that will always appear at the top of the appointment tab. This option allows the end user to determine what order these will appear in. For example, if you select the Appointment Location first, only the Appointment Types that can be scheduled for that location are listed for selection.
6. **Allow multiple Appointment Location Values** will allow multiple location values in one booking conversation. This also allows for the Suggest option to return all available appointments across multiple locations.
7. **Work in-progress, Expand the Tree** will determine the levels that are displayed in the Work In-progress window. Default is Role.
8. **Request List Update time** is set here in seconds and will determine the amount of time between updates of the queue.

Appointment Tab



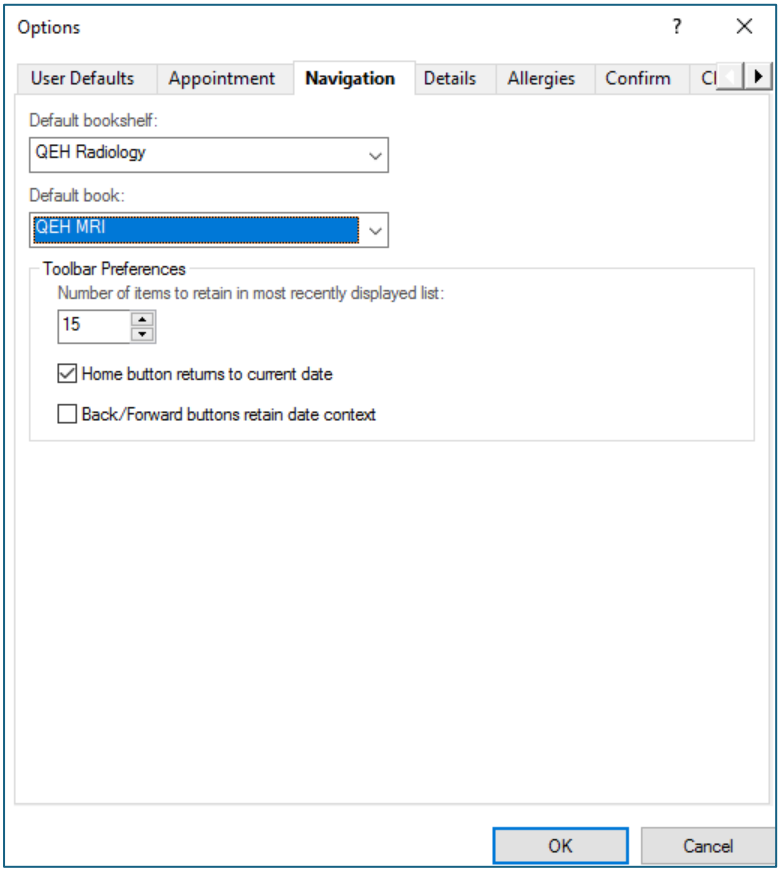
1. **Mark qualifying days** on calendar: When selected this will result in days on the calendar that are open for an appointment to be scheduled to be bolded.
2. **Health plan check**: Checks to determine whether a patient has a health plan, does not specify what health plan it is.
3. **Display future requests/appointments**: If checked this will populate a box that displays the future appointments for a patient.
4. **Display Extended Conflict Details Box**: If checked the Conflicts dialog box should be opened when booking conflicts occur to expand the ability to resolve conflicts. If not selected, the Booking Conflicts dialog box is displayed.
5. **Maintain Focus on Pending Appointment** if checked this option will return focus to the pending appointment, once you select a resource or role in the Work in Progress box, after you have moved away from the pending appointment. In the absence of a pending appointment the focus returns to the previously confirmed appointment.
6. **Display person search encounter window**: If checked, this will bring up the encounters that a person has when a person search is done.
7. **Always display PM Organization dialog when adding an encounter**: If checked this will bring up a box in which you can select the organization from which to launch a conversation.
8. **Always display Schedule dialog when scheduling into discrete/contiguous**: If checked, this will cause the schedule box to come up and populate if you are

scheduling an appointment into a discrete or contiguous slot (depending on which you select).

- A discrete slot has a defined duration and allows only one appointment to be booked into it. The appointment always takes on the duration of the slot. When added to a template, the duration of the discrete slot should not be modified.
- A contiguous slot has a flexible duration and allows multiple appointments to be booked into it. The appointment always maintains its duration as defined in the resource list or order configuration. Each appointment booked into the slot can have different durations. For example, a contiguous slot could be defined as a General Radiology Slot from 8:00 a.m. to 12:00 p.m. Inside this slot, numerous appointments could be scheduled until the total of their durations totals the four hours allocated for the slot. When scheduling into a contiguous slot, the scheduler simply indicates the duration during the scheduling conversation.

We set all the slots to Contiguous so they can be modified at any time.

Navigation Tab



Default Bookshelf list - Enter the name of the resource bookshelf to be displayed as your default bookshelf. There is a list available to assist you in selecting a predefined bookshelf.

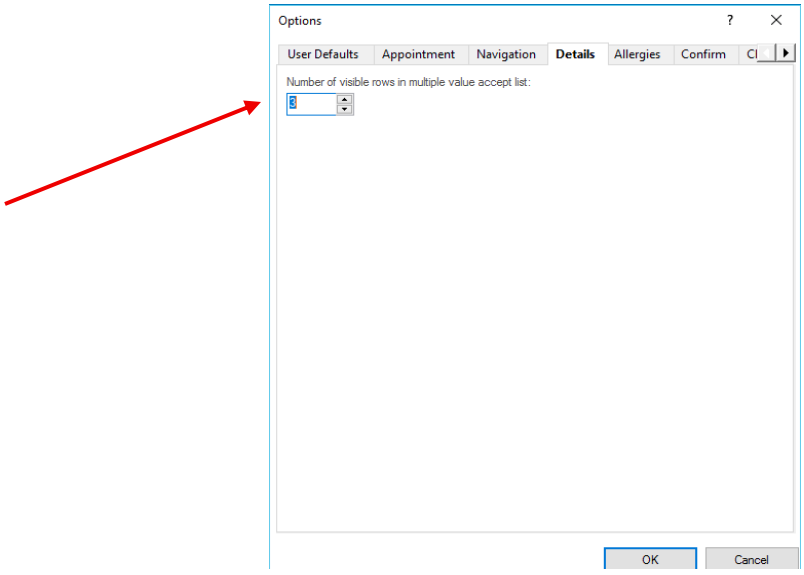
Number of Items to Retain in Most …spin box - Select the number of items you want to be retained in the Back list.

Back/Forward Buttons Retain Date Context option - Select this option for the Back and Forward toolbar buttons to dates to navigate with the calendar.

Home Button Returns to Current Date option - Select this option for the Home toolbar button to return you to the current date.

