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NOTE: If you receive an error message, refresh the screen by pressing the **Shift & F10** keys and type the RSS sign-on and password again.

9. Press the **F8** key to display the **RSS Appointment Scheduling Menu** screen.
10. If you need access to other Hospital Computer Systems such as Patient Management, etc. press the **Shift & F11** keys to return to the **Application Selection Menu**.
11. On the command line, type the line number of the system you want to sign-on to and press the **Enter** key. Follow the appropriate sign-on procedures for that particular system.

NOTE: If you connect to SMS and do not see the RSS scheduling sign-on screen, press the **Shift & F3** keys until the RSS menu appears with the “Good Morning” message at the bottom. The Id of the user logged on will be displayed after this message. If the user id is not yours, press the **Shift & F3** keys one time. Refresh the screen by pressing the **Shift & F10** keys and sign on again.

→ To return to the **Application Selection Menu** screen, press **Shift & F11** keys.

NOTE: You must have signed on to more than one system (for example, RSS and Patient Management) for the **Page Down** key to function as a toggle key.

PM Logon Procedures

The steps to logon PM from this screen is as follows:

1. On the command line, type **1** and press the **Enter** key.
2. Press the **Pause/Break** key to clear the screen
3. Type **CESN** and press the **Enter** key.
4. Type your **Userid** and press the **Tab** key.
5. Type your **Password** and press the **Enter** key. (The password will not show on the screen.)
6. A “Sign-on is complete” message appears at the bottom of the screen. Type **MPAC** and press the **Enter** key.
7. A menu may appear. Type any character beside the Patient Management system and press the **Enter** key.
8. The **PM Function Selection** screen will appear.

```
EMSP01                Application Selection                Help: 323-8586 Term: KH1RYVMW1
                                                              Date: 04/14/08 Time: 08:24:25
                                                              Broadcast:
Select application or enter command. Return to this panel using Escape key PF23
Issue commands in applications using Command key PF10 and Prefix $$

ID  Name      Status M  B Jump Key Application Description
 1  CICSPROD  PA2      Production CICS
 2  CICSADMN  PA2      Admin CICS
 3  CICSAOR   PA2      AOR CICS (BEEP 24 Hour Access)
 4  SMSTRAIN  PA2      RSS TRAINING (PSDE)
 5  SMS       PA2      SIGNATURE (RSS) - (PSD3/4F2)
 6  ODEC      PA2      Online Data Entry
 7  CICSDEMS PA2      Admin DEMO CICS Region
 8  CICSSTRNG PA2      Training-Hospital Systems
 9  TSO       PA2      MYS TSO/E
10  DSPROD    PA2      Production Decision Support

To terminate all sessions use the LOGOFF command.

COMMAND ==> 1
PF 1=Help  2=Language  3=Disconnect  4=Redefine Keys  7=Backward  8=Forward
```



TIP: If the message, “Invalid Sign-On Attempt” appears, press the **Pause/Break** key and resume with step 3.

Switching Between Applications

If you have signed on to more than one system (such as RSS and Patient Management) you can switch between the applications very easily.

→ Use the **Page Down** key to jump between the open systems, or by using the mouse to point and click on the **PA2** button on the toolbar.

Setting New Passwords

The first time you log-on to PM and every 90 days thereafter, the system will prompt you to enter a new password. When this occurs you will see a message either at the top or bottom of the screen indicating “Your password has expired.” Also you will notice the blinking cursor will be located in the New Password area of the screen.

The password rules are as follows:

1. Passwords must be **8** characters in length. Passwords are case sensitive. Passwords must contain 3 of 4 categories of characters: upper case, lower case, numerals, or symbols.
2. Passwords are good for **90** days in PM; (only **60** days in RSS).
3. The system remembers your last **8** passwords. You cannot re-use a password until you use 8 different passwords.



TIP: Security recommends passwords be a combination of letters and numbers to make it more difficult for others to guess your password.

Password Problems

If you have any password issues, please call the UKHC ITS **Help Desk** at 323-8586. They are open 24/7 to help you with any password or technical issues.

Introducing Patient Management (PM)

Patient Management is the primary system used by UK Healthcare to register, admit, discharge, and transfer patients. It gives you access to patient demographic information, visit details and history, chart locations, and information on UK physicians, etc. It is a mainframe based program that is accessed in a windows environment utilizing the Hummingbird software.

Commonly used Keyboard Functions

When using PM, some keys will be used frequently. The following table identifies the key and its function when used:

PC Keys	Function of Key when using PM
Enter	Enters typed data into the system
Pause/Break	When logging on or off it clears the screen; within PM it returns you to the Function Selection screen
Tab	Moves the typing cursor forward to the next data entry field
Shift and Tab	Moves the typing cursor backward to the previous data entry field
End	Erases characters from the blinking cursor to the end of the field
Delete	Deletes 1 character to the right from where the cursor is blinking
Home	To move the cursor to the Last Name field on search screens
Backspace	Deletes 1 character to the left from where the cursor is blinking
F1 key	On any PM screen containing blue columnar headings, this key opens a help screen which gives definitions of blue columnar headings
F3 key	Takes you back to the previous category screen
F7 key	Scrolls you backward to the previous screen when viewing a list; only active when F7 is indicated at the bottom of the screen
F8 key	Scrolls you forward to the next screen when viewing a list; only active when F8 is indicated at the bottom of the screen
?	Use this key in any field to which you can tab in order to open a help screen

Uses of the *Enter* key - After you type something press the **Enter** key and PM acts on what you typed. If you press the **Enter** key from the **Function Selection** screen without typing anything, then PM returns to the last function used. When viewing the screens within a search (such as the All Records option found in CENI and PATI), the **Enter** key takes you forward to the next category screen, except on screens such as the Insurance screen. On that screen, press the **F9** key which is indicated at the bottom of the screen.

When using PM, pay close attention to the bottom of the screen. It will show you which **Function** keys (F8, F9, etc.) are active on that screen.



TIPs: Once you have started a function within PM, to get back to the **PM Function Selection** screen, press the **Pause/Break** key. Or, to backup to a previous category screen, press the **F3** key. The **F3** key may be pressed more than once.

If you happen to **press the Pause/Break key too many times** you may get to a blank screen. If this happens and you are already logged on, type **MPAC** and press the **Enter** key to return to the **PM Function Selection** screen.

Changing Pavilions

Patient Management has 3 pavilions. Think of a pavilion as a physical location of patients. There three pavilions in PM are as follows:

H = Hospital **C** = Cancer Centers **M** = the Clinics

To change the pavilion, go to the **PM Function Selection** screen. Move the cursor to the **PAV** field at the bottom of the screen. Type the **pavilion code** (C, H, or M) and press the **Enter** key.

