

## **Oncology Treatment Calendar**

### **Oncology Treatment Calendar Overview**

The Oncology **Treatment Calendar** is designed to be a personalized summary of a patient's treatment including appointments, chemotherapy, and notes from the care team.

It is used to schedule future chemotherapy cycles and create printed calendars to give to the patient. When working with plan and regimen details in the Calendar Item list, keep the following details in mind:

- Orders with an asterisk (\*) and a non-italicized date indicate an estimated start date and time, meaning the request has been sent to scheduling, but the appