RadNet Quick Reference Guide

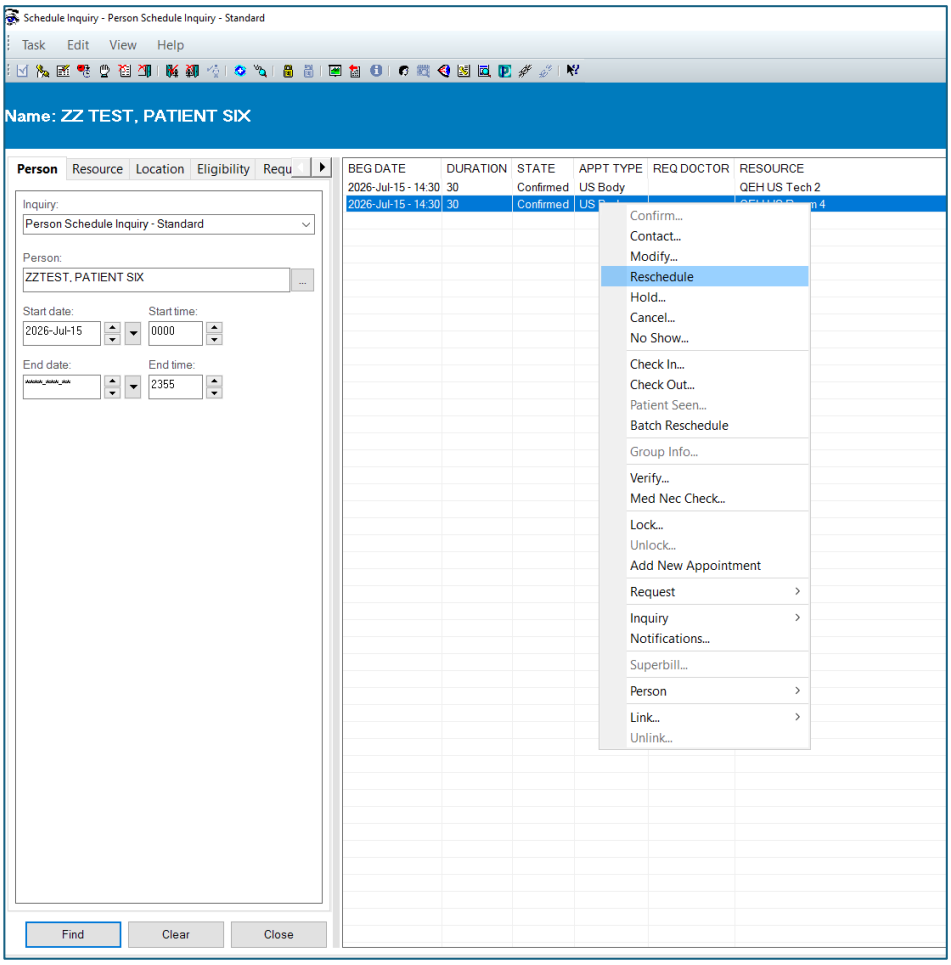
Appointment Reschedule

There are multiple methods for rescheduling appointments. The most commonly used are to perform the action from an Inquiry, right-clicking on the appointment within the grid area or using the Reschedule icon on your toolbar.

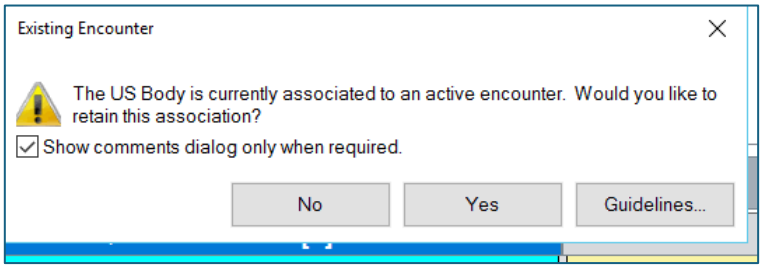
To reschedule an appointment through an Inquiry, first open the appropriate Inquiry. Search by the patient's name (MRN) using the Person Inquiry, search for the appointment by the Resource name using the Resource Inquiry, or search by the appointment's scheduled location using the Location Inquiry.

Select the Inquiry type of your choice, fill out the appropriate search criteria and press the FIND button.