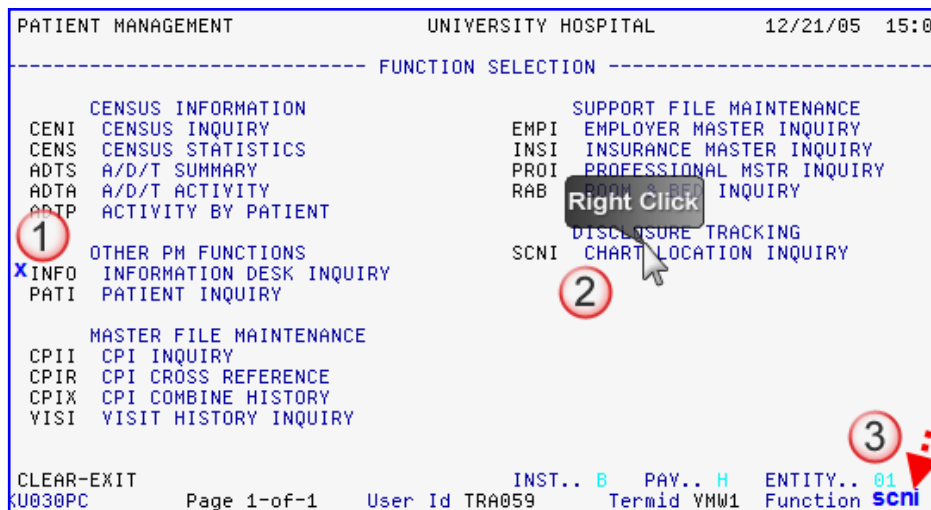
The only time the pavilion would need to be changed is when you need information on bedded patients in another building when doing a census type function like CENI. If your default pavilion is wrong, contact the UKHC ITS **Help Desk** at 323-8586.

Patient Management Functions

Starting a Function

You can start a PM function in one of three ways.

1. At the **Function Selection** screen type an **"X"** (or any character) in front of the function abbreviation (in white text) and press the **Enter** key.
2. Use the **right** mouse button to select a function on the **Function Selection** screen by clicking on the function name (to the right of the abbreviation).
3. In the **Function** field located at the bottom right of any screen in PM, type the function abbreviation and press the **Enter** key.



Information Desk Inquiry Function - INFO

This function allows you to see a list of all registered patients who are here today. It will also show inpatients discharged up to **10** days ago, as well as Emergency Room and 23-hour observation patients discharged up to 3 days ago. Ambulatory outpatients will be listed who are here from midnight to midnight.

This function shows census, room, bed, and phone number. For discharged patients it shows census and date of discharge.

At the **Patient Selection Parameters** screen, type the **patient's last name** and press the **Enter** key.

```
INFORMATION DESK INQUIRY  UNIVERSITY HOSPITAL  B H 01  12/21/05  10:2
----- PATIENT SELECTION PARAMETERS -----
                                     Type all or part of the patient's last name....
                                     .....> FAKE, ANDY
                                     Sex....
YAP20NZ                               User Id TRA059   Termid YMW1   Function INFO
```

In the example above, a search was done for **Fake, Andy**. If the patient is in the list, his/her name will be found at the top of the list as illustrated below.

```
INFORMATION DESK INQUIRY  UNIVERSITY HOSPITAL  B H 01  12/21/05  10:31
Search starting with: FAKE, ANDY
----- PATIENT LISTING -----
Patient Name      Pv/Loca Room-Bd Tp Phone   Age  Admit  Disch  Vis  Cnd  Ex
FAKE, ANDY       H/8S   853 -A  I 3231853 45Y  09/12
FAKE, AUNT BEA   H/8S   854 -A  I 3231854 70Y  02/09
FAKE, BARNEY FIFE H/8S   855 -A  I 3231855 65Y  02/09
FAKE, BIG DADDY  H/8S   859 -A  I 3231859 47Y  02/09
FAKE, BIG MOMMA  H/8S   858 -A  I 3231858 45Y  02/09
FAKE, CHIEF JOSEPH H/8S   864 -A  I 3231864 105Y 02/09
FAKE, EARNEST T  H/8S   861 -A  I 3231861 47Y  02/09
FAKE, OPIE       H/8S   856 -A  I 3231856 15Y  02/09
FAKE, SUZY Q     H/8S   860 -A  I 3231860 29Y  02/09
FAKE, TOMMIE     H/8S   862 -A  I 3231862 51Y  02/09
FANNIN, DAVID TROY H/4S   456 -A  I 3231456 11Y  03/08
FRALEY, ELSIE    H/4OUT 0      0      45Y  04/30
FRITTS, BETTY VIRGINIA C/3MCC 324 -A  I 3230324 51Y  11/26
GAINES, DUJUANA  H/4OUT 409B-3 0      4Y   10/06
GANNON, CLARA S  H/1ADM 102 -C  I 0000000 40Y  12/20
GARRETT, MELVIN  H/4W   474 -B  I 3231474 5Y   03/19
PF8-FWD
YAS37NZ                               User Id TRA059   Termid YMW1   Function INFO
```

Corporate Person Index Inquiry – CPII

This function contains a record of all patients seen at UKMC since UK Hospital opened in **1962**. This function will provide demographic information on the patient. You will see the patient's name, sex, race, social security number, mother's maiden name, language, CPI number (medical record number), etc. **The CPI number is the Medical Record number (MRN)** with zero (es) at the front of it. In PM, both the patient and the patient's guarantor will get a CPI number. In fields marked CPI number, just type the MRN. If a person is both a patient and a guarantor, that person will have one CPI number that will allow you to search out all visits for which the person is a patient and/or a guarantor. Remember if they were born here, they have a CPI number. The CPI file is never purged.

How to Use the Search Parameters Screen and search Extensively

1. On most PM search screens your best search will be by a patient's **Medical Record number** (CPI number).
2. If the CPI number is not available, search by the patient's **Social Security number** (obtain that number from the patient). If a duplicate social security number is identified, this information should be forwarded to the Medical Records department.

When searching by CPI or Social Security number, do not use dashes or spaces and leave all other fields blank.

3. If the CPI and the Social Security numbers are not available, search by the **patient's legal name** and **date of birth**. To search by a patient's name type the **last name** on the **Last Name** line; press the **Tab** key and type the **first name** on the **First Name** line; press the **Tab** key to get to the **Birthdate** line and enter the **month, day** (2digits each) and the **year** (4 digits).

You can press the **Enter** key to start a soundex search that shows all names that sound like the one you typed. Or you can press the **F10** key (see the bottom of the screen) to search alphabetically.

```
CPI INQUIRY                UNIVERSITY HOSPITAL          B H 01 05/08/07 10:28
----- CPI SEARCH PARAMETERS -----
Last Name..  DRUMMOND
First Name .. JERRY
Middle Name ..
Title ..
Suffix ..
Sex ..
Race ..
Birthdate .. 06 15 1970 (MM DD CCYY)
Mom's Maiden Name..
State of Residence.

CPI Number ..
Social Security Nbr ....

PF9-SAME ACCOUNT   PF10-ALPHA SEARCH
YAP02NZ           User Id TRA059          Termid YMW1  Function CPII
```

- **TIP:** The cursor starts at the CPI number field. To quickly go to the **Last Name** field, press the **Home** key.