Details

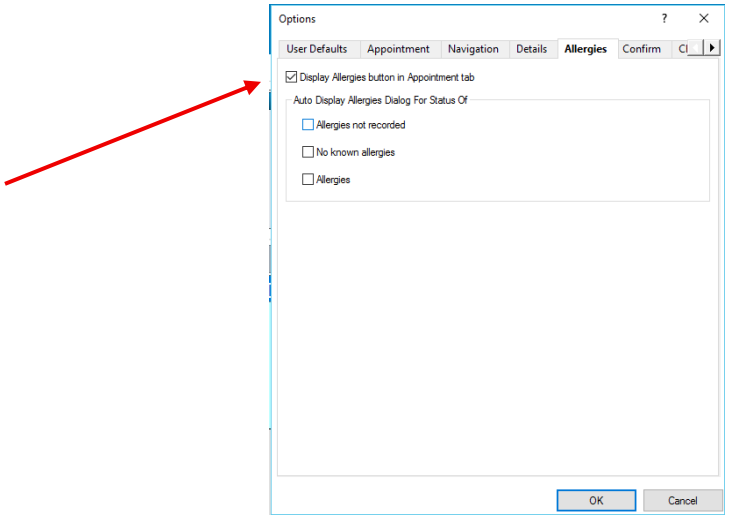
Number of visible rows in multiple value accept list: For a field with multiple selections, set how many are viewable. The default is three. **Please leave at 3**.



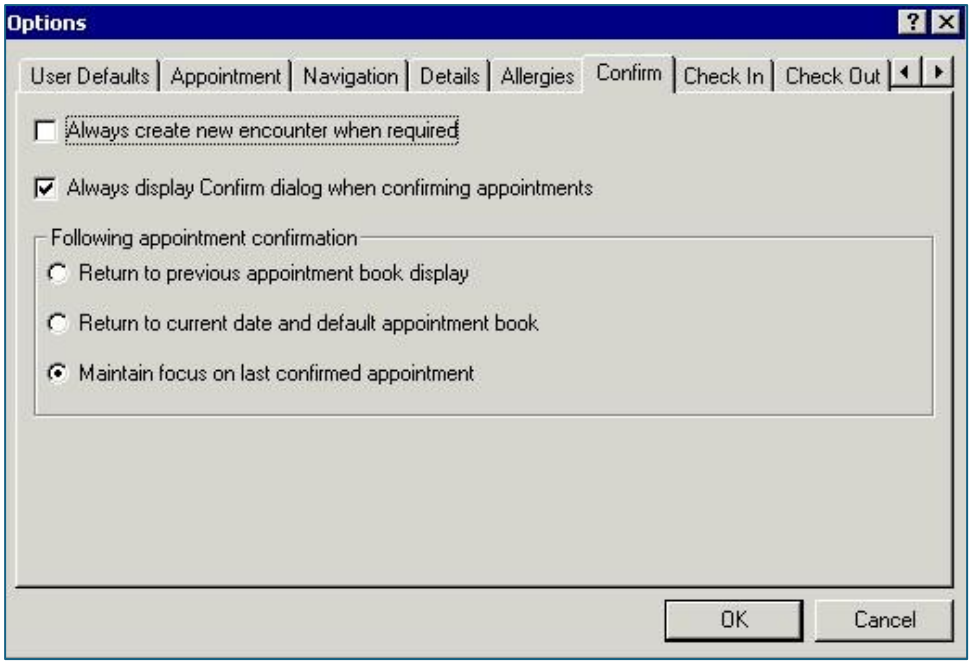
Allergies

Display Allergies button in Appointment Tab

By selecting options under **Auto Display Allergies,** the allergies box will automatically display if the checked options are met, i.e. if the patient has allergies recorded, allergies not recorded and/or no known allergies.



Confirm



Always create new encounters when required: This allows “force an encounter” to be created when an appointment is scheduled.

Always display Confirm dialog when confirming appointments: With this option checked, view the confirm box, which displays the preps and appointment information.

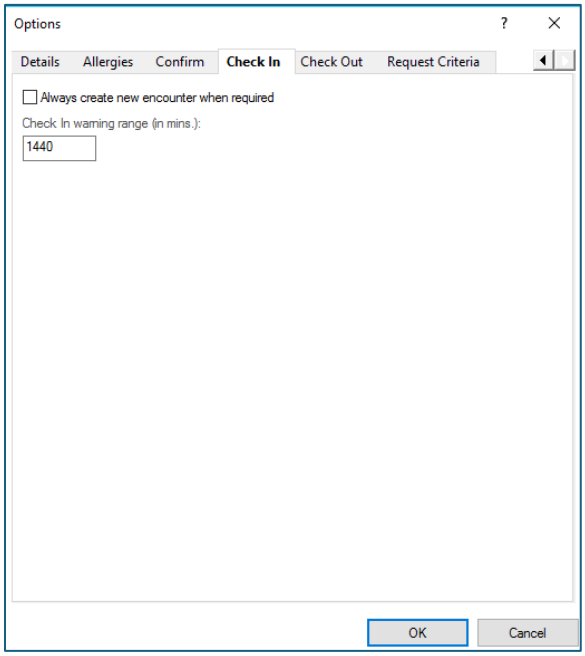
Following appointment confirmation:

Return to previous appointment book display. Select this option to return to the previous appointment book after confirmation.

Return to current date and default appointment book. Select this option to return to the current date in the Scheduling Appointment Book calendar after confirmation.

Maintain focus on last confirmed appointment. Select this option to remain on the currently confirmed appointment. When checked, it will give good information on the appointment.

