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See rules on Naming convention on Page 9.

NOTE: Please remember you have signed a Patient Confidentiality agreement and you must keep all patient information confidential. Always verify that you have identified the correct patient and that they have a UK Medical Record Number. Be sure to dispose of patient information into a confidential destroy box/basket.

5. The **APPLICATION SELECTION MENU** screen will appear. To access RSS, type the line number that corresponds to SMS (usually **#5**) and press the **<ENTER>** key.

Application Selection				Help: 323-8586 Term: KH1RHKB1
				Date: 09/06/00 Time: 14:41:51
				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	SMSDEMO		PA2	Demo RSS
5	SMS		PA2	Signature (RSS) - (PSD3/4F2)
6	ODEC		PA2	Online Data Entry
7	CICSDEM5		PA2	Admin DEMO CICS Region
8	CICSPMPD		PA2	PM Demo CICS
9	TSO	06:30	PA2	MVS TSO/E
10	MAIL		PA2	Email System - TAO
To terminate all sessions use the LOGOFF command.				
COMMAND => _____				
PF 1=Help 2=Language 3=Disconnect 4=Redefine Keys 7=Backward 8=Forward				

6. The **CICS** screen will appear. Press **<SHIFT F10>** to display the RSS sign-on screen.
7. Type your RSS **sign-on code** (same as User ID). If your cursor did not already move to the **Password:** field, press the **<TAB>** key.

```

----- 12/14/04 1516
*****
* RSS BULLETIN BOARD           Month of : DECEMBER 2004      *
*                               *                               *
* RSS User Group Mtg: Dec 23rd at 8:00am in J005             *
* Job Family Assessment: Dec 10th and 17th from 2-4 in J005  *
* RSS Template Class: NONE SCHEDULED - Please call if needed *
*                               ....HAPPY HOLIDAYS ....      *
*                               *                               *
* For Questions or Emergencies call 3-6860 or UK pgr 2727.  * Signon:
*****
* * * PLEASE READ MESSAGE BELOW * * *                       Password:

If you receive this message, "PASSWORD HAS EXPIRED, PLEASE SPECIFY
A NEW PASSWORD", enter your signon and a new password under "NEW
PASSWORD, then press enter. If you have any problems resetting
the password, please call the RSS Office or the UK Help Desk at
323-8586 anytime, or the KMSF Help Desk at 257-7910 option 3.
Copyright 1990 SMS - DELIVERY SYSTEMS
----- Dept: _____
WELCOME TO
GESIGNON

```

8. Type your RSS **password**. To **change your password**, tab under "New Password" field and type **4-8** alpha or numeric characters. You can make it match your PM password if you want. (Your password will expire every 60 days.) Press the **<ENTER>** key.

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

9. Press **<F8>** to display the **RSS APPOINTMENT SCHEDULING MENU** screen.
10. If you need access to other Hospital Computer Systems such as PM, Clinipac or TAO Mail, press **<SHIFT F11>** to return to the **APPLICATION SELECTION MENU**.
11. Select the line number of the system you want to sign-on to and press **<ENTER>**. 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 **<SHIFT F3>** until the RSS menu appears with the "Good Morning" message at the bottom. The user signon will be displayed after this message. If the signon code is not yours, press **<SHIFT F3>** one time. Refresh the screen by pressing **<SHIFT F10>** and sign on again.

Switching Between Applications

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

- Use the **<PAGE DOWN>** key to jump between the open systems.
- To return to the **APPLICATION SELECTION MENU** screen, press **<SHIFT F11>**.

NOTE: You must have signed on to more than one system (for example, PM and RSS) for the **<PAGE DOWN>** key to function as a toggle key.