4. You can search for a patient by **legal name** and **mother's maiden name** and press the **Enter** key for a soundex search.
5. You can search by **legal name** only and press the **F10** key to do an alphabetical search.
6. You can search by full **legal name** or **last name** only with the **year of birth** (in case there is a typo with the birth date) and press the **Enter** key for a soundex search.

Remember to use the proper naming convention. The suffix is part of the first name field. For example: Jones, William Jr or Jones, William III.

You may need to do the alphabetical search several times. Try the wildcard (*) after the last name in case the proper naming convention was not used or to find hyphenated last names.

In the illustration above a search for Jerry Drummond was initiated. After pressing the **Enter** key, the following screen appears.

```

CPI INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:04
Search starting with: DRUMMOND, JERRY
----- CPI PERSON SELECTION -----
Select Line Number 2  ←..... *AKA Indicator          Generated=G
                          S R Ttl Sfx V   DOB      Exp Cr   Soc Sec #
Mother's Maiden Name     St   CPI Nbr
01.  DRUMMOND, JERRY      * M W           06/15/1970      256-65-8971
      DAVIS                KY 009547555
02.  DRUMMOND, JERRY L   M W           06/15/1970      256-65-8971
      DAVIS                KY 009547555
03.  DRUMMOND, JERRY LESTER * M W           06/15/1970      256-65-8971
      DAVIS                KY 009547555
04.

```

It prompts you to enter the line number of the patient you need to view. The line numbers are found to the left on the patient's name.



TIP: If you want help understanding the blue columnar heading abbreviations on this screen, press the **F1** key.

After selecting your patient by typing the line number and pressing the **Enter** key, you will see the following screen:

```

CPI INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:08
----- PERSON INFORMATION-I -----
CPI#.. 009547555  DOB  06/15/1970  SEX.. M  SS#  256-65-8971  #Alias(es).. 2
NAME.. DRUMMOND, JERRY L          Name Title.          Suffix.....
Adr1.. 2500 NEWTOWN PIKE          Expire Dte.  /  /  Exp?.  Av Cd..
Case Mgr....
Zip... 40502          State... KY          Country... US          Bad Adr?.. Cred.
City.. LEXINGTON          Country.... FAYET          Phone.. 859/272-8660
Pi H Ph1 859 2728660  Pi C Ph2 859 2268905  Pi S Ph3 859 3300875
ADVANCE DIR.. Y  DATE  03/21/05  Organ Donor. Y (Y/N)
Driver's Lic#..          Exp.Dte...  /  /  State.
Race.. W  Mar.Status.. M  Liv Arrng..
Yip... Practice Code... Nation..          Language..... SPA
Rlg... Church Code.. Desc..
Maiden Name.....
Confident Lvl.
Mom's Maiden Name. DAVIS          Father's Name. WILLIAM DRUMMON
UK Emp/Stu.. Corp Level User Cde.. Prev CPI#.
PF9-ALIAS  PF10-EMP HX  PF11-COM HX  PF12-ADR HX
YA101NZ          User Id TRA059          Termid VMW1  Function CPII

```

To see the second screen of the patient's demographic information, press the **Enter** key.

To search for a different patient, press the **F3** key to backup to the **Search Parameters** screen. You may have to press **F3** more than once.

CPI Combine History --CPIX

If you can't find your patient with a Medical Record Number (MRN), try the function **CPIX**. In case their CPI number was merged. Medical Records can combine medical record numbers (MRNs) if a duplicate medical record number has been reported.

When using the RSS system to look for a patient by MRN, you may get a message that the "***Patient was not found.***" This function can also be used to verify the patient's current MRN.

```

CPI COMBINE HISTORY          UNIVERSITY HOSPITAL          B H 01  04/18/07  13:55
----- CPI COMBINE HISTORY SEARCH PARAMETERS -----

CPI Number ..... 12689717
Medical Record Number...

PF9-SAME ACCOUNT
YAP21NZ                      User Id TRA050      Termid YMW4  Function CPIX

```

You can type the CPI number (same as MRN) that you have and press the **Enter** key.

This function will show you which MRN has been discarded (combined) and which MRN is the one retained for current use.

```

CPI COMBINE HISTORY          HOSPITAL                      B H 01  04/18/07  14:04
SEARCH: CPI 009799305
----- CPI COMBINE ACTIVITY -----

---CPI Combine---
Date   Time  By  CPI/Name      Med Rec  Inst  CPI/Name      Med Rec
01/05/07 09:54 GI  012689717    012689717  B     009799305     009799305
JOHNSON, JUDY                                ADAMS, JUDY K

Discarded MRN                                Retained MRN

YA388NZ                      User Id TRA050      Termid YMW4  Function CPIX

```

Note in this example the MRN **12689717** has been ***discarded*** and the current MRN which has been ***retained*** for this patient is **9799305**.

Patient Inquiry – PATI

This function gives access to information on all patient visits to UKMC for at least the last **13** months. You can use PATI to search for and select a patient as described above in the CPII section. After starting PATI and selecting your patient and visit date, the following screen appears:

```
PATIENT INQUIRY          UNIVERSITY HOSPITAL          B H 01 12/21/05 11:1
DRUMMOND, JERRY L      A -KENTUCKY CLINIC          009547555-528
----- PATIENT RECORD SELECTION -----
Place any character beside desired options.
.....▶ X ..All Records          ..Physician Information
      ..Guarantor Information      ..Visit Specific
      ..Insured 1                  ..Discharge/Departure
      ..Insured 2                  ..Clinical
      ..Nearest Relative/Newborn   ..UB Condition/Value/Occurrence
      ..Emergency Contact/Accident
      ..Insurance
YAS12NZ                User Id TRA059          Termid YMW1  Function PATI
```

Type an **“X”** or **any character** in front of any category you want to view and press the **Enter** key. To view all of the information available on the selected patient’s visit, type a character in front of **All Records** and press the **Enter** key.

Press the *Enter* key to move from one screen to the next screen. One exception to this will be on the **Insurance** screen where you will have to press the **F9** key to move to the next screen.

Census Inquiry – CENI

This function gives Information on patients currently in a bed at UK Hospital or Markey Cancer Center. It includes inpatients, observation patients, leave of absence patients, and beds on reserve for patients.

This function can be one of the most useful searches for physicians. All of the search results can be printed. You can also search by patient name on this screen.

Nursing Unit Census – You can look up a nursing unit census of patients by typing in the **Location** field a location code such as **8S** for 8 South and pressing the *Enter* key.

```

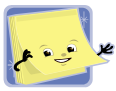
CENSUS INQUIRY          UNIVERSITY HOSPITAL          B H 01 12/21/05 11:1
-----
Location... 8S          Room/Bed...          Status...
-----
Staff Phys.          Name..
Staff Type.          (A=Admitting   T=Attending   R=Resident   *=All
                   P=Primary     F=Referring   X=External Referring)

By Group...          (Y/N) Group Nbr.

By Patient Name..
Sex.....
Smoker.....          (Y/N)
Accommodation....
Hospital Service..
Financial Class..
Birthdate.....
Age Range.....      to
Process Type.....   (I/E/O)
Overflow Code....

Race Code.....
Yip's.....          (Y/N)
Isolation Type.
Acuity Type....
LOA Type.....
Admit Date.....
Length of Stay.    to
Religion Code..
Church Code....

PF12-PRINT
AP13NZ
User Id TRA059      Termid YMW1  Function CENI
  
```



TIP: If you are unsure of the Location code or the Hospital Service code, you can type a ? in the respective field and press the *Enter* key to see a table with all the possible codes for that pavilion. **Remember**, the Pavilion impacts which code table and patients you will see when using Census type functions in PM. Change the pavilion from H to C for Cancer Centers to see all patients for either location.

