June 2009

This distribution contains change pages for patch MD*1.0*11 of the Clinical Procedures 1.0 User Manual.

The change pages for CP Patch 2, CP Patch 10, CP Patch 4, and CP Patch 14 should be inserted before the change pages for CP Patch 11:

File Name:	Patch:
MD_1_P2_UM.PDF	MD*1.0*2
MD_1_P10_UM.PDF	MD*1.0*10
MD_1_P4_UM.PDF	MD*1.0*4
MD_1_P14_UM.PDF	MD*1.0*14

Patch MD*1.0*11 pages:

Replace Pages:	With Pages:
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4-7 to 4-8	4-7 to 4-8

CLINICAL PROCEDURES

USER MANUAL

Version 1.0

April 2004

Revised June 2009

Revision History

Description	Date	Technical Writer
Originally released.	April 2004	
[1]Patch MD*1.0*2 released.	July 2004	
[2]Patch MD*1.0*10 released.	March 2005	
[3]Patch MD*1.0*4 released.	September 2006	Alfred Bustamante
[4]Patch MD*1.0*14 released. Added new sections for Auto Study Check-In to Ch. 3.	March 2008	Shirley Ackerman, Alfred Bustamante
[5]Patch MD*1.0*11 released. Added new section in Ch. 3 for handling appointment no shows and cancellation with the auto study check-in. Replaced provider name in Ch. 4 with generic name. Updated product line on title page.	June 2009	Shirley Ackerman, Alfred Bustamante

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[1] Patch MD*1.0*2 July 2004 Patch 2 release added.
[2] Patch MD*1.0*10 March 2005 Patch 10 release added.
[3] Patch MD*1.0*4 September 2006 Patch 4 release added.
[4] Patch MD*1.0*14 March 2008 Patch release added.
[5] Patch MD*1.0*11 June 2009 Patch release added.

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Figure 3-28

[1]Appointment No Shows and Cancellation

When an appointment is scheduled for a future date/time, the appointment can later be cancelled or the appointment can be changed to "No show" because the patient was a no show for the appointment. With patch MD*1.0*11, an option called MD PROCESS NOSHOW/CANCEL was introduced. Once scheduled to run daily, it will pick up the no show and cancelled appointments and cancel the associated CP study that was created.

Figure 3-29 shows a study with the status of "New" created from an auto study check-in.

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[1] Patch MD*1.0*11 June 2009 Add new section on appointment no show and cancellation.