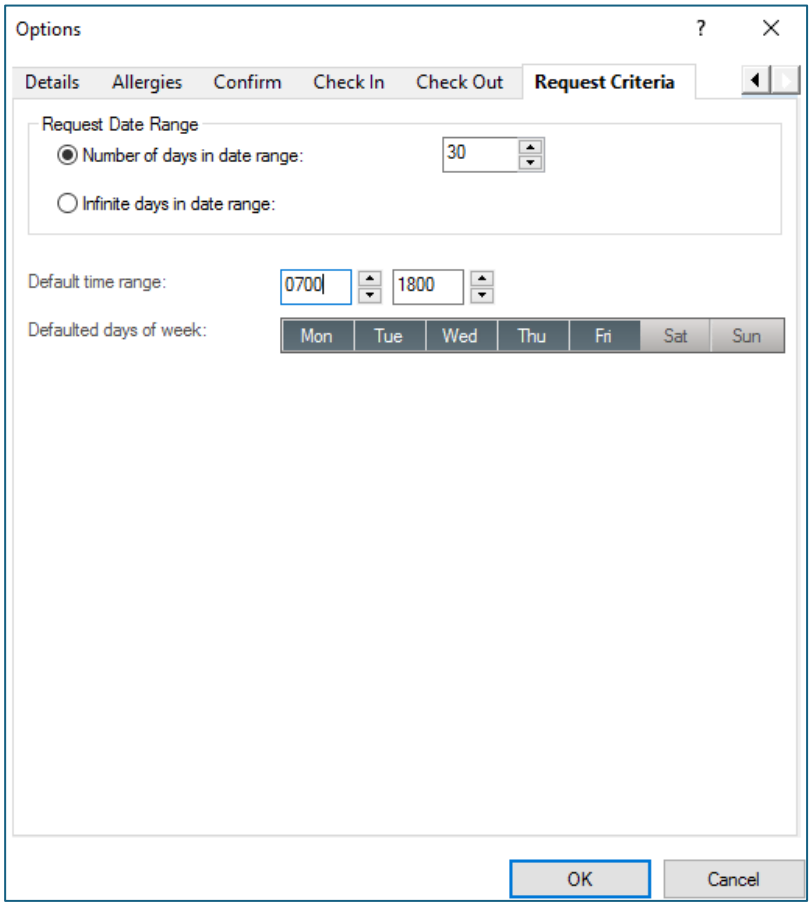
Check In Tab



Always create new encounters when required: By checking this option the scheduler must add an encounter upon check-in. DO NOT CHECK

Check in warning range: This option identifies the time frame that the system will allow you to check in a patient without giving a warning. The system automatically defaults to 24 hours (1440 min). Cerner recommends this to be set at 1440.

Request Criteria



- Set the numbers of day in date range at 30

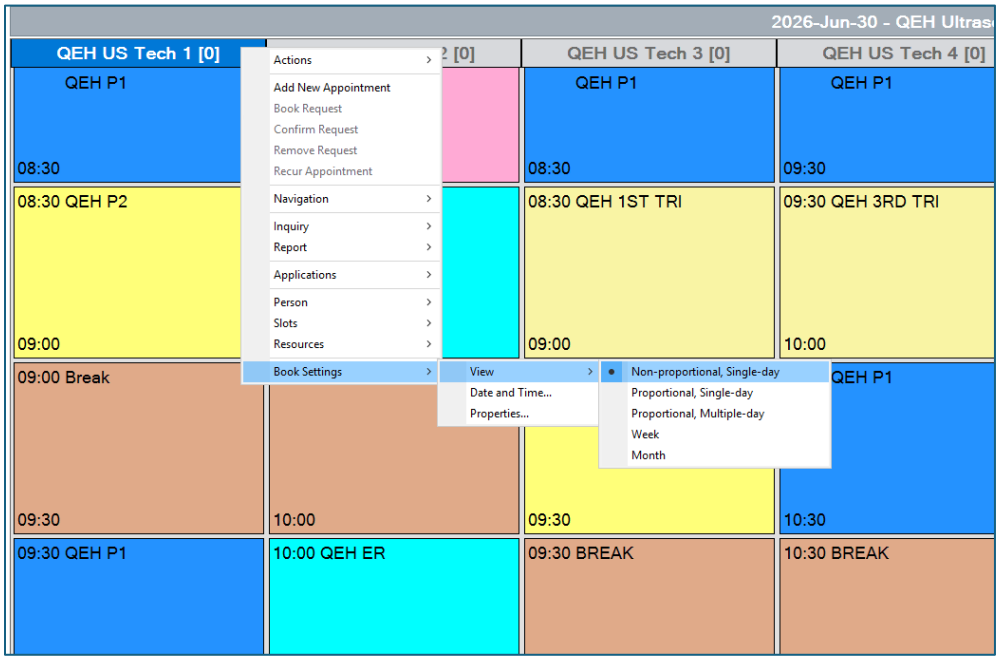
- Default time range at what time you would like an appt to start for suggest scheduling. Example if your modality day starts at 0700 set the time for 0700 to 1500 when the last appointment is scheduled for or 2200 if it goes until 10 pm.

- Default the days of the week for a five-day work Monday through Friday, unless your modality runs regularly through the weekends then you can default for seven-day work Monday – Sunday.

Book Settings

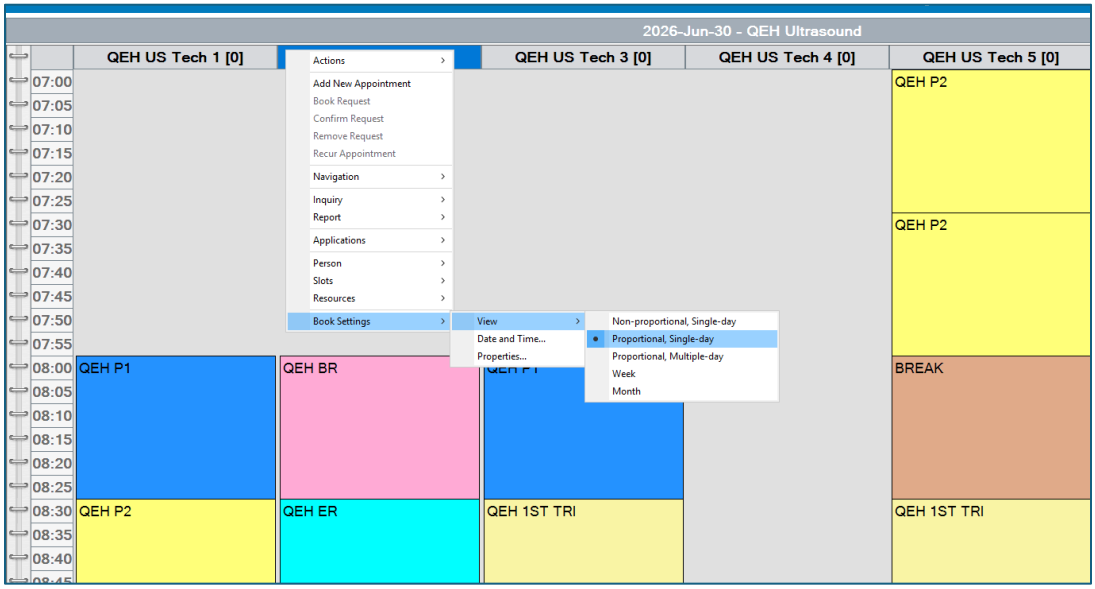
Book settings determine the view of the appointment book. They can be accessed by right clicking in the appointment book and selecting “Book Settings.”