In the example above a search for the **8S** Nursing unit was initiated. After pressing the **Enter** key, the following patient census information screen appears:

```

CENSUS INQUIRY          UNIVERSITY HOSPITAL          B H 01 12/21/05 11:2
-----
PATIENT CENSUS INQUIRY
-----
Select Line Number
Loc Room-Bd Ac V Is P Srv Fc Sx Rc Age Smk Rtg Loa Los Acu Cnd Ir Y
Patient Name          Reserved For          Attending Physician
01. 8S 853 -A A          I NS F M W 45Y N          1196
FAKE, ANDY          TIBBS, PHILLIP A
02. 8S 853 -B
03. 8S 854 -A A          I REN J F W 70Y N          3237
FAKE, AUNT BEA          LUCAS, BRUCE A
04. 8S 854 -B
05. 8S 855 -A A          I REN J M W 65Y N          3237
FAKE, BARNEY FIFE          KWOLEK, CHRISTOPHER
06. 8S 856 -A A          I TXL J M W 15Y N          3237
FAKE, OPIE          RANJAN, DINESH
07. 8S 858 -A A          I TXL J F W 45Y N          3237
FAKE, BIG MOMMA          RANJAN, DINESH

PF8-FWD
YAS04NZ
User Id TRA059      Termid YMW1  Function CENI
  
```

The available information shows unit census, room number/bed, accommodation code, patient type, service, sex, race, age, religion, leave of absence indicator, length of stay, patient's name, (or who the bed is reserved for), and the attending physician.

To print this census, press the **F3** key to backup to the prior screen (the initial Census Inquiry screen). From that screen press the **F12** key to print the census.



TIP: You can use this function to lookup/learn all kinds of abbreviations used in PM. Type a ? in any field and press the **Enter** key.

Visit History Inquiry – VISI

You can inquire about all visits back to 1994 your patient has had or you can view multiple visits a patient may have had on a given day. Start the VISI function; search for your patient as indicated earlier.

```

VISIT HISTORY INQUIRY      UNIVERSITY HOSPITAL      B H 01  12/21/05  15:40
DRUMMOND, JERRY L        009547555
----- VISIT HISTORY SELECTION -----
Select Line Number 1

  Visit Ppt Fc  Adm/Vis Type Dis/Dep Dis Pav  Loca Reference      Film Date
  Srv Dmsg  User A/C#  Vn Cts From Thru  Reg Dte Physician
01. 5283 OA J   10/10/05  3      2      M   OPHT  10/10/05 CONKLIN, JOHN D JR.
   OPH
02. 9600 OX A   10/10/05  3      2      H   NESS   09/05/00 TIBBS, PHILLIP A
   NS
03. 4363 OA F   12/28/04  3      1      H   ENDO  12/28/04 TIBBS, PHILLIP A
   KSE
04. 3309 II F   11/05/03  3      03/17/04 1  H   5W    11/05/03 ARCHER, SANFORD
   ENT
05. 0350 OA F   12/15/00  3      1      H   NESS  12/15/00 TIBBS, PHILLIP A
   NS

          PF8-FWD                      PF11-MULTIPLE VISITS
YAS11NZ                                User Id TRA059          Termid VMW1 Function VISI
  
```

For each patient visit you see the following:

Julian date type of admission financial class pavilion
hospital service location number of visit notifications physician
In the column marked **VN** (stands for Visit Notification) you can see how many visits the patient had on that day. In the example above, the patient had 2 visits on 10/10/2005.



TIP: To see the multiple visits, type the **line number** of that day and press the **F11** key. You will then see the details of each visit on the selected day as illustrated below.

```

VISIT HISTORY INQUIRY      UNIVERSITY HOSPITAL      12/21/05  11:57
DRUMMOND, JERRY L        009547555-5283
----- PATIENT'S MULTIPLE VISITS -----

VISIT DATE/TIME  PPT FC TYPE DIS/DEP DIS PAV LOCA SRY PHYSICIAN
10/10/05 13:54  0 A J   10/10/05      M   OPHT OPH CONKLIN, JOHN D JR.
10/10/05 13:41  0 A J   10/10/05      M   ENT  ENT ARCHER, SANFORD
**** END OF DISPLAY ****
  
```

Admission/Discharge/Transfer Activity of a Patient -- ADTP

You can see patient admissions, discharges, and transfers for one visit or for all of the patient's visits by using this function. Patient visits may be seen for at least the last 13 months.

```

ACTIVITY BY PATIENT      UNIVERSITY HOSPITAL      B H 01  12/21/05  13:01
DRUMMOND, JERRY L      009547555
----- PATIENT HISTORY OF ACTIVITY -----

Log Dte/Tm  Visit Func Actv Eff Date/Time  Loc Room-Bd Ac Srv Tp Dis By St
101005 1354 5283 VSNT VSNT 10/10/05 13:54 OPHT ENT ENT ENT CED A
101005 1347 5283 OPR VSNT 10/10/05 13:41 ENT ENT ENT CED A
101005 1347 5283 OPR OPR 10/10/05 13:41 ENT ENT ENT CED A
101005 1326 9600 VSNT VSNT 10/10/05 09:30 NESS NS CED A
122804 1051 4363 OPR VSNT 12/28/04 10:15 ENDO KSE CED A
122804 1051 4363 OPR OPR 12/28/04 10:15 ENDO KSE CED A
  
```

A list showing some abbreviations used in the **Function** (Func) and **Activity** (Actv) columns are as follows:

Abbreviation	Meaning
ADM	Inpatient Admission
ADMN	Inpatient Newborn Admission
PAD	Preadmission
XFER	Transfer
LOA	Leave of Absence
DSCG	Discharge Inpatient
OPR	Outpatient Registration
OPRN	New Outpatient Registration
VSNT	Visit Notification
DPTR	Discharge of Outpatient or Emergency Dept Patient
ERLB	Registration of Emergency Labor Patient

Also note that a "C" at the end of most codes denotes a cancellation.

