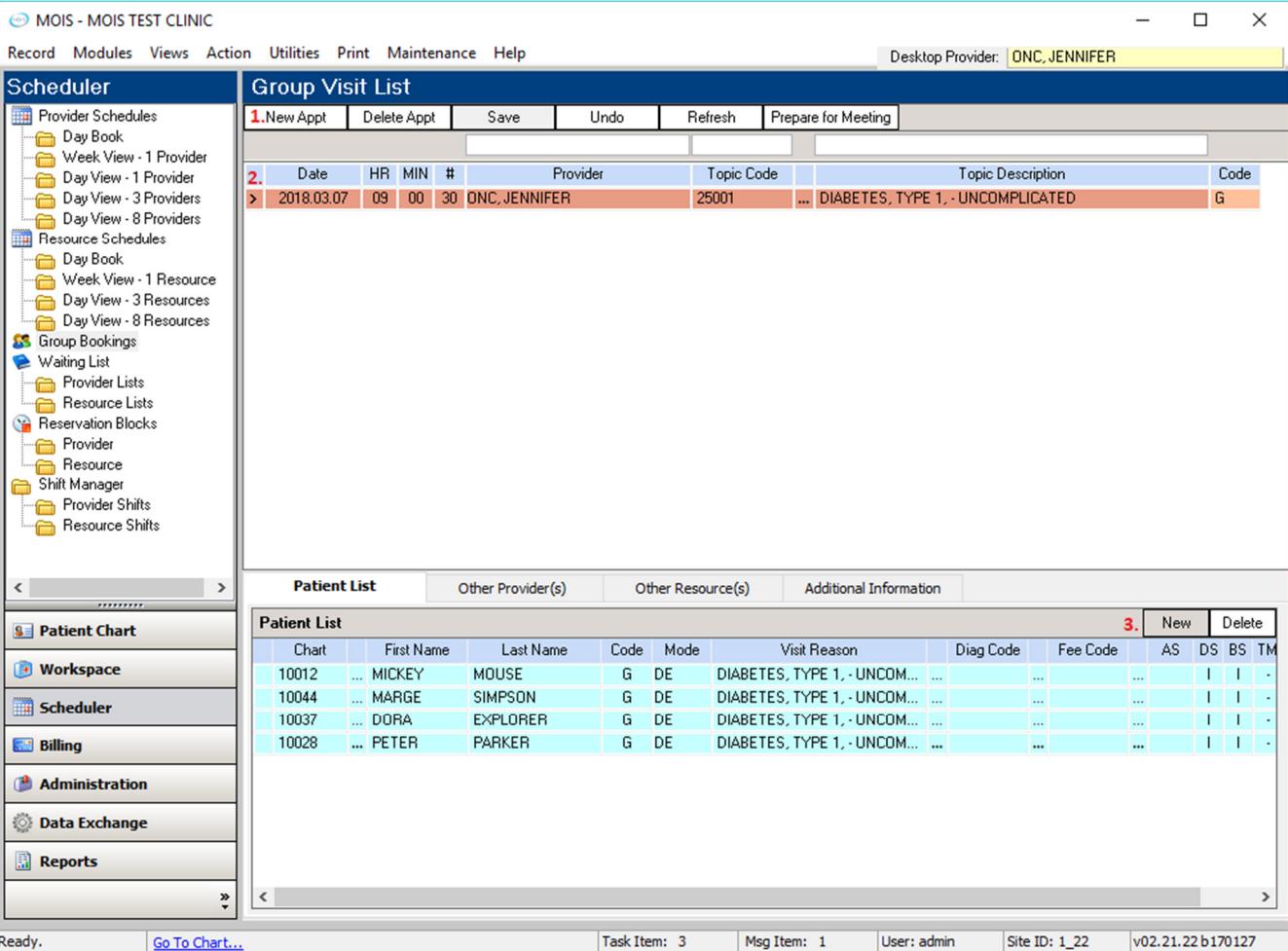


Group Bookings

Group Bookings can be found in the Scheduler Module and is useful when booking multiple patients for a topic with the same date/time/provider(s), i.e. a Diabetes group visit.

Any information entered here carries over to the Day Book and blocks off the same time slots- allowing busy offices to save time. Each booking contains subcategories listed below: Patient List, Other Provider(s), Other Resource(s) and Additional Information.



The screenshot shows the MOIS - MOIS TEST CLINIC Scheduler interface. The main window is titled "MOIS - MOIS TEST CLINIC" and has a menu bar with "Record", "Modules", "Views", "Action", "Utilities", "Print", "Maintenance", and "Help". The "Desktop Provider" is set to "ONC, JENNIFER".

The interface is divided into several sections:

- Scheduler:** A sidebar menu on the left with categories like "Provider Schedules", "Resource Schedules", "Group Bookings", "Waiting List", "Provider Lists", "Resource Lists", "Reservation Blocks", "Shift Manager", "Provider Shifts", and "Resource Shifts".
- Group Visit List:** A table with columns: "Date", "HR", "MIN", "#", "Provider", "Topic Code", "Topic Description", and "Code". It shows one entry for 2018.03.07 at 09:00:30 by ONC, JENNIFER for topic code 25001, described as "DIABETES, TYPE 1, - UNCOMPLICATED" with code G.
- Patient List:** A table with columns: "Chart", "First Name", "Last Name", "Code", "Mode", "Visit Reason", "Diag Code", "Fee Code", and "AS DS BS TM". It lists four patients: MICKEY MOUSE, MARGE SIMPSON, DORA EXPLORER, and PETER PARKER, all with code G and mode DE.

At the bottom of the window, there is a status bar with "Ready.", "Go To Chart...", "Task Item: 3", "Msg Item: 1", "User: admin", "Site ID: 1_22", and "v02.21.22 b170127".

To create a new Group Booking:

1. Click on New Appointment
2. Complete the information on the row including Date, Time, lead Provider for the group visit and Topic Code.
3. Under your Patient List: click on 'New' to add your patients to this group visit (you can also delete a patient here if they were added in error.)

You can also choose to add other information in the applicable tabs as listed above (i.e. other providers that will be attending, any resources you need or additional information). Patients can also be deleted off the group visit list if needed.

Once your patients are added and you are ready to create your group visit encounter note, you can click on 'Prepare for Meeting' at the top of your screen.

Prepare for Meeting

Group Appointment

Date: 2018.03.07 @ 09 : 00 Provider: ONC, JENNIFER Topic: 25001 DIABETES, TYPE 1, - UNCOMPLICATED

Encounter Information

Diagnostic Code: Fee Code:

(if above fields are blank, do nothing; if above fields have a value, existing codes will be updated)

Other

Name Tags: Not required Print label Export to CSV

Progress Note

Create new note with text Add text to end of last note

Replace last note with text Add text to beginning of last note

Lookup Template...

Progress Note: you can 'create a new note with text'- anything added here will create a progress note for all patients in the group visit. If you close this window and need to add another note, you can come back in and select one of the Progress Note options to add any further text: to the end of the last note, the beginning of the last note, or to replace the last note. *Note your previous text will not show in this text box if you close the window and reopen but it will still be saved in each patient's encounter note.

If you want to add an additional note pertaining to one patient only, you can double click on their name in the Patient List and it will bring up the Encounter window where you can choose to add an additional progress note from there.