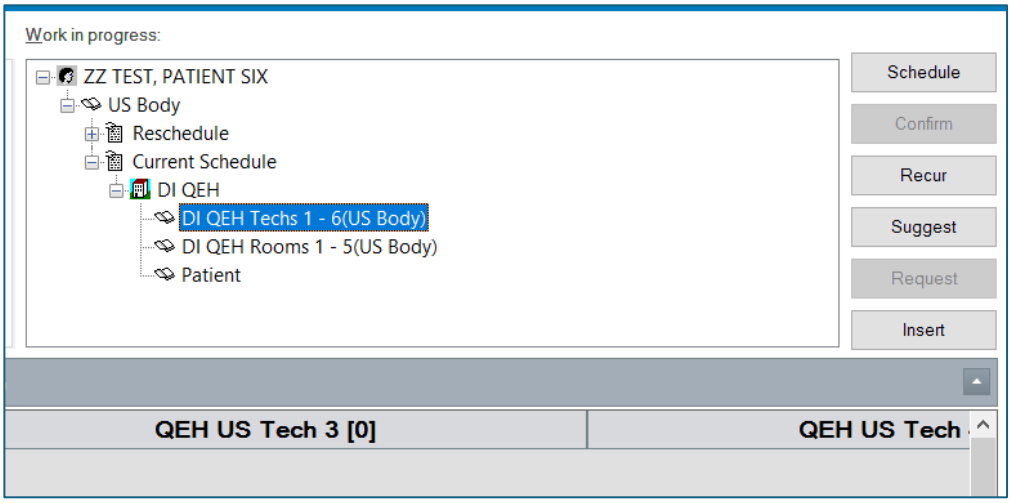
Highlight the appointment to reschedule then right click and choose Reschedule.

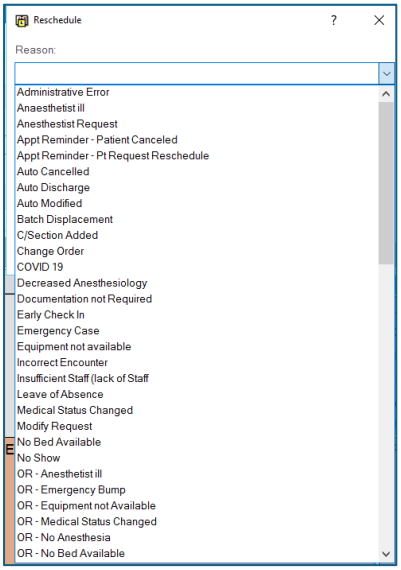


The Existing Encounter warning may be displayed if the appointment currently has an active encounter associated. Press the YES button to retain the encounter association. (Unless you are rescheduling because you already scheduled the appointment and did not add a new encounter in which case you will reschedule and Click NO then you can reschedule the appointment and when you go to confirm you can add a new encounter.)



The appointment information will now display within the WIP.



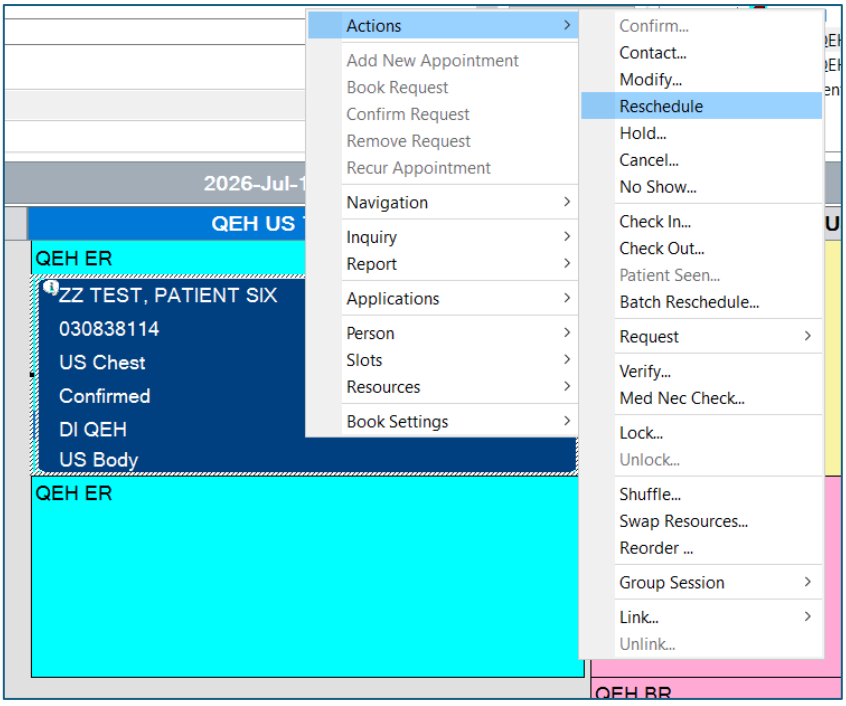


From that point, find a new appointment time available using one of the methods previously described. Press the Confirm button. The Confirmation window will display. Press the OK button.

The Reason for Reschedule window will display. Select a reason from the dropdown and press the OK button.

The appointment will now appear in a Confirmed status in the new appointment time.

Appointments can be rescheduled directly within the grid area. To accomplish this, Right-CLICK, go to Actions, then Reschedule.



The same steps as the inquiry method will be followed from this point.

Another method for Rescheduling appointments is to use the Reschedule icon. 

Again, highlight the appointment you want to reschedule, and then click the Reschedule icon at the top of the screen.

The appointment will follow the same process as in the previous methods of appointment reschedule.