Patient Chart Location -- SCNI

This contains all chart information since 1962 when UK Hospital was first opened. This function shows the locations and statuses of patient charts, as well as the aliases of patients.

```

CHART LOCATION INQUIRY          UNIVERSITY HOSPITAL          12/21/05 13:05
DRUMMOND, JERRY L              009547555
----- Patient Chart Information -----
PATIENT NAME. DRUMMOND, JERRY L      Name Title.           Suffix.           Alias 2
CPI NUMBER..... 009547555 SEX... M Race... W      Dob..... 06/15/1970
Social Security #. 256-65-8971      Phone..... 859 272-8660 Expired.
Adr1.. 2500 NEWTOWN PIKE           Adr2...
City.. LEXINGTON                   Zip.. 40502          State.. KY          US          County. FAYET
Mother's maiden name.. DAVIS        Father's name.. WILLIAM DRUMMON
-----
Chart location      Last Activity Status/Year Box Mcrfilm Yr
ANESTH ANESTHESIOLOGY      04062000      A      00
HOSPMR HOSP MED REC        03102004      A      03
KCSOPH KY CL SD OPTH      12202004      A      04
MEDCL  MEDICINE            03202000      A      00
NESI   NEURO SCIENCE       10102005      A      00
OPPTH  OPHTHALMOLOGY        10102005      A      05
OTOLAR OTOLARYNGOLOGY      10102005      A      05
-----
PF3-Select another patient PF9-Alias
YX021NZ User Id TRA059 Termid YMW1 Function SCNI

```

Don't forget to look for any other name the patient's chart might be under (for example, maiden name) by pressing the **F9** key for **Alias Names**. When ordering charts, provide all possible names with which the chart might be listed.

Professional Master Inquiry -- PROI

This function allows you to see information on physicians licensed to practice at UKMC, in the state of Kentucky, and in other states, if they refer patients to UKMC. On the search screen, in the Professional Name field, type in the physician's name in the following sequence:

last name, type a comma, press the space bar, and **first name** (or initial) and press the **Enter** key.

Before pressing the **Enter** key, you can also tab to the Physician Type field and type a modifier such as UK, for just UKMC physicians.

```

PROFESSIONAL MSTR INQUIRY UNIVERSITY HOSPITAL      B H 01 12/21/05 13:0
----- PROFESSIONAL SEARCH PARAMETERS -----

Professional Name....  TIBBS, P  ←-----
                        or Id....

Record type..... P (P=Physician; A=AHP)

Physician Type..... 'AL'=All Physicians
                    'UK'=UK Physicians
                    'KY'=KY State Physicians
                    'OS'=Out of State Phys.

YAP17NZ                               User Id TRA059      Termid YMM1  Function PROI

```

In the example below, I searched on Tibbs. Notice the **Number** column lists the UK Doctor's number needed to order labs. For Dr. Tibbs, it shows his full name, UK doctor's number, his two specialties, and his UK MD's privilege codes are indicated.

Privilege codes are: **AARCSR**. The abbreviations stand for **admit, attend, refer, consult, surgery, and residency** privileges. The professional status denotes whether professional is a physician, resident, student, etc.

```

PROFESSIONAL MSTR INQUIRY UNIVERSITY HOSPITAL      B H 01 04/22/08 14:57
Search starting with: TIBBS
----- PROFESSIONAL SELECTION -----
All Physician
Select Line Number 1 ←----- Primary Priv Status
Number Group Serv1 Serv2 AARCSR Prof Staff
01. TIBBS, PHILLIP A      013310 SURG NS YYYYYY S A
02. TICER, LARRY S       099779 PATH NNYN I
03. TIDAL, ABUBAKAR H    119121
04. TIDMORE, HOLLIS D    020065 SURG VAS NNNN P I
05. TIDWELL, STEVE      125277
06. TIDYMAN, MARK L      216576
07. TIEMANN, WILLIAM E.  138771

```

The staff column denotes whether the doctor is on active staff, teaching staff, suspended, etc.

Less information is found for non-UKMC physicians.

To see more information on a physician, type the physician's line number and press the **Enter** key.

Introducing RSS (Resource Scheduling System)

RSS is the patient appointment system used in the ambulatory areas. The database resides in Philadelphia and the information is transferred through telephone lines.

Common Keys Used In RSS

Key	Action
F14	Returns to the previous page within the same screen
F15	Returns to the previous menu
F16	Returns to the Appointment Scheduling menu screen
F17	Prints schedules from the Display Patient Schedule screen & the Display Resource Schedule screen
F22	Refreshes the screen (especially useful if your screen is locked up or you've accidentally typed over a default field.)
F23	Accesses the Application Selection menu screen (allows you to login to another system like Patient Management, etc.)
F24	Help screen for many fields
End	Erases to the end of the field key
Page Down	Toggle key to jump between applications (RSS & Patient Management)
Tab	Moves cursor forward to the next field
Shift/Tab	Moves cursor backward to the previous field
Ctrl/Enter	Moves cursor down to the next line (may vary by workstation)

Identifying Medical Record Numbers in RSS

Because there are several other Regional Clinics that utilize the RSS system for different reasons, the patients in RSS are not only UK patients. It is crucial to identify the correct UK medical record number of the patient when booking a UK appointment for the patient. It is also crucial to search both RSS and the Patient Management (PM) system so that duplicate numbers are not issued for the patient. Outlined below are the different types of medical record numbers found in RSS and guidelines that may be used when identifying UK medical record numbers to book UK clinic patient appointments.

UK Medical Record Numbers

- All **UK Medical Record** numbers begin with five zeros and are followed by seven digits or begin with four zeros and are followed by eight digits. If eight digits, the MRN currently begins with a 1 or a 7 (new Guarantor's MRN begin with a **70**).
Note: You do **not** have to key in the leading zeros in RSS.
- Temporary** numbers for new UK patients that do not have a valid medical record number assigned yet start with a "T." Examples of this include T94335153156 and T00000687396.
- Duplicate** medical record numbers will have a "D" listed in the far left hand column of the **Patient Inquiry - Multiple Matches** screen. These numbers should be reported to the Medical Records Department (**3-5561 for the clinic and 7-3591 for hospital**) so they can be combined into one record.

Choose the valid medical record number (the one with **NO** "D" by it) to book the appointment. Always check the comment line. If you accidentally chose the wrong line number, it will tell you that you are on the duplicate account and give you the correct Medical Record Number. There is also a duplicate indicator that is set to "Y" if you are on the duplicate record.

```

PATIENT VERIFICATION          DOW: THU    06/20/02  1326
PT WHITE                      SNOW          ID: 000010867166  SPEC HANDLING:
-----
  ADDR: BOX 1, FORREST TRAIL    MED REC NO: 000010867166  CHB:
                                PT ALT ID:
                                SEX: F
                                MAR STS:
                                SSN: 400-22-4120-
                                DOB: 01/10/1950
                                PCP(INSURANCE CARD):
                                IMMUN STATUS:
DEATH IND: N    DEATH DT:
                                # CASES: 1
                                ***LATEST/SELECTED CASE DATA***
CA ID: 108671669993  TYPE: X    REG DT: 10/19/98    DSCH DT:
DESC: PERMANENT APPT. CASE    ADM DR:
GU ID: 000010867166  WHITE    SNOW          SCHM: 1
ADDR1: BOX 1, FORREST TRAIL    COPAY AMT:
COMMENT: DUP ACCT. CORRECT # IS 10354280
                                GUR 8
-----
  
```



Other Institution Medical Record Numbers

Regional Clinics and other institutions including Prestonsburg, Hazard, Cardinal Hill, and Charter Ridge have patients listed in RSS. Each institution has a different medical record numbering scheme.