Figure 3-29

The patient has an appointment scheduled shown in figure 3-30 for the procedure in figure 3-29.
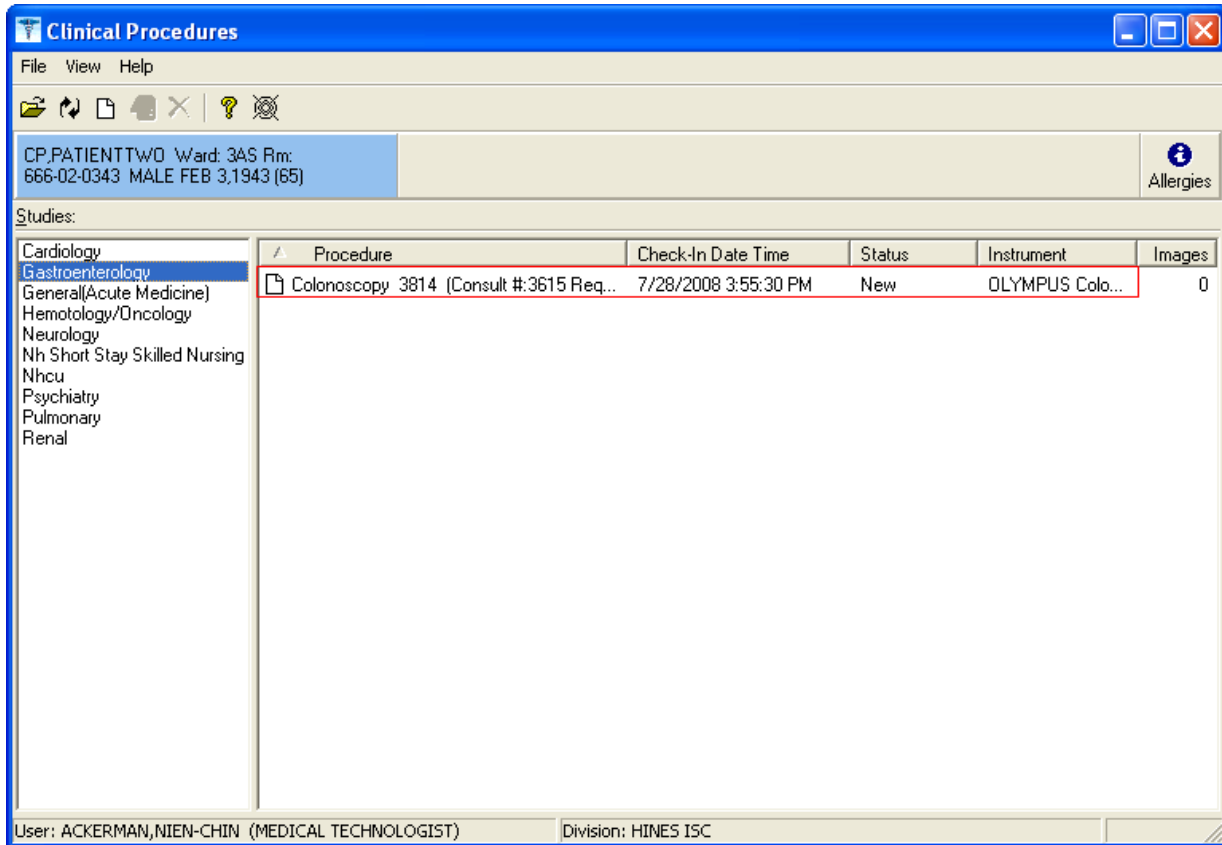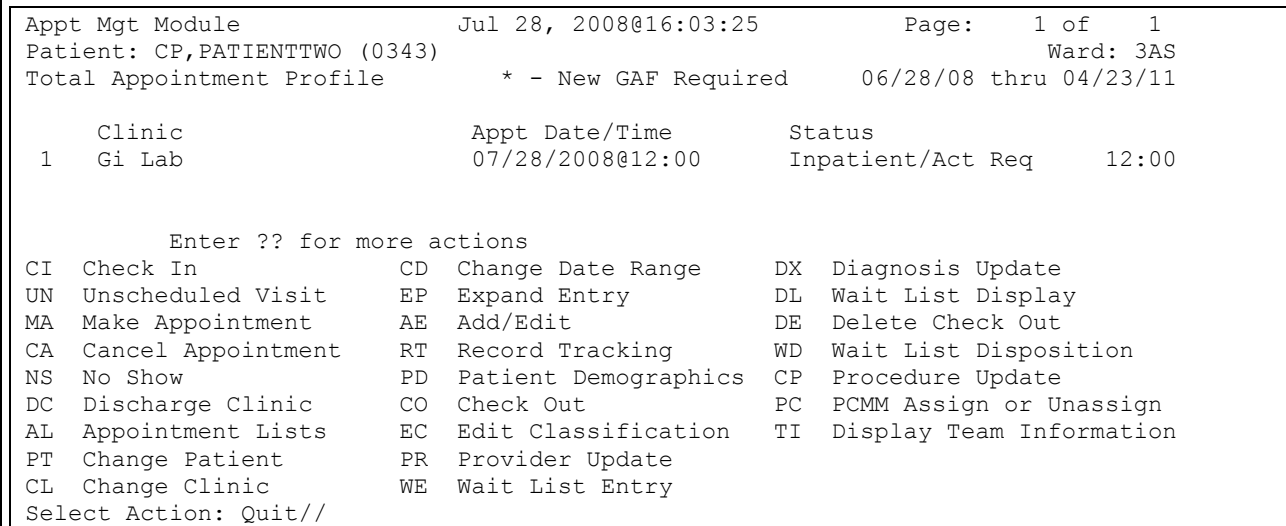
```
Appt Mgt Module              Jul 28, 2008@16:03:25        Page:    1 of   1
Patient: CP,PATIENTTWO (0343)                                    Ward: 3AS
Total Appointment Profile       * - New GAF Required    06/28/08 thru 04/23/11


     Clinic                     Appt Date/Time        Status
 1   Gi Lab                     07/28/2008@12:00      Inpatient/Act Req    12:00




          Enter ?? for more actions
CI  Check In            CD  Change Date Range    DX  Diagnosis Update
UN  Unscheduled Visit   EP  Expand Entry         DL  Wait List Display
MA  Make Appointment    AE  Add/Edit             DE  Delete Check Out
CA  Cancel Appointment  RT  Record Tracking      WD  Wait List Disposition
NS  No Show             PD  Patient Demographics  CP  Procedure Update
DC  Discharge Clinic    CO  Check Out            PC  PCMM Assign or Unassign
AL  Appointment Lists   EC  Edit Classification  TI  Display Team Information
PT  Change Patient      PR  Provider Update
CL  Change Clinic       WE  Wait List Entry
Select Action: Quit//
```