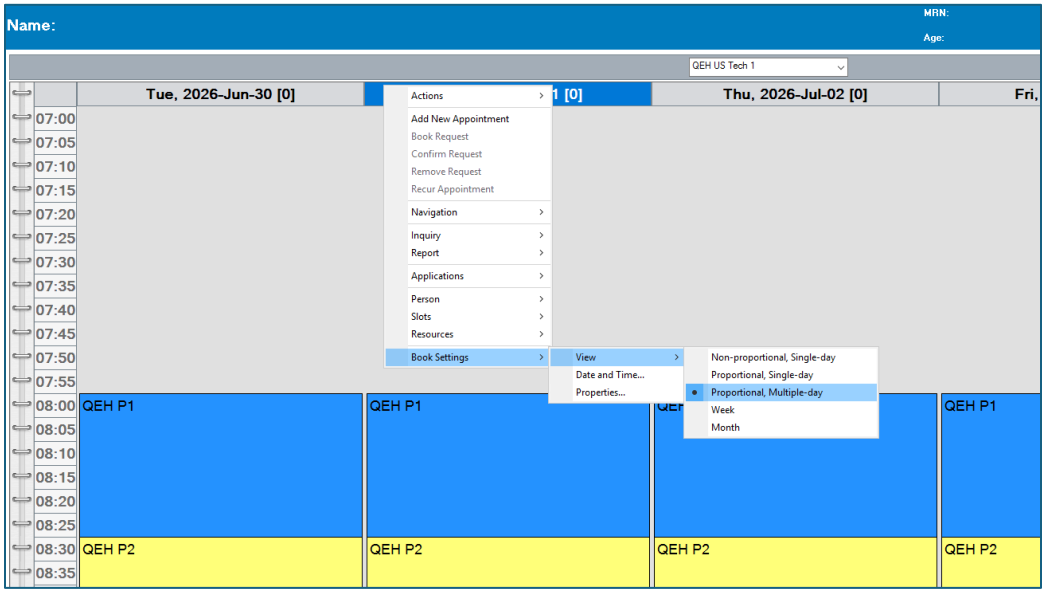
View



Non-Proportional Single-Day: Appointments line up next to each other regardless of time, view is symmetrical. Times are seen when users click on slot.

Proportional View**: Allows** the user to see all the breaks in the day; the times are at the left-hand side of the book.

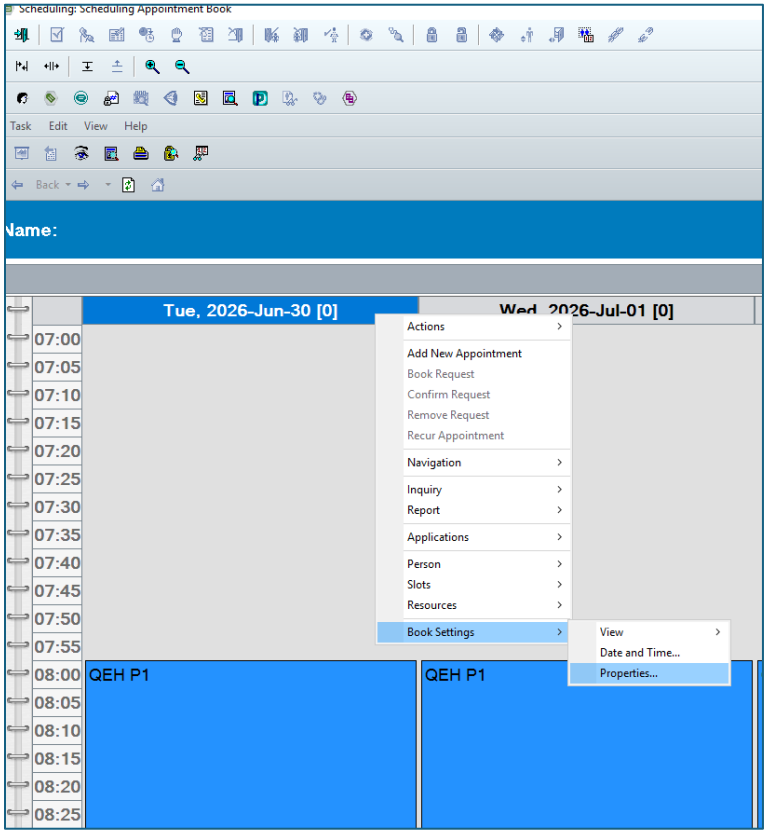




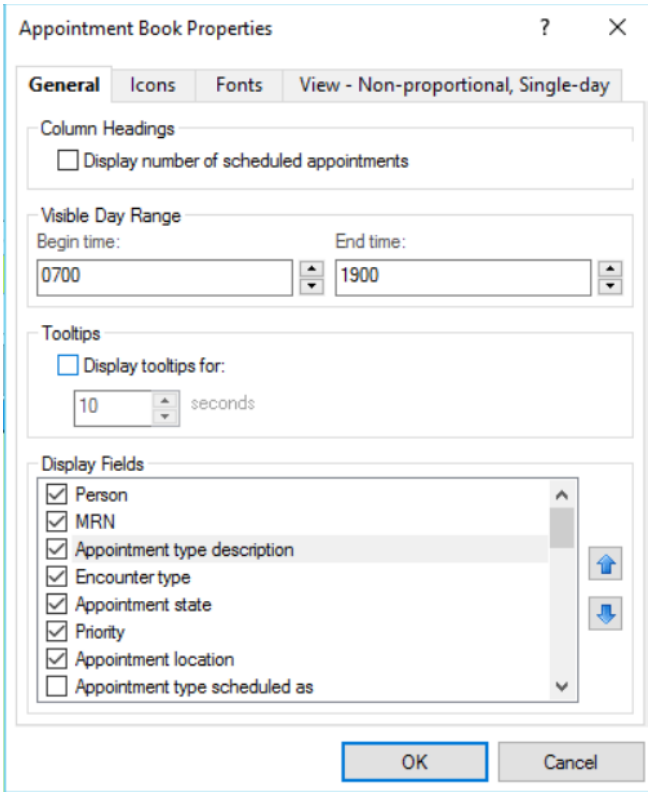
Proportional View Multiple day**:** Allows the user to see all the breaks in the day; the times are at the left-hand side of the book, for one day at a time

Book Properties

These are accessed by right clicking on the book, selecting book settings then properties.


Scheduling: Scheduling Appointment Book
Task Edit View Help
Back
Name:
Tue, 2026-Jun-30 [0]
Wed, 2026-Jul-01 [0]
07:00
07:05
07:10
07:15
07:20
07:25
07:30
07:35
07:40
07:45
07:50
07:55
08:00
08:05
08:10
08:15
08:20
08:25
QEH P1
QEH P1
Actions
Add New Appointment
Book Request
Confirm Request
Remove Request
Recur Appointment
Navigation
Inquiry
Report
Applications
Person
Slots
Resources
Book Settings
View
Date and Time...
Properties...