When searching for a patient in the Resource Scheduling system, the most accurate way to distinguish Regional accounts from Hospital accounts will be by the medical record number. All Regional medical record numbers will begin with two alpha characters. Differing types of medical record numbers are described in the examples listed below:

CP10894 Corbin Pediatric Clinic
FR0060110020 Frankfort Clinic

BR017705 Berea Clinic
HZ0000002643 Hazard Rural Health Clinic

000000708537 7-digit UK Hospital medical record number
 000010000271 8-digit UK Hospital medical record number

Patient Inquiry

Searching and correctly identifying the patient is a crucial step when inquiring on patient appointments. There are several ways to search and correctly find the patient's name in the Resource Scheduling System. While the quickest search is by Medical Record Number, you may not always have that information available.

Searching by Medical Record Number

1. From the **Appointment Scheduling Menu**, press the **Tab** key until the cursor rests on the **ID/MRN:** field.

```
APPOINTMENT SCHEDULING MENU
-----
***PATIENT INQUIRY***
LAST NAME: _____ FIRST MI: _____ SEX: _ A/S: S
DOB: _ / _ / _
ID/MRN: 10354280 SSN: _____
```

2. Type in the correct number (without dashes) and press the **Enter** key. You may then proceed to the **Review Cases** screen info found on page 21.

Note: You may also search for the patient in the Patient Management system. To do this, toggle over to the PM system and inquire on the patient as usual with the CPII function. If you are successful in locating the patient, write down the patient's medical record number, toggle back over to RSS, and search for the patient by medical record number.

Searching by Name

Soundex Search/and using a Wildcard

(A/S = **A** stands for **alpha** search and **S** stands for **Soundex** search which is the default)

1. From the **Appointment Scheduling Menu**, place the cursor on the **Last Name:** field and type the patient's last name.
2. Press the **Tab** key.
3. In the **First MI:** field, type the patient's first name and middle initial (if known) or type an ***** for a wildcard search.

```
APPOINTMENT SCHEDULING MENU
-----
***PATIENT INQUIRY***
LAST NAME: white FIRST MI: snow SEX: _ A/S: S
DOB: 07 / 11 / 1958
ID/MRN: _____ SSN: _____
```

4. Press the **Tab** key 3 times and in the **DOB** field enter the date of birth; the birth date must be entered in the MM/DD/YYYY format. (2digits for month/day; 4 digits for the year)
5. Press **Enter**.

Notes: If the patient is not found delete the DOB and the sex and press **Enter** to search again. If the DOB was not entered correctly during registration, the system will create 01011900 as the default DOB. Also, the RSS default of the Sex is female so males could be in the RSS system incorrectly as a female.

You may use the * (asterisk) character as a wildcard which can represent any character or letter in the first name field or with a partial first name in that field.

Naming Convention Rules

Remember to use the proper Naming convention when searching for your patient.

Do not use a period. Do not use titles, i.e. Dr., Mrs., Rev., Captain, etc.

The **suffix is part of the first name field**; i.e., Jones, Robert Jr or Jones, William III

Alphabetic Search/and using a Wildcard

(A/S = **A** stands for **alpha** search and **S** stands for **Soundex** which is the default)

1. From the **Appointment Scheduling Menu**, place the cursor on the **Last Name:** field and type the patient's last name or a portion of the last name you're sure of with an "*" .
2. Press the **Tab** key. In the **First MI:** field, type the patient's first name and middle initial (if known) or type an "*" for a wildcard search or a combination of first name followed by "*" .
3. Press the **Tab** key to get to the **"S/A"** field. Change the value to **"A"** to do an alpha search.
4. Press the **Enter** key.

APPOINTMENT SCHEDULING MENU

PATIENT INQUIRY

LAST NAME: white FIRST MI: snow * SEX: f A/S: a

DOB: _ / _ / _

ID/MRN: _____ The * character serves as a wildcard. SSN: _____

Patient Inquiry – Multiple Matches Screen

The **Patient Inquiry - Multiple Matches** screen may be displayed (see below). If the patient search was unique, then you skip to one of the next steps. Check the list for the correct patient. If the search was not narrow, be aware that there may be several pages of names which are not in alphabetical order if you did a **soundex** search. If you did an **alphabetical** search, the last names are in order with **all females appearing first**, then all male names. Press the **Enter** key for more names and repeat until you locate the appropriate patient. Press the **F14** key to page back through the list of names. If the correct patient cannot be found, press the **F15** key and search by last name only.

Note: When searching by last name, RSS automatically searches phonetically for the patient. In other words, the system will find names that **"sound like"** the name you have entered unless you change it to an alphabetical search.

1. Confirm the patient by checking:
 - Legal Name
 - Date of Birth
 - Address,
 - Medical Record Numbering Scheme (under the address column)
2. Type the line number associated with the correct patient and press the **Enter** key.

PATIENT INQUIRY - MULTIPLE MATCHES						02/11/08	0748
WHITE						, SNOW	
LINE/R	NAME/ID	DOB	SEX	ADDR/MRN	REG	PV/DT	
& 1	WHITE	SNOW	F	UNKNOWN	000000		
D	072141413194	10/01/1962		T07214141319	08/02/07		
& 2	WHITE	SNOW	F	1010 SLIPPER GLASS DR	000000		
D	000013606819	01/15/1973		000013606819	08/02/07		
& 3	WHITE	SNOW	F	125 MAIN ST	000000		
D	000000009134	10/01/1962		HZ0000009134	01/30/03		
& 4	WHITE	SNOWIE	F	333 FISH LANE	000000		
D	030631626170	12/30/1953		T03063162617	03/04/03		
& 5	WHITE	SNOW BALL	F	108 KY AVE	000000		
D	042671425165	02/25/1976		T04267142516	09/23/04		
& 6	WHITE	SNOW	F	1616 DEEP WOODS LANE	000000		
D	000010354280	07/11/1950		000010354280	04/02/97		
& 7	WHITE	SNOW	F	BOX 1, FORREST TRAIL	000000		
D	000010867186	01/10/1950		000010867186	10/19/98		

PF 2 SATELLITE REG NEW PT PF14 PAGE BACK TO SELECT PT - ENTER LINE NO: 6
PF11 SATELLITE MIN REG PF15 RETURN NEXT LINE NO: 8
PF17 ACCESS PM REG SYSTEM
PRESS ENTER TO CONTINUE

Review Cases Screen

If the patient has more than one case, the **Review Cases** screen will be displayed (see below). If the patient only has one case, it will go to the **Patient Verification** screen (info on this page).