RSS Sign-Off Procedures

1. From the **APPOINTMENT SCHEDULING MENU** screen, press **<SHIFT F3>** three times until you return to the **APPLICATION SELECTION MENU** screen.
2. The **APPLICATION SELECTION MENU** screen will be displayed. At the command line, type **LOGOFF** and press the **<ENTER>** key.
3. The **NETVIEW ACCESS LOGON** screen will appear. At the **User:** field, type **LOGOFF** and press the **<ENTER>** key. This will sign you off of PM and NetView Access.
4. The **VTAM** menu will appear.
 - * If you have accidentally reached a blank screen, press **<SHIFT F10>** to refresh the screen.
 - * ***You must sign off RSS before you log off of NetView Access!***

**INFORMATION MANAGEMENT HELP DESK
323-8586
OPEN 24 HOURS**

Common Keys Used In RSS

- F14** *Returns to the previous page within the same screen*
- F15** *Returns to the previous screen*
- F16** *Returns to the **Appointment Scheduling Menu***
- F17** *Print Schedules from **Display Patient Schedule** screen & **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** (allows you to sign on to another system; i.e., Patient Management or TAO Mail)*
- F24** *Help Screen for many fields*
- END** *Erase to the End-of-Filed key*
- Page Down** *Toggle key to jump between sessions (PM & RSS)*
- Tab** *Moves cursor forward to the next field*
- SHIFT TAB** *Moves cursor backwards to the next field*
- New Line** *Moves the cursor down to the next line.
Could be Control <ENTER>, or Control button on the right side of keyboard. **Note: the New Line key(s) 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 7).

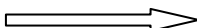
Note: You do *not* have to key in the leading zeros in RSS.

- 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:
          DARK FORREST      NY  55251                SEX: F
PHONE: 000-000-0000      DIST: 121                MAR STS:
EMP: UNKNOWN                                                    SSN: 400-22-4120
EMP ID: 9993011                                                DOB: 01/10/1950
FAC CD: 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:              SCHM: 1
GU ID: 000010867166  WHITE      SNOW            GUR 8
ADDR1: BOX 1, FORREST TRAIL      COPAY AMT:
COMMENT: DUP ACCT. CORRECT # IS 10354280
    
```



Searching Using CPIX

Medical Records can combine medical record numbers (MRN) if a duplicate medical record number has been reported. If you can't find your patient with a MRN or you get the message patient not found, try the function CPIX. Type in the CPI number (same as MRN) that you have. This function will show you which MRN has been discarded (combined) and which MRN is the one retained for current use.

```

CPI COMBINE HISTORY      UNIVERSITY HOSPITAL      B N 01  01/08/07  11:20
ADAMS, JUDY K           009799305
-----
CPI COMBINE HISTORY SEARCH PARAMETERS
-----
CPI Number .....
Medical Record Number...
    