Figure 3-30

The appointment was cancelled and re-booked in figure 3-31.

```
Appt Mgt Module              Jul 28, 2008@16:09:29      Page:   1 of   1
Patient: CP,PATIENTTWO (0343)                                   Ward: 3AS
Total Appointment Profile       * - New GAF Required    06/28/08 thru 04/23/11

     Clinic                   Appt Date/Time        Status
 1   Gi Lab                   07/28/2008@12:00      Cancelled By Patient
 2   Gi Lab                   08/08/2008@08:00      Inpatient/Future




          Enter ?? for more actions
CI  Check In             CD  Change Date Range    DX  Diagnosis Update
UN  Unscheduled Visit    EP  Expand Entry         DL  Wait List Display
MA  Make Appointment     AE  Add/Edit             DE  Delete Check Out
CA  Cancel Appointment   RT  Record Tracking      WD  Wait List Disposition
NS  No Show              PD  Patient Demographics CP  Procedure Update
DC  Discharge Clinic     CO  Check Out            PC  PCMM Assign or Unassign
AL  Appointment Lists    EC  Edit Classification  TI  Display Team Information
PT  Change Patient       PR  Provider Update
CL  Change Clinic        WE  Wait List Entry
Select Action: Quit//
```

Figure 3-31

Figure 3-32 shows the study cancelled by the task MD PROCESS NOSHOW/CANCEL and a new study was generated for the re-booking of the new appointment.
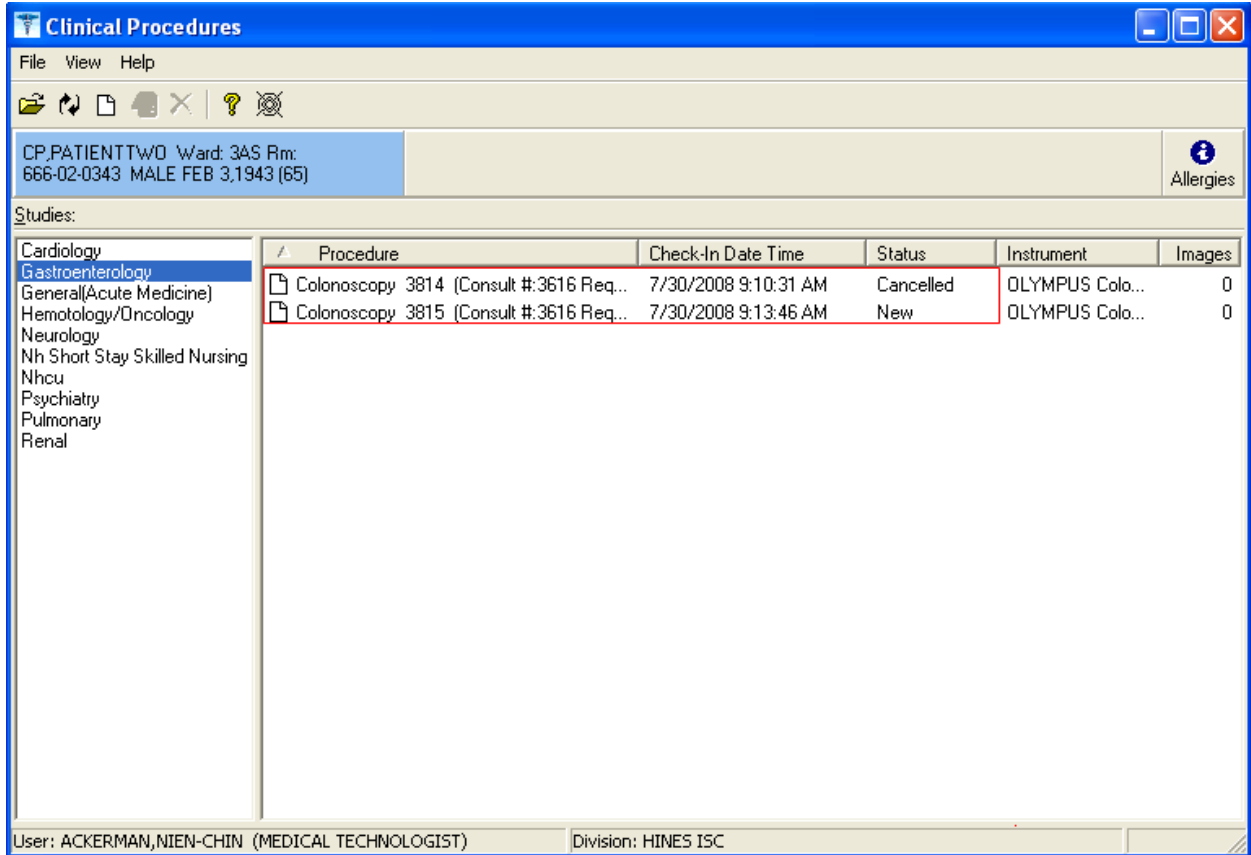
Figure 3-32