1. On the **Review Cases** screen, type the line number of the **PERMANENT APPT CASE** on the **Selected Line #:** field.
2. Press **Enter** to go to the Patient Verification Screen

REVIEW CASES				02/11/08 0808			
PT: WHITE		SNOW	ID: 000010354280	#CASES: 27			
LINE#	CASE ID	CASE DESC	TY	FC	REG DT	ADM DT	DSCH DT
	GU ID	GU NAME		SCHM	ADM DR		
& 1	103542899994		X	F	04/02/97		
	000010354280	WHITE			1		
& 2	103542809993	PERMANENT APPT. CASE	X	F	09/30/97		
	000010354280	WHITE			1		
& 3	103542803533		0	F	01/30/01	01/30/01	
	000010354280	WHITE			1	JENKC	
& 4	103542813441		0	F	12/06/01	12/10/01	
	000010354280	WHITE			1	JENKC	
& 5	103542823374		0	F	12/03/02	12/03/02	
	000010354280	WHITE			1	GREEN	
& 6	103542823390		0	F	12/03/02	12/04/02	
	000010354280	WHITE			1	WITTW	

SELECTED LINE #: 2 ←

PF14 PAGE BACK
PF15 RETURN

PRESS ENTER TO REVIEW

Note: The **Permanent Appointment Case** may not appear on the first screen if the patient has several cases. Press the **Enter** key without selecting a line number until you locate it.

The Patient Verification Screen

You can use this screen to again confirm you are working with the correct patient by verifying legal name, address, date of birth, etc.

PATIENT VERIFICATION		DOW: MON		02/11/08 0839	
PT WHITE		SNOW	ID: 000010354280	SPEC HANDLING: *	
ADDR: 1616 DEEP WOODS LANE			MED REC NO: 000010354280		
NICHOLASVILLE KY 40356			PT ALT ID:		
PHONE: 859-222-1122			SEX: F		
DIST: 057			MAR STS: M		
EMP: IBM CORPORATION			DUPL IND:		
EMP ID: 9993908			SSN: 400-22-4120-		
FAC CD:			DOB: 07/11/1950		
PCP (INSURANCE CARD):			IMMUN STATUS:		
DEATH IND: N			# CASES: 27		
DEATH DT:			***LATEST/SELECTED CASE DATA***		
CA ID:	103542809993	TYPE: X	REG DT:	09/30/97	DSCH DT:
DESC:	PERMANENT APPT. CASE		ADM DR:		SCHM: 1
GU ID:	000010354280	WHITE	SNOW		* GUR 8
ADDR1:	1616 DEEP WOODS LANE		COPAY AMT:		
COMMENT:					
PF 1 SATELLITE ADD CASE		PF 7 IMMUNIZATIONS		PF15 CANCEL/RETURN	
PF 2 SATELLITE MINI REG		PF 9 PT SCHEDULE: N		PF16 RETURN TO MENU	
PF 3 SATELLITE REV DEMO P		PF12 SCHED SERIAL APPTS		PF17 ACCESS PM REG SYST	
PF5 HAZARD FEE DOC		PF18 UPDT PM PT DEMOGRAPHICS		PRESS ENTER TO CONTINUE	

Viewing Appointments

1. From the **Patient Verification** screen, press the **Enter** key.

2. The **Schedule Appointment** screen will display.

3. Press the **Tab** key **3** times till the cursor stops at the **DT** field.

4. Type the date you want to start viewing the patient's scheduled appointments.
Ex: 030108

SCHEDULE APPOINTMENT		04/22/08 1543	
PT NAME: WHITE	SNOW	MED REC NO: 000010354280	CHB:
DOB: 07/11/1950	SEX: F	PHONE: 859-222-1122	WORK: 859-232-5566
DUN LVL:		CR: F	FC: F
		GUAR BAL:	
RES CD: _____	ACTV TY: _____	PT STS: _____	DT: 030108
DESC: _____		DAYS: _____	WKS: _____
CLINIC/LOC: _____		RES GRP/TY: _____	MTHS: _____
PCP/REF DR: _____		PASSWORD: _____	
AUTH#/VISITS: _____		FOR _____	
BILL DET PV: _____	FREQ: _____	CASE: 103542809993	X PERMANENT APPT. CASE
GU PV: _____	ENC ID: _____	CREATE ENC IND: Y	RADIOLOGY: N
PROC CD: _____		WAIT LIST IND: _____	OUTGUIDE IND
PT COMMENTS: _____			*
LOW/HI STS: 40 / 95	INSTRUCTIONS	FOR PHYS/CLINIC CMNTS: PF24	
PF1 PT SCHEDULE: N	PF5 RECURRING APPT	PF15 CANCEL/RETURN	
PF2 RES SCHEDULE: N	PF6 SCHED WALK-IN	PF16 CANCEL/RETURN TO MENU	
PF3 RES NEXT AVAIL: N	PF7 EDIT/REDISPLAY ACTV	PF18 EDUCATION	
PF4 GRP NEXT AVAIL: N	PF9 SCHED MULTI RES	PRESS ENTER TO SCHEDULE APPT	

Note: Appointment information is only kept for the past **6 months** as well as all future appointments scheduled in RSS.

5. Press the **F1** key to view the patient's schedule.

6. On the **Display Patient Schedule** screen, press one of the following to continue:

- Press the **Enter** key to page forward within the **Display Patient Schedule** screen for additional appointments.
- Press the **F14** key to page back within the **Display Patient Schedule** screen.
- Enter the line number and press the **F6** key to display participants of the appointment.
- Press the **F15** key to cancel and return to the **Patient Verification** screen.
- Press the **F16** key to cancel and return to the **Appointment Scheduling Menu** screen.
- Press the **F17** key to print the list of appointments.

Viewing Review/Revise (to see Insurance/Pre-certification Information)

1. From the **Display Patient Schedule** screen, enter the **line number** of the appointment you want to view, and press the **F1 key** (Revise/Review Appointment)

```
REVISE/REVIEW APPOINTMENT                                01/05/07 1451
PATIENT NAME: WHITE                                SNOW                                MED REC NO:000010354280
DOB:07/11/1950 SEX:F TELEPHONE: 859-223-4568 WORK PHONE: 859 123-4568
INS:                                                FC:F SPEC HDL:
-----
                                APPOINTMENT INFORMATION
PRI RES CODE:KBAKER                                DAY/DATE: WED 07/05/02                                TIME: 1000
DURATION: 10                                ACTV TYPE: EP                                STATUS: ATTENDED
CREATE DATE:06/22/02                                CREATE TIME: 1348                                CREATE USER: TRA001
LAST CHG DATE:07/02/02                                LAST CHG TIME: 1507                                LAST CHG USER: ICTMAS

DESCRIPTION: ESTABLISHED PATIENT                                CLINIC/LOC: OPH
PT STS: 3 WAIT LIST IND: N                                PCP/REF DR: JENNINGS MD, CONNIE
AUTH#/VISITS: 123456789/222333444 1/2 6/12                                FOR PASSPORT C/T 9/1 TERM p=$0
BILL DET PV:888883 CASE: 103542809993                                PASSWORD:                                GU PV: _____
CNG REASON CD:___                                ACTUAL START/STOP TIME: ____ / ____
ENC ID: 500001134591                                ENC STS CD: O                                ENC STS DESC CD: ___
ENC RES CD: KBAKER                                CREATE ENC IND:Y,RADIOLOGY OUTGUIDE IND: N
PT CMNTS: PLEASE BRING ALL YOUR                                MEDICATIONS WITH YOU.                                *PF24
-----
PF1 COMPLETE/RETURN TO MENU                                PF15 CANCEL/RETURN                                PF18 EDUCATION
PF6 DISPLAY PARTICIPANTS                                PF16 RETURN TO MENU                                PF12 RAD OUTGUIDE
PF10 PRINT _1 TREATMENT LABEL(S)                                PRESS ENTER TO COMPLETE/DISPLAY APPTS
```

2. On this screen you can view the PCP Doctor, Authorization numbers, visit number, pre-certification numbers, type of insurance, what type of visit (c = consult only; c/d = consult and diagnose; c/t = consult and treat). If no insurance, then it should say "full pay" after the "FOR" field instead of the insurance company's name. You can also view the Patient Comments or Clinic/confidential comments (by pressing the **F24** key while the cursor is on the "*").
3. Always press the **F15** or the **F16** key to EXIT from this screen if only inquiring.