General Tab



Begin Time: In military time this determines the time that the appointment book will start, this crosses all books and bookshelves.

End Time: In military time, this determines the time that the appointment book will end, this crosses all books and bookshelves

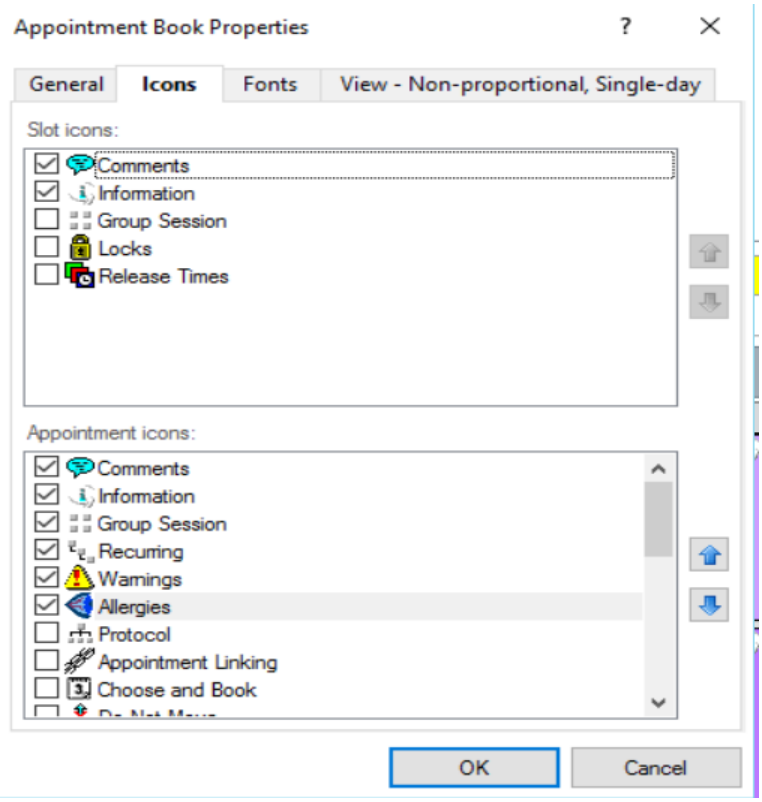
Display tooltips for: This allows you to hover over an appointment to view the details.

NOTE: If there are any slots beyond the time designated, these will not be visible in the books. However, by using suggest, they will be visible and able to schedule.

Display fields: These are the fields that will show in a scheduled appointment on the books. By clicking the up or down arrows, you can change the order in which they are displayed.

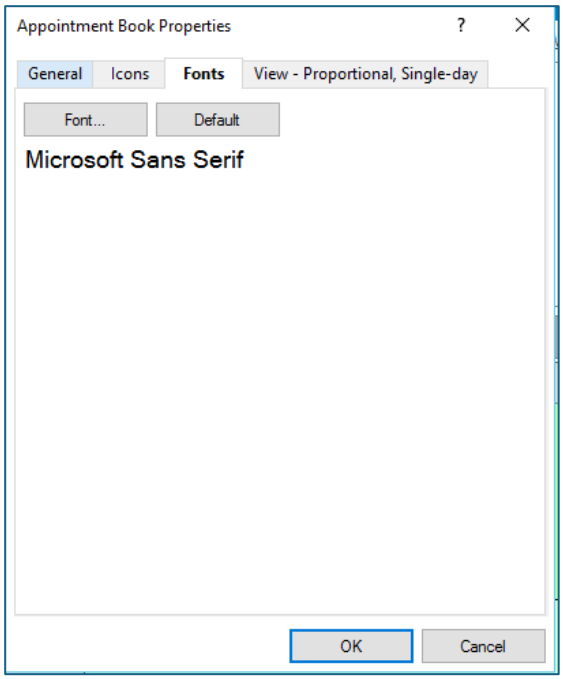
Icons

By selecting any of the icons listed, a symbol will appear if the criteria are met. Ex. Slot Icon-if Comments is checked a bubble will appear on the slot if comments are entered. Ex. Appointment Icon- if allergies are checked, an icon will appear on the appointment scheduled if the person it is for has allergies.



Fonts Tab

Fonts as they appear in the appointment book can be changed using this tab.



View Non-proportional Single-day

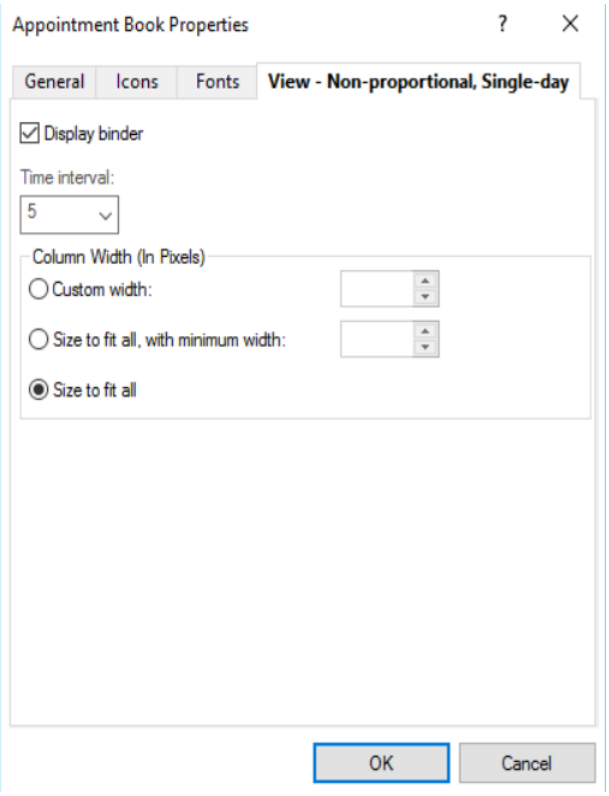
This tab is available if the Non-proportional Single Day view has been selected

Display binder: By checking or un-checking this option, the binder on the left side of the appointment book will be visible or not.

Time interval: This option determines the increments of time in the slots and is shown in minutes.
Custom width: This option determines the width of the slots under the resources.

View Proportional Single-day

Same as View non-proportional single day. 2. Same as View non-proportional single day. Same as View non-proportional single day.
You can set the time and day that you wish to display when you first log on to the application. If you require seeing more than one day, there is a Multiple-Day option.