Note: If during appointment cancellation, no re-booking was selected, the user will need to remove the new study created.

Figure 3-33 shows an example of an appointment with a status of a "No Show" and no auto re-booking of a future appointment.

```
Appt Mgt Module              Jul 30, 2008@09:27:55        Page:    1 of    1
Patient: RAYMOND,LOUIS (2382)                                       Outpatient
Total Appointment Profile       * - New GAF Required    06/30/08 thru 04/25/11

     Clinic                    Appt Date/Time          Status
 1   Gi Lab                    07/30/2008@10:00        No-show




         Enter ?? for more actions
CI  Check In              CD  Change Date Range     DX  Diagnosis Update
UN  Unscheduled Visit     EP  Expand Entry          DL  Wait List Display
MA  Make Appointment      AE  Add/Edit              DE  Delete Check Out
CA  Cancel Appointment    RT  Record Tracking       WD  Wait List Disposition
NS  No Show               PD  Patient Demographics  CP  Procedure Update
DC  Discharge Clinic      CO  Check Out             PC  PCMM Assign or Unassign
AL  Appointment Lists     EC  Edit Classification   TI  Display Team Information
PT  Change Patient        PR  Provider Update
CL  Change Clinic         WE  Wait List Entry
Select Action: Quit//
```

Figure 3-33

Figure 3-34 shows the study cancelled for the appointment with "No Show" and a new study is created.   The user can highlight the study with "New" status and click ✕ button to delete it or select the **File**|| Delete Study to remove it.
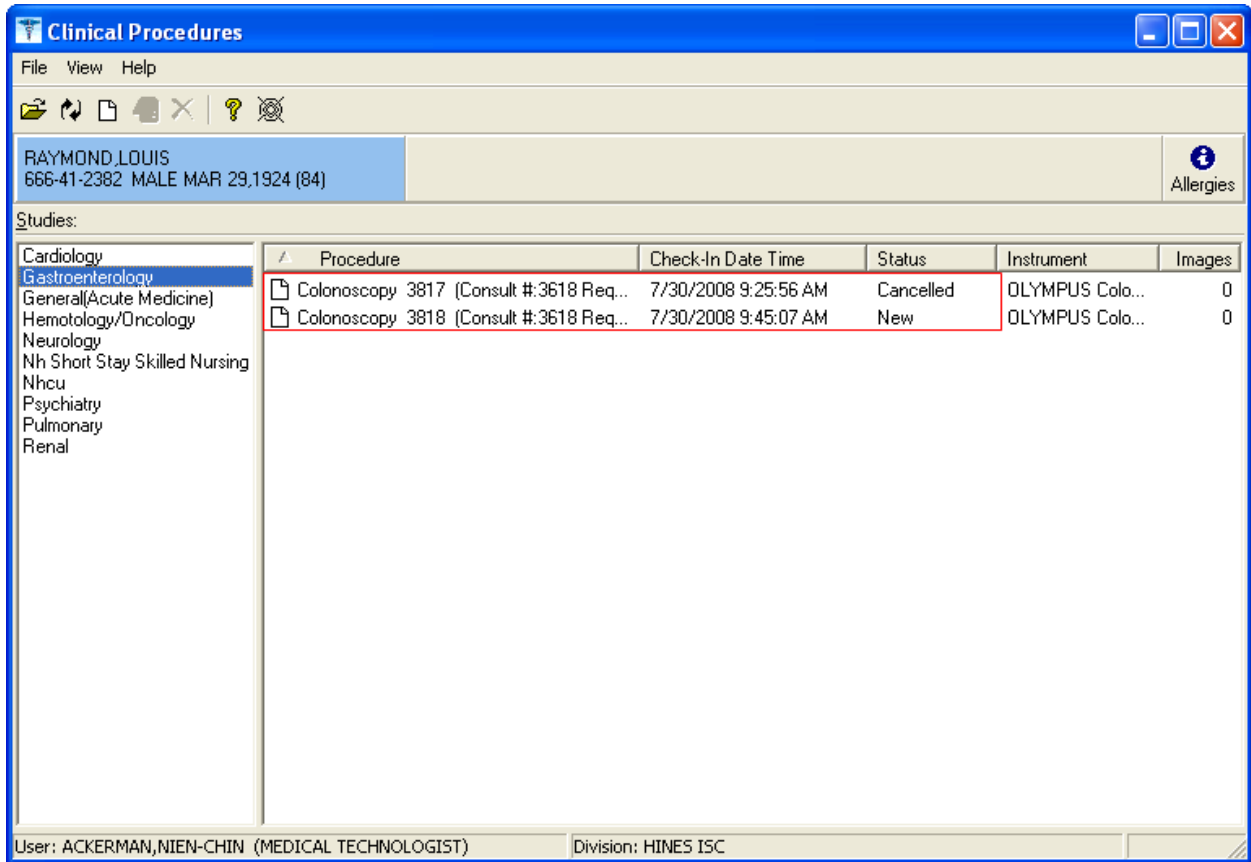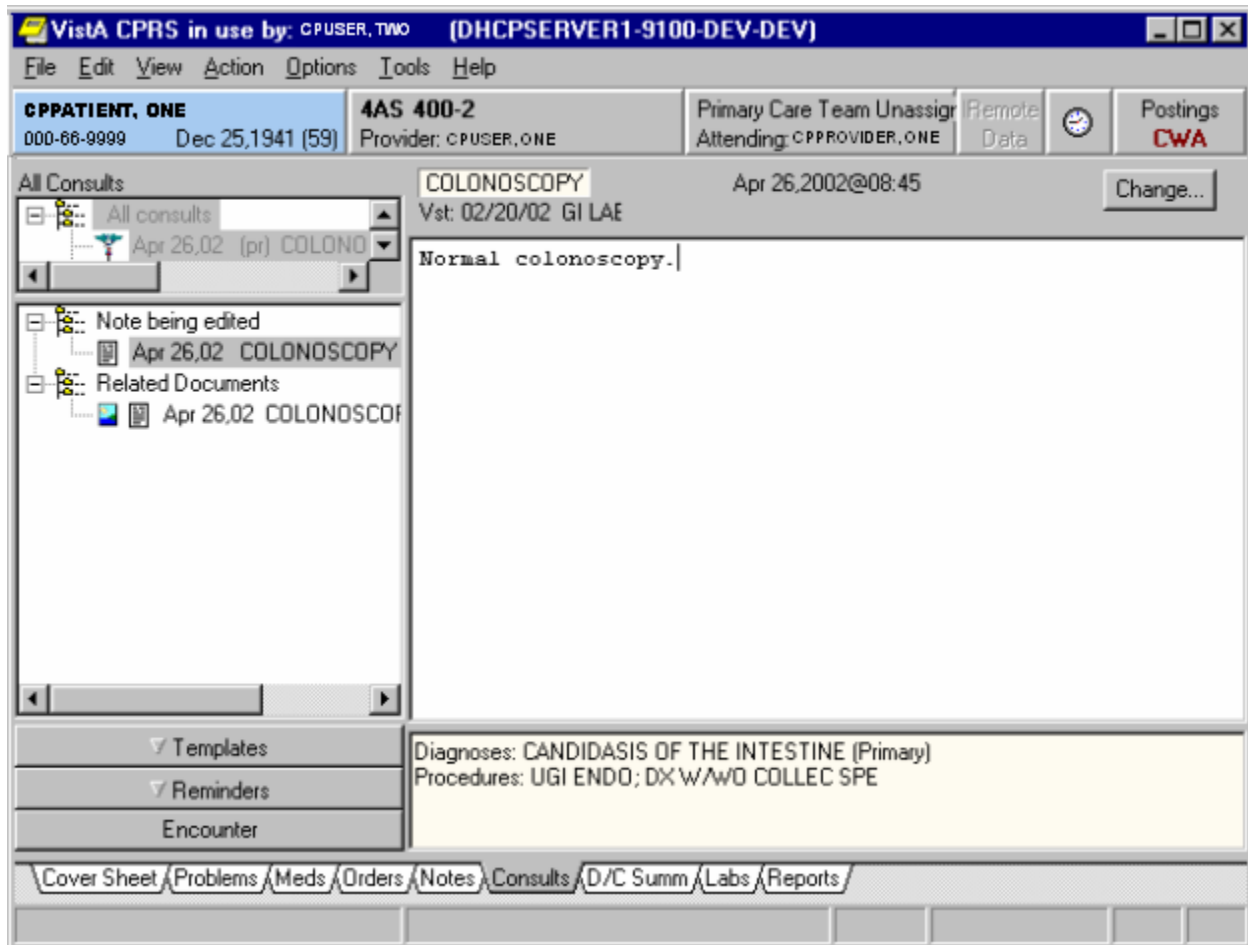
Figure 3-34