Viewing Resource Schedules

Definition of a Resource

A resource in RSS is any billable service; anyone or anything for which you keep a schedule. i.e. people, rooms, equipment and procedures/tests.

1. From the **Appointment Scheduling Menu**, press the **Tab** key to move the cursor to the **Res CD:** field.
2. Enter the desired resource code.
3. Press the **Tab** key to move the cursor to the **Date:** field.
4. Enter the date of the schedule you wish to view.
5. **High/Low Status** = 40/55 will show only attended, walk-in, and no show appointments.
6. Change the High/Low Status to **40/95** to also see **cancelled** and **rescheduled** appointments.
7. Press the **F2** key to display the resource's schedule.

```
APPOINTMENT SCHEDULING MENU                                02/11/08 0937
-----
***PATIENT INQUIRY***
LAST NAME: _____ FIRST MI: _____ SEX: _ A/S: S
DOB: _ / _ / _
ID/MRN: _____ SSN: _____

***RESOURCE INQUIRY OPTIONS***
RES CD: kbaker_ ← DATE: 021108 ← DURATION: _____
PROCEDURE SET: _____ PROCEDURE CD: _____
ACTV TYPE: _____ PASSWORD: _____ CLINIC/LOC: _____
START TIME: _____ STOP TIME: _____ RES GRP: _____
LOW/HI STATUS: 40 / 55

-----
PF1 SATELLITE MINI REG    PF 6 SCHED MULTI RES    PF11 RES NEXT AVAIL: N
PF2 RES SCHEDULE: N      PF 7 ENTER ATTENDANCE: N PF14 SATELLITE MINI REV
PF3 PRINT RES SCHEDULE   PF15 CANCEL/RETURN
PF4 BLOCK/UNBLOCK       PF18 EDUCATION
PF5 DAILY TEMPLATE      PF10 ENTER PRIM RES: R  PRESS ENTER TO CONTINUE
```

The **Display Resource Schedule** screen will appear with the appointments listed for the resource on that day.

1. To display other future or past appointments, move the cursor to the **F8 Search Next Day:** field. Enter the desired date and press the **F8** key.

2. Notice the column headings in the screen print to the right “**ST/FC/OV**”

a. **ST** means the status of the appointment and has room for only one character:

A=Attended
N=No Show
W=Walk-In
C=Canceled
R=Rescheduled

b. **FC** stands for the financial class of the patient’s insurance.

c. **OV** is the overbooking status:
 One “*” means booked to capacity; “**” means overbooked, and “***” means severely over booked.

3. Notice the last column heading “**BLK**” which means Blocking code. The Resource can block time on the schedule for Vacation (**V**), Conference (**C**), Grand Rounds (**G**), Other (**O**), Teaching Responsibilities (**T**).

4. Press one of the following to continue:

- a) Press the **Enter** key to page forward within the **Display Schedule For Resource** screen for additional time slots.
- b) Press the **F14** key to page back within the **Display Scheduled For Resource** screen for previous time slots.
- c) Press the **F6** key to display participants of the appointment.
- d) Press the **F17** key to print the schedule.
- e) Choose a line number and press the **F1** key to review the appointment/insurance information.
- f) Press the **F15 or F16** key to cancel and return to the **Appointment Scheduling Menu** screen.

LINE	TIME	PATIENT NAME	WORK PH #	HOME PH #	ST/FC/OV	ID/MRN	AT	DUR	LOCATION	BLK
04/22/08 1516										
DISPLAY SCHEDULE FOR RESOURCE: KBAKER										
DATE: MON 04/21/08										
-----PAGE: 3 OF: 4 -----										
1	10:10	SZELUGA		RAY	N	000011745627	EP	10	OPH	
	10:20	606 792 1411	859 123 4567		*	BENNETT MD, JOHN				
2	10:10	FAKE		AUNT BEA	C	000009542606	EP	10	OPH	
	10:20		606 646 2300		*	JENNINGS MD, CONNIE				
STOMACH PAIN CED										
3	10:10	JONES		INDIANA	R	000006422885	FU	20	OPH	
	10:20	312 222 2222	606 887 0001		*	JENNINGS MD, CONNIE				
F/U SPRAINED ANKLE CED										
4	10:30	FAKE		TOMMIE	A	000009542549	NP	20	OPH	
	10:40		606 223 2323		*	DALE MD, THOMAS				

PF1	REVIEW/REVISE	PF5	ADD RES TO APPT	LINE #:		PF15	RETURN			
PF2	RESCHEDULE	PF6	DISPLAY PARTICIPANT			PF16	RETURN TO MENU			
PF3	CANCEL APPT	PF7	RESCHEDULE MULTI	PF14	PAGE BACK	PF17	PRINT LIST			
PF4	NO-SHOW APPT	PF8	SEARCH NEXT DAY:				PRESS ENTER TO CONTINUE			

RSS Log off Procedures

1. From the **Appointment Scheduling Menu** screen, press the **Shift & F3** keys three times until you return to the **Application Selection** screen.
 2. If you are logged on to Patient Management, on the command line type **1** and press the **Enter** key to get back into PM. See the steps below to logoff PM
 3. If you are not logged on to Patient Management, at the **Application Selection** screen, on the command line type **LOGOFF** and press the **Enter** key.
 4. The **UK** screen will appear. At the **User:** field, type **LOGOFF** and press the **Enter** key. This will sign you off of PM and NetView Access.
- * If you have accidentally reached a blank screen, press **<SHIFT F10>** to refresh the screen.

PM Log off Procedures

The steps to log-off PM are as follows:

1. In PM, press the **Pause/Break** key until you get to a blank screen.
2. At the blank screen, type **CESF LOGOFF** and press the **Enter** key.
3. At the **Application Selection** screen, on the command line type **LOGOFF** and press the **Enter** key.



When you properly log-off the RSS & PM systems you will return to either the **Vtam Application Menu** screen or the **UK** screen depending on which screen initially opened when you clicked the **UK Hosp** icon. At that time it is safe to close the window by clicking on the **X** in the upper right hand corner of the screen and click **Yes** to close.