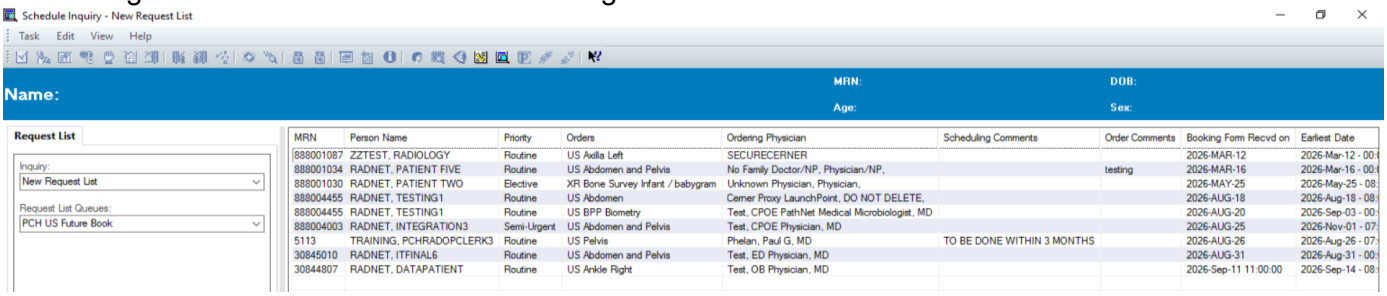


Request List - Preferences

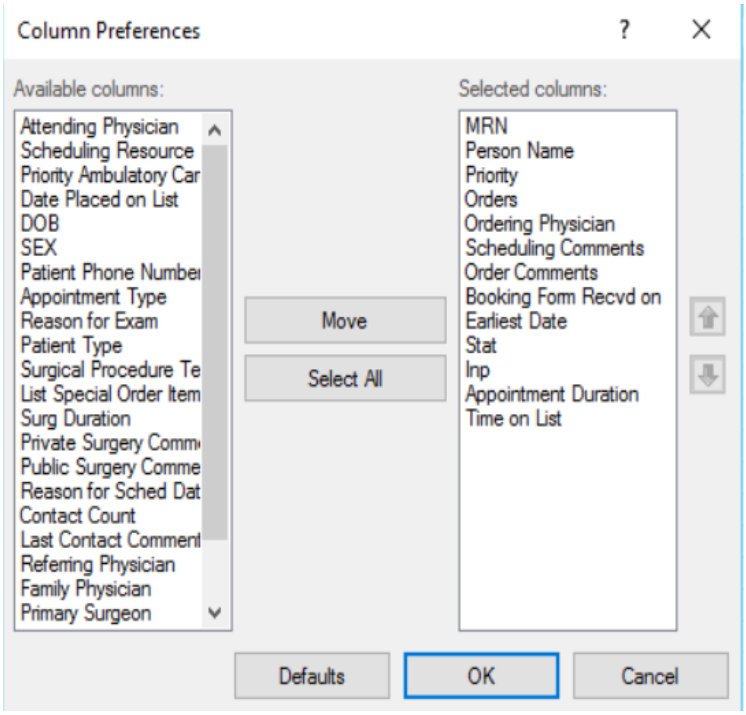
New Request List Preferences

To Customize your Columns when searching by New Request List for Inquiry.

- Open the New Request List
- Right click in one of the column headings. Click on Preferences.



Column Preferences open. You now can choose the columns that are needed, and the order in which they are laid out, by moving them with the arrows.



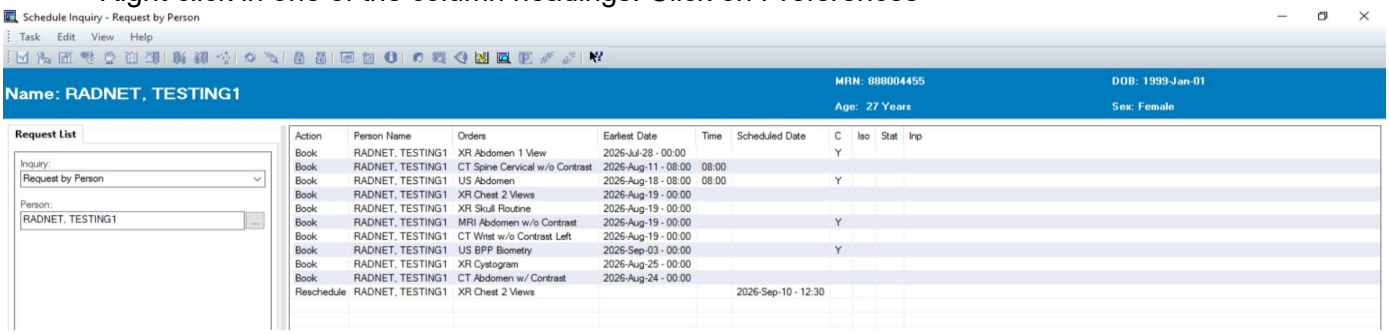
Useful preferences to start:

MRN Person Name Orders Ordering Physician Scheduling Comments Order Comments	Booking Form Rec'vd On Earliest Date Stat Inp Appointment Duration Time on List

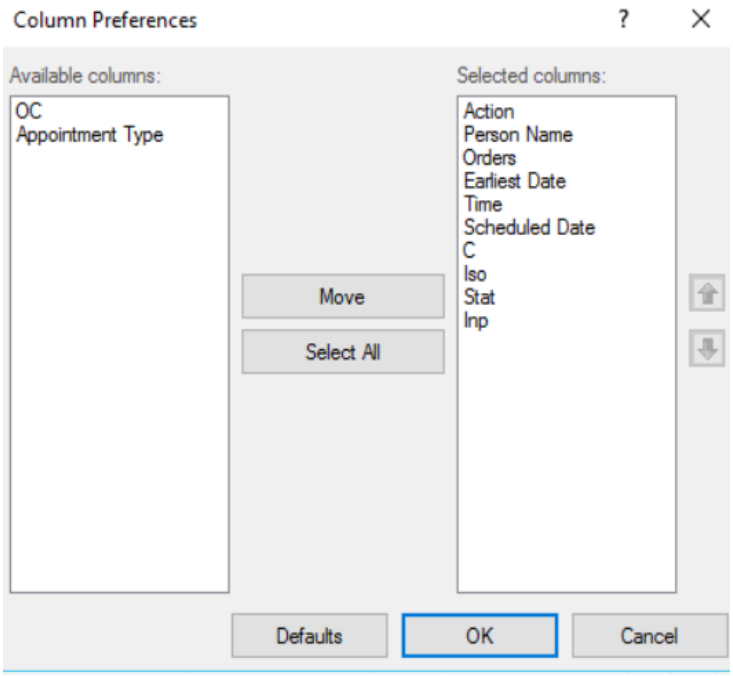
Request by Person List Preferences

To Customize your column preferences by Request by Person in Inquiry.

