

## Ambulatory Rescheduling an Appointment

- Navigate to Scheduling Appointment Book (SchApptBook). From PowerChart you can access SchApptBook from the toolbar.
- 2. Within SchApptBook, select the **Books** tab and double click the **Bookshelf**.

C	Books1 Appointment	
2	Bookshelf	Open
		Select

3. Once you double click the **Bookshelf** a dialogue window will appear. Select the appropriate clinic bookshelf and click **OK**.





4. Select the appropriate Book and click Open.

Books Appointment	
Bookshelf - LGH Outpatient Care Centre Bookshelf	Open
I CH Madreal Day C LOH Breath Program LOH Brumonary Fu LOH PreAnesthesia LCH PreAnesthesia LCH PreAnesthesia LCH OCC Rooms	Select

5. Select the date of the appointment that is being rescheduled. In the resource view, locate the appointment that is being rescheduled.

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6. Right click the Appointment and select Actions > Reschedule.



7. Ensure the appointment being rescheduled is selected

6							Future Rec	uest	s/Appointments for WALLACE,	CHRISTOPHER		?	x
Cum	ent patient appoi	ntment(s):											
	Current State	Appointment Type	Locati	ion	Begin D	ate/Time	End Date/Ti	me	Created By	Date Created			
$\mathbf{\overline{<}}$	Confirmed	Infusion - Magnesiu	um LGH (	DCC MDC	20-Feb-2	2018 - 12:0	0 20-Feb-2018	- 14:(	00 TestSCH, ClerkAdvanced-Scheduling	20-Feb-2018 - 10:06			
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	Current State	Appointment Type	Location	Begin Date	e/Time	End Date/	Time Created	By C	Date Created				
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	Select	Unselect									ОК	Cancel	



8. To retain the current encounter, click Yes.





**NOTE**: If you would like to dissociate the encounter with this appointment click No. You will have to create a new encounter or select another encounter later.



9. Make any adjustments to the appointment as required and click OK.

•	Appointment Attributes ? ×
WALLACE, CHRISTOPHER	Details Orders Resource List Guidelines Appointment Eligibility
G WALLACE, CHRISTOPHER ⊕-∽ Infusion - Magnesium	Details   Orders   Resource List   Guidelines   Appointment   Eligibility     WALLACE, CHRISTOPHER   Infusion - Magnesium   *Requested Start Date/Time:   [21-Feb-2018   v   1200     Day of Treatment:   Does 1   Ordered Treatment:   Does 1   Ordered Treatment:     Search   Existing Orders   Phyliciges   AOS * *   *Reason For Visit:   Infusion     Special Instructions:   Special Instructions:   Research Study:   Research Study:   Research Study:
	Scheduling Priority: Routine
	OK Cancel

10. Complete the standard steps for Patient Scheduling. If you have dissociated the original encounter in step 8 you will have to either create a new encounter or select a different encounter during the Patient Scheduling.

## **Related Positions**

Unit Clerk