```

User Id SZELUGR Termid 73AF Function CPIX

2. Type in the correct number (without dashes) and press the **<ENTER>** key. You may then proceed to step #8 below.

APPOINTMENT SCHEDULING MENU

PATIENT INQUIRY

LAST NAME: _____ FIRST MI: _____ SEX: _ A/S: S
 DOB: __ / __ / ____
 ID/MRN: 10749240 _____ SSN: _____

RESOURCE INQUIRY OPTIONS

RES CD: _____ DATE: _____ DURATION: _____
 PROCEDURE SET: _____ PROCEDURE CD: _____
 ACTV TYPE: _____ PASSWORD: _____ CLINIC/LOC: _____

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 CPII. If you are successful in locating the patient, write down the patient's medical record number, return to RSS, and search for the patient by medical record number.

Searching by Name

Soundex Search/and using a Wildcard

(S/A = S 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 wild card search.

APPOINTMENT SCHEDULING MENU

PATIENT INQUIRY

LAST NAME: White FIRST MI: Snow SEX: F A/S: S
 DOB: __ / __ / ____
 ID/MRN: _____ SSN: _____

RESOURCE INQUIRY OPTIONS

RES CD: _____ DATE: _____ DURATION: _____
 PROCEDURE SET: _____ PROCEDURE CD: _____
 ACTV TYPE: _____ PASSWORD: _____ CLINIC/LOC: _____
 START TIME: _____ STOP TIME: _____ RES GRP: _____
 LOW/HI STATUS: 40 / 55

4. Search by name, sex and DOB (**the birth date must be entered in the MM/DD/YYYY format**), if the patient is not found delete the DOB and the sex. If the DOB was not entered correctly during registration, the system will create 01011900 as the DOB. The default of the Sex is female so males could be in the system incorrectly as a female.
5. Press the <ENTER> key. Continue to step 6 on the page 11.

NOTE: You may use the wildcard (*) in the first name field or with a partial first name in that field.

**Reminder: Remember to use the proper Naming convention when searching for your patient. Do *NOT* use a period. The suffix is part of the first name field for example:
Jones, Robert Jr or Jones, William III. Do *NOT* use titles such as Dr., Mr., Mrs., Reverend, or Captain.**

Alphabetic Search/ and using a Wildcard

(S/A = A)

1. Type last name, or a portion of the last name that you're sure of with an "*"
2. In the First MI: field, type the patient's first name and middle initial (if known) or type an "*" for a wild card 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".
4. Then press the <ENTER> key.

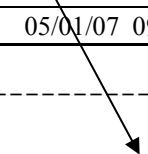
05/01/07 0939

APPOINTMENT SCHEDULING MENU

PATIENT INQUIRY

LAST NAME: <u>White</u>	FIRST MI: <u>Snow *</u>	SEX: F A/S: A
DOB: ___ / ___ / ___		SSN: _____
ID/MRN: _____		

RESOURCE INQUIRY OPTIONS



5. 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 <F14> to page back through the list of names. If the correct patient cannot be found, press <F15> 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.

WHITE

SNOW

LINE#/R	NAME/ID -	DOB	SEX	ADDR/MRN	REG PV/DT
& 1	WHITE	SNOW	F	51 CASTLEROCK LANE	000000
	000010354280	07/11/1950		000010354280	04/02/97
& 2	WHITE	SNOW	F	100 AIRPORT GARDENS ROAD	
	000089021273	01/10/1950		HZ0000015230	03/17/97
& 3	WHITE	SNOW	F	BOX 1, FORREST TRAIL	000000
D	000010867166	01/10/1950		000010867166	10/19/98
& 4	WYATT	SAMANTHA	F	513 OAK ST	000000
	972471511329	06/29/1987		T97247151132	09/04/97
& 5	WATTS	SAMUEL	M	1050 HILLSHIRE DR	000000
	000008422081	04/25/1970		000008422081	11/07/95

PF 2 SATELLITE REG NEW PT PF14 PAGE BACK TO SELECT PT ENTER LINE NO:
 PF11 SATELLITE MIN REG PF15 RETURN NEXT LINE NO: 1
 PF17 ACCESS PM REG SYSTEM
 PRESS ENTER O CONTINUE

6. Confirm the patient by checking:

- Legal Name
- Date of Birth
- Address
- Medical Record Numbering Scheme (under the address)

7. Type the line number associated with the correct patient and press **<ENTER>**.

8. If the patient has more than one case, the **REVIEW CASES** screen will be displayed. Type the line number of the PERMANENT APPT CASE in the **Selected Line #:** field.

Review Cases Screen:

REVIEW CASES

PT: WHITE SNOW ID: 000010354280 #CASES: 5

LINE#	CASE ID	CASE DESC	TY	FC	REG DT	ADM DT
	GU ID	GU NAME			SCHM ADM DR	DSCH DT
& 1	103542899994		X	F	04/02/97	
	000010354280	WHITE			1	
& 2	103542809993	PERMANENT APPT. CASE	X	F	09/30/97	
	000010354280	WHITE			1	
& 3	103542880515		O	J	02/20/98	02/20/98
	000010354280	WHITE			2 BAKER	
& 4	103542881539		O	J	06/02/98	06/02/98
	000010354280	WHITE			2 BAKER	
& 5	103542800950		E	J	04/04/00	04/04/00
	000010354280	WHITE			2 ECKEC	

SELECTED LINE #: 2

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.

9. Press the <ENTER> key.

10. The **PATIENT VERIFICATION** screen will be displayed.

Viewing Future Appointments

1. From the **PATIENT VERIFICATION** screen, press the <F9> key.
2. The **DISPLAY PATIENT SCHEDULE** screen will display all the appointments scheduled for that patient starting with the current date.

PATIENT VERIFICATION		DOW: WED	05/01/07	1451
PT WHITE	SNOW	ID: 000010354280	SPEC HANDLING:	
ADDR: 77 CASTLEROCK LANE		MED REC NO: 000010354280	CHB:	
NICHOLASVILLE KY 40356		PT ALT ID:		
PHONE: 606-223-4568	DIST: 057	SEX: F		
EMP: 84 LUMBER CO		MAR STS:	DUPL IND:	
EMP ID: 9993908		SSN: 400-22-4120-	DOB: 07/11/1950	
FAC CD:	PCP(INSURANCE CARD):			IMMUN STATUS:
DEATH IND: N	DEATH DT:	# CASES:	4	
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: 77 CASTLEROCK LANE	COPAY AMT:			
COMMENT:				

PF 1 SATELLITE ADD CASE	PF 7 IMMUNIZATIONS	PF15 CANCEL/RETURN		
PF 2 SATELLITE MINI REG	PF 9 PT SCHEDULE:	PF16 RETURN TO MENU		
PF 3 SATELLITE REV DEMO	PF12 SCHED SERIAL APPTS	PF17 ACCESS PM REG SYST		
PF5 HAZARD FEE DOC	PF18 UPDT PM PT DEMOGRAPHICS	PRESS ENTER TO CONTINUE		
NPRSPV10				

NOTE: You may also press <F1> from the SCHEDULE APPOINTMENT screen to view the patient's appointment schedule.

3. To view **Insurance** information see instructions for **Viewing Insurance/Pre-certification** fields below.
4. Press one of the following to continue:
 - a) Press <ENTER> to page forward within the **DISPLAY PATIENT SCHEDULE** screen for additional appointments.
 - b) Press <F14> to page back within the **DISPLAY PATIENT SCHEDULE** screen.
 - c) Press <F6> to display participants of the appointment.
 - d) Press <F15> to cancel and return to the **PATIENT VERIFICATION** screen.
 - e) Press <F16> to cancel and return to the **APPOINTMENT SCHEDULING MENU** screen.
 - f) Press <F17> to print the list of appointments.

Viewing Insurance/Pre-certification Information

1. From the **DISPLAY PATIENT SCHEDULE** screen, enter the line # of the appointment you want to view, press <F1> (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 doing F24 while the cursor is on the "*").
3. Always press <F15> or the <F16> to EXIT from this screen if only inquiring.

Viewing Past Appointments

1. From the **PATIENT VERIFICATION SCREEN**, <TAB> to the **F9 Patient Schedule:N** field.
2. Change the "N" to "Y" and press <F9>.