- Open Request by Person List
- Right click in one of the column headings. Click on Preferences

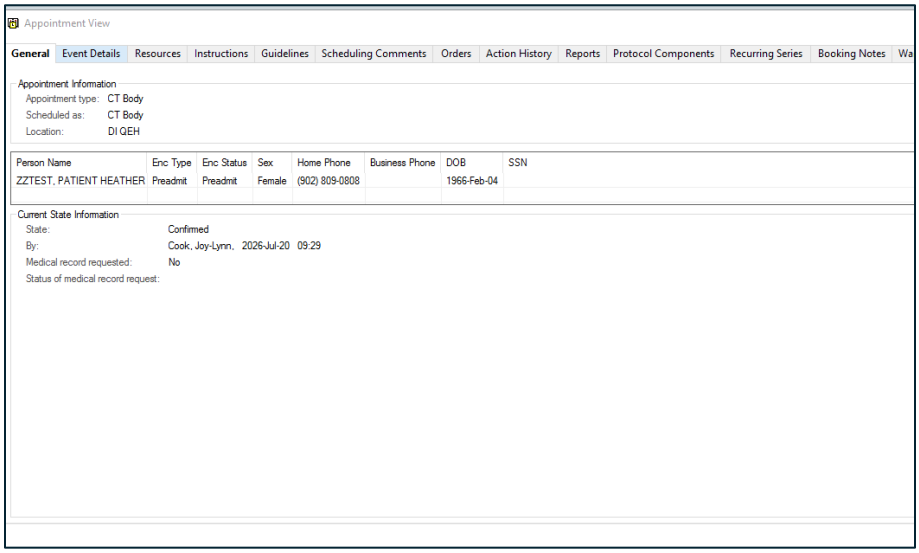


Column Preferences open. You now can choose the columns that are needed, and the order in which they are laid out, by moving them with the arrows.

