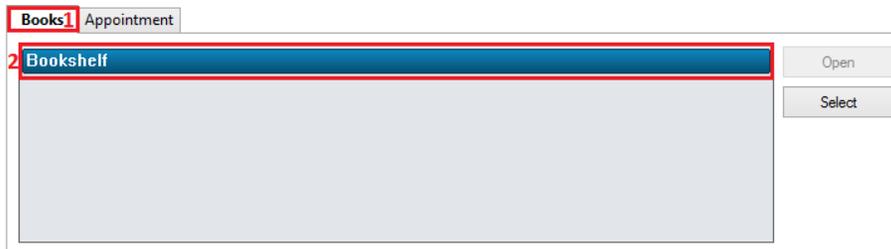
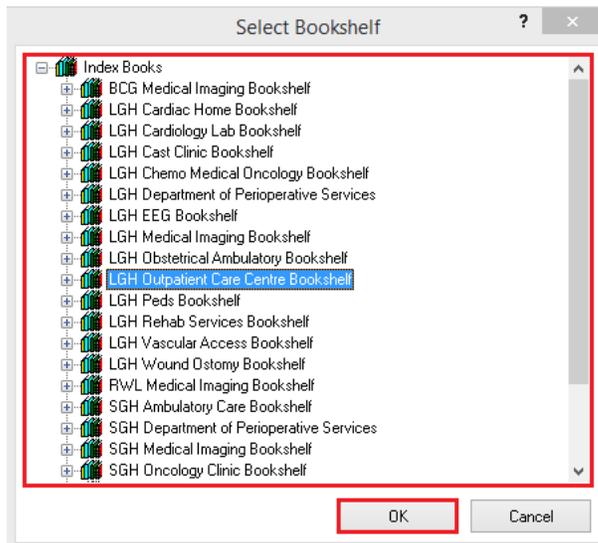


Ambulatory Rescheduling an Appointment

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



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



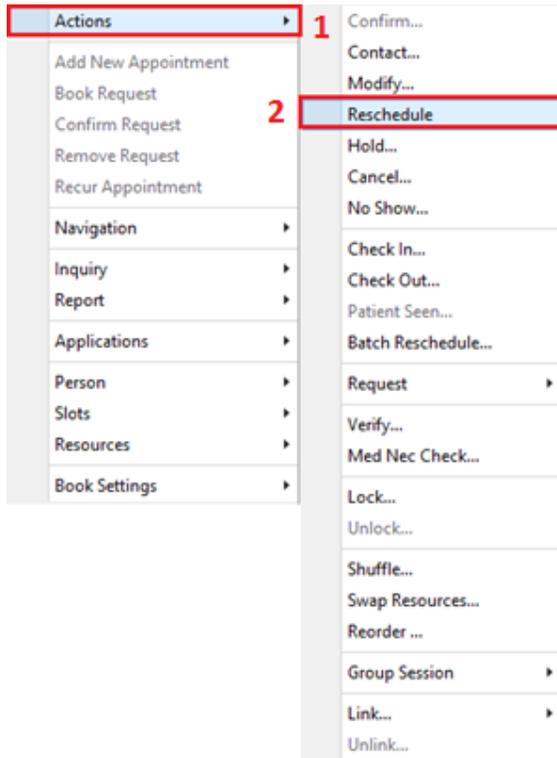
- Select the appropriate Book and click Open.

The screenshot shows a software interface with a tab labeled 'Books' and a sub-tab 'Appointment'. Below this is a section titled 'Bookshelf - LGH Outpatient Care Centre Bookshelf'. On the left, there is a vertical list of book covers with titles: 'LGH Medical Day C...', 'LGH Breath Progra...', 'LGH Pulmonary Fu...', 'LGH RASC Book', 'LGH JRAC Book', 'LGH Pre-Anesthesia...', 'LGH Trauma Outpa...', 'LGH RAN Book', 'LGH OCC Universa...', and 'LGH OCC Rooms ...'. To the right of the bookshelf are two buttons: 'Open' and 'Select', both highlighted with red boxes.

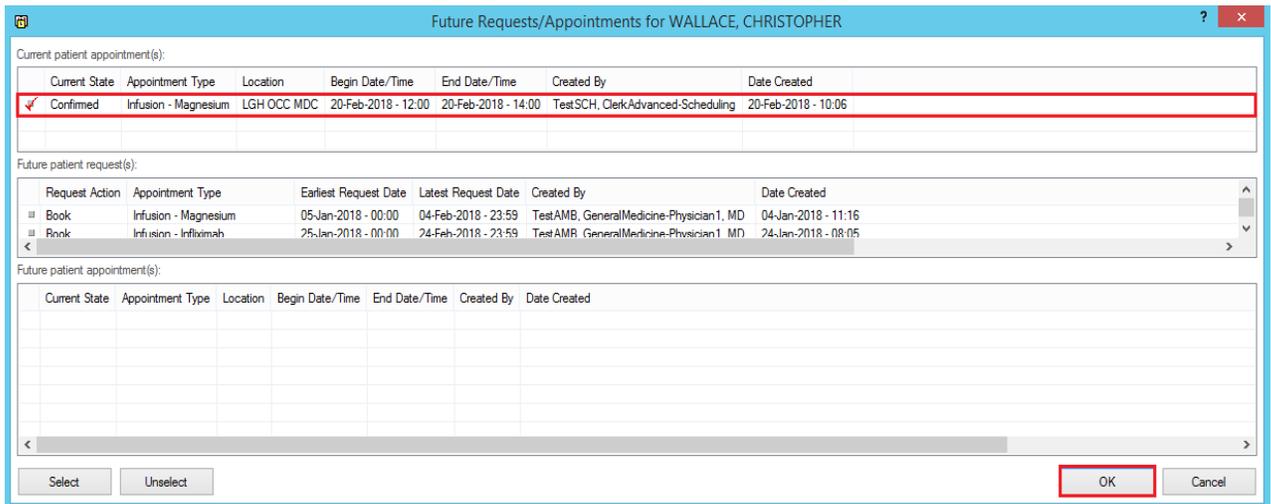
- Select the date of the appointment that is being rescheduled. In the resource view, locate the appointment that is being rescheduled.

The screenshot shows the 'Books' interface with the 'Appointment' sub-tab. On the left, there is a calendar for February 2018. The date '20' is highlighted in blue, and a red circle with the number '1' is placed above it. To the right of the calendar is the 'Bookshelf' section, which is identical to the one in the previous screenshot. Below the bookshelf is a resource view for '20-Feb-2018 - LGH Medical Day Care Book'. The view is a grid with four columns representing different chairs: 'LGH MDC Chair 1', 'LGH MDC Chair 2', 'LGH MDC Chair 3', and 'LGH MDC Str...'. The rows represent time slots from 10:30 to 14:00. The cells are mostly yellow, indicating no appointments. The cell for 'LGH MDC Chair 1' at 12:00 is highlighted in blue and contains the following text: 'WALLACE, CHRISTOPHER', 'Infusion - Magnesium', 'LGH OCC MDC', 'Plisvcb, Stuart, MD', 'Infusion', 'Confirmed', '2 Hour(s)', and 'Referral'. A red circle with the number '2' is placed above the calendar.

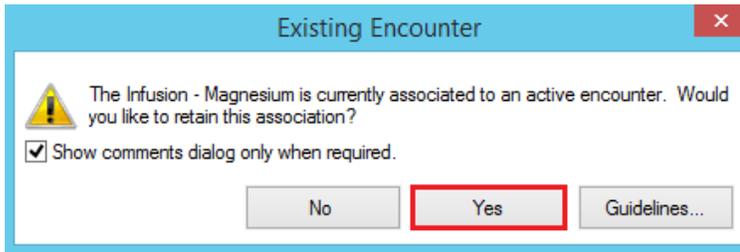
6. Right click the Appointment and select Actions > **Reschedule**.



7. Ensure the appointment being rescheduled is selected  and click **OK**.

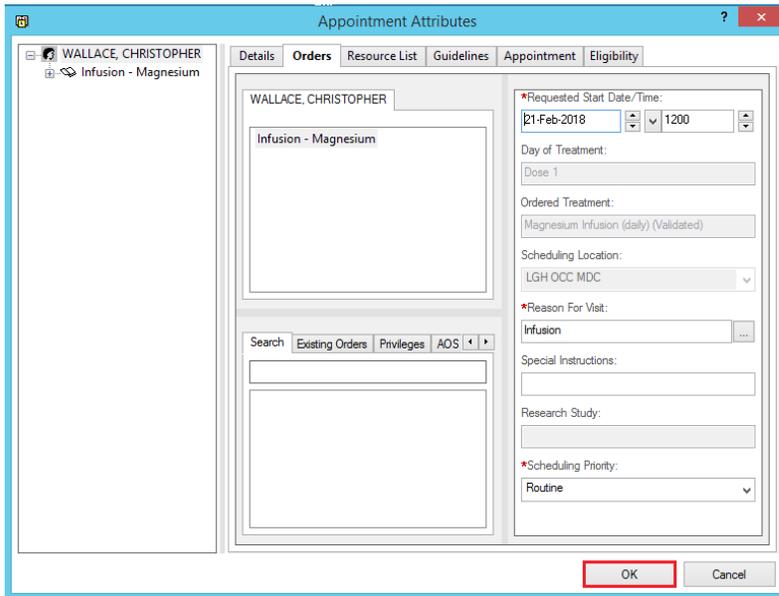


- To retain the current encounter, click **Yes**.



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.



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