```

-----
PF 1 SATELLITE ADD CASE          PF 7 IMMUNIZATIONS          PF15 CANCEL/RETURN
PF 2 SATELLITE MINI REG          PF 9 PT SCHEDULE: Y        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
NPRSPV10
  
```

3. The **DISPLAY OPTIONS** screen will be displayed. Press the **<TAB>** key four times until the cursor rests at the **Start/Stop Date:** field. Enter the start date from which you would like the appointments listed and press **<ENTER>**.

DISPLAY OPTIONS		05/01/07 1456

RESOURCE: _____	RESOURCE GRP/TYPE: _____ / _____	
START/STOP DATE: 010507 / _____	Change the date backwards to view past appointments.	
DURATION: _____	DOW: _____	
START/STOP TIME1: _____ / _____	START/STOP TIME2: _____ / _____	
LOCATION: _____	NUMBER OF DAYS: _____	
LOW/HIGH STATUS: 40 / 95	DISPLAY TYPE: C	
SESSION: _____	BLOCK OUT OPTION: _____	
BOOKING DISPLAY OPT: _____	RES SELECTION METHOD: _____	
OVERLAP TIME SLOT: _____	ACTV TYPE QUOTA: _____	

PF15 CANCEL/RETURN PF18 EDUCATION PRESS ENTER TO CONTINUE		

4. The **DISPLAY PATIENT SCHEDULE** screen will be displayed showing all appointments beginning with the date entered on the previous screen. **Information is only kept in the system for the past 6 months.**
5. To view **Insurance** information see instructions for **Viewing Insurance/Pre-certification** fields, see instructions on page 12.
6. Press one of the following to continue:
 - a) Press **<ENTER>** to page forward within the **DISPLAY PATIENT SCHEDULE** screen for additional appointments.
 - b) Press **<F14>** to page back within the **DISPLAY PATIENT SCHEDULE** screen.
 - c) Press **<F6>** to display participants of the appointment.
 - d) Press **<F15>** to cancel and return to the **DISPLAY OPTIONS** screen.
 - e) Press **<F16>** to cancel and return to the **APPOINTMENT SCHEDULING MENU** screen.
 - f) Press **<F17>** to print the list of appointments.

Viewing Resource Schedules

Definition of a Resource:

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**, <TAB> to the **Res CD:** field.
2. Enter the desired resource code.
3. <TAB> to **Date:** field.
4. Enter the date of the schedule you wish to view.

		05/01/07 1456
APPOINTMENT SCHEDULING MENU		

PATIENT INQUIRY		
LAST NAME: _____	FIRST MI: _____	SEX: _ A/S: S
DOB: ___ / ___ / ___		
ID/MRN: _____		SSN: _____
RESOURCE INQUIRY OPTIONS		
RES CD: kbaker _____	DATE: 010506	DURATION: _____
PROCEDURE SET: _____	PROCEDURE CD: _____	
ACTV TYPE: _____	PASSWORD: _____	CLINIC/LOC: _____
START TIME: _____	STOP TIME: _____	RES GRP: _____
LOW/HI STATUS: 40 / 95		

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

5. **High/Low Status** = 40/55 will show only attended, walk-in, and no show appointments.
Change to 40/95 to additionally see cancels and reschedules.
6. Press <PF2>.
7. The **DISPLAY RESOURCE SCHEDULE** screen will appear with the appointments listed for the resource on that day.

DISPLAY SCHEDULE FOR RESOURCE: KBAKER DATE: THR 05/01/07

-----PAGE: 1 OF: 3 -----

LINE	TIME	PATIENT NAME WORK PH #	HOME PH #	ST/FC/OV	ID/MRN REFERRING	AT DR	DUR NAME	LOCATION CMNTS	BLK 1 - 3,
1	08:00 08:10								G
2	08:10 08:20	SMITH	606 277 2020	CHERRY A F *	000010300309	EP	10	OPH	
3	08:20 08:30	GREENLEE 606 000 0000	606 744 8191	TOM A F *	000001031087	EP	10	OPH	
4	08:30 08:40	MAHER	606 889 4586	RICKY F A F **	T00076131653 Dr. Maxwell	FU	15	OPH	

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

NPRSDD20

8. To display other future or past appointments, move the cursor to the **F8 Search Next Day:** field. Enter the desired date and press **<F8>**.
9. Notice the column headings in the screen print above "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 and 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 extremely over booked.
10. 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).

11. Press one of the following to continue:

- a) Press **<ENTER>** to page forward within the **DISPLAY SCHEDULE FOR RESOURCE** screen for additional time slots.
- b) Press **<F14>** to page back within the **DISPLAY SCHEDULE FOR RESOURCE** screen for previous time slots.
- c) Press **<F6>** to display participants of the appointment.
- d) Press **<F17>** to print the schedule.
- e) Choose a line number and press **<F1>** to review the appointment/insurance information.
- f) Press **<F15>** or **<F16>** to cancel and return to the **APPOINTMENT SCHEDULING MENU** screen.