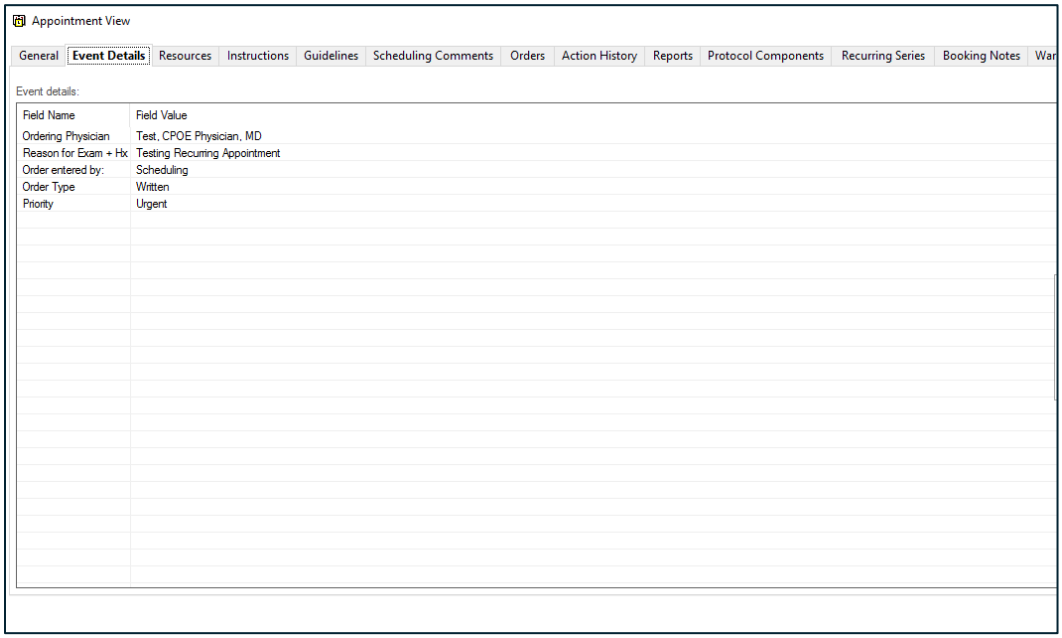


All Appointment Tab Views

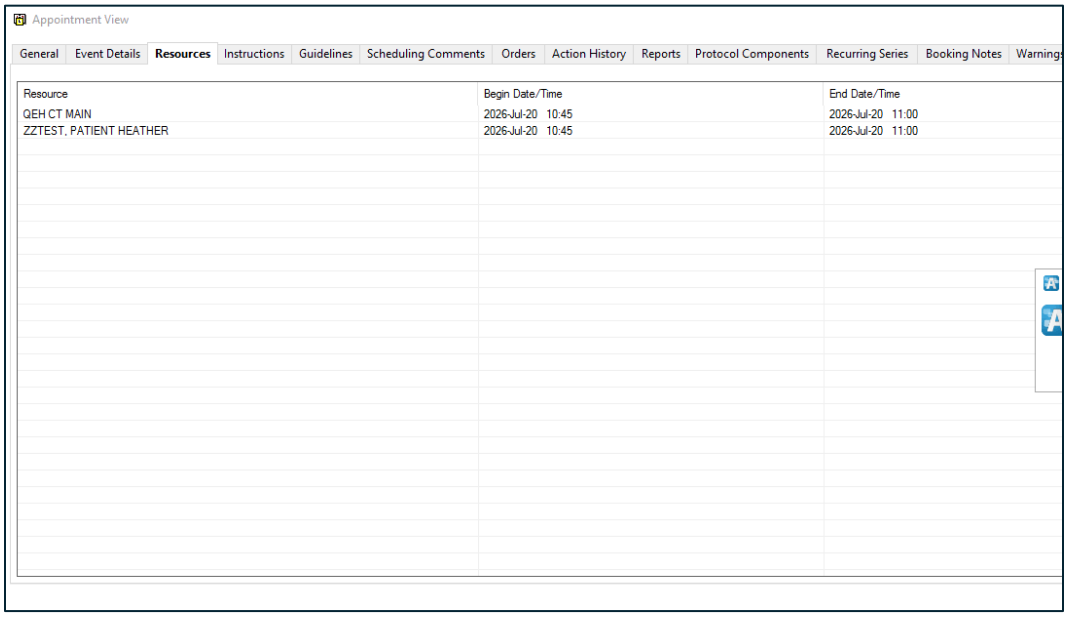
General Tab View



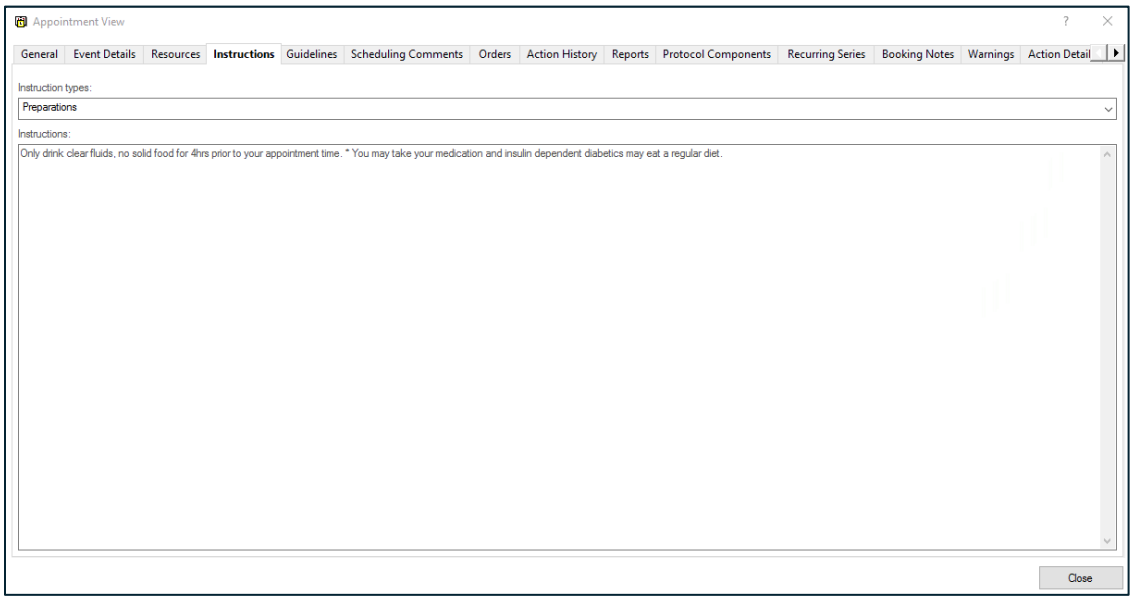
Details Tab View



Resources Tab View



Instructions Tab View

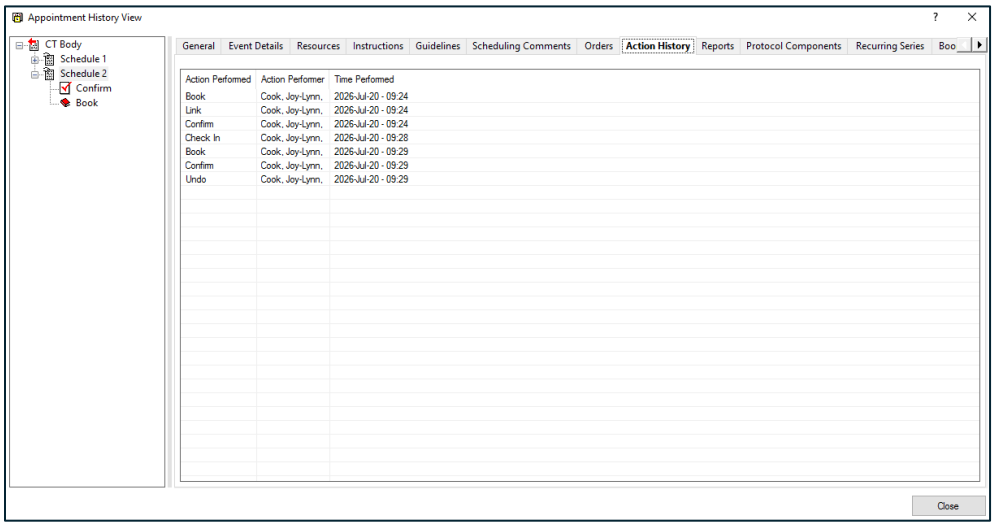


Viewing Appointment History

To view specific details associated with the history of an appointment, click that appointment in the Appointment Book.

Once that appointment is selected, right click the appointment, and select Inquiry, then Appointment History View from the menu. This opens the Appointment History View Box that displays specific information associated with the states that have been associated with the appointment. This is what we will use as an audit trail on an exam.

The History View Dialog Box will be displayed.



Inquiring about Person and Resource Schedules

Through **Scheduling Appointment Book App** in the Appointment/Schedule Inquiry Icon

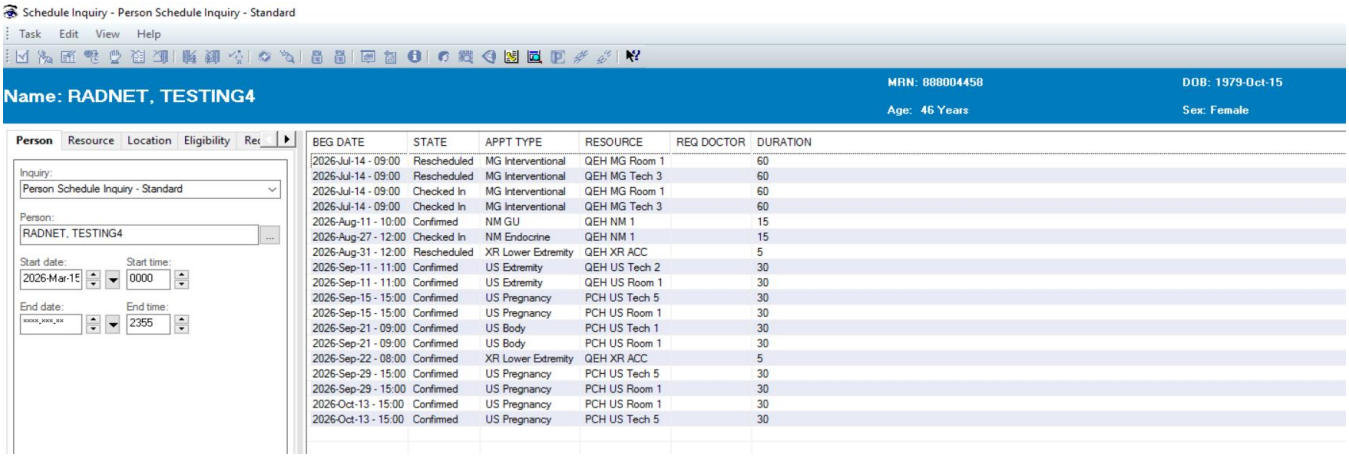


Appointment/Schedule Inquiry window allows the ability to enter the parameters required to view the schedule associated with a specific person or resource. There are two options available for using the Schedule Inquiry window: the Person tab and the Resource tab. Each of these is described below, along with the elements that are available under each heading.

Click the Inquiry button located at the top of your screen in the Scheduling Appointment Book App.



Via Person Tab



Useful preference to select to customize your scheduling inquiry/patient tab or resource tab:

- Beg Date
- State
- Appt Type
- Resource
- Req Doctor
- Duration

Via Resource Tab