Fig 4-6

7. Enter an interpretation in the space on the right side of the screen for the highlighted (current) consult procedure (Fig. 4-6).

Entering Encounter Information

You can now enter encounter form information.

8. To enter the encounter information and complete the consult procedure, you must select **Action** > **Consult Results** > **Sign Note Now**.

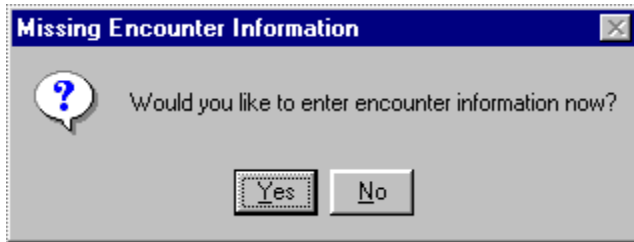You can also select the **Encounter** drawer (Fig. 4-6) to directly enter encounter information.

Fig. 4-7

This window (Fig. 4-7) asks if you want to enter encounter information now. (Fig. 4-7 is displayed depending on how CPRS parameters are set. See the Implementation Guide for information on defining CPRS parameters.)

9. Click **Yes** to enter encounter information, or click **No** to skip this step. If you choose No, you can enter the information at a later time. In this example, the Yes button is clicked and encounter information is entered.
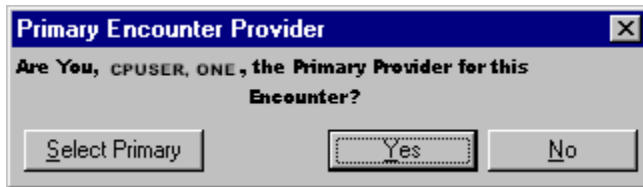

Fig. 4-8

Figure 4-8 allows you to verify the primary provider for this encounter form.

10. Click **Yes**.

CPRS brings up the Encounter Form that was set up for the Hospital Location, where the procedure was performed. The **Visit Type** tab is displayed.

11. Enter appropriate information for visit type. For example, in Figure 4-9, the following information was entered:

Type of Visit. Established Patient

Section Name. Intermediate Exam 11-19 Min.

Visit Related to Service Connected Condition. Yes

Current providers for this encounter. [1]CPUSER, ONE

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[1] Patch MD*1.0*11 June 2009 Replaced provider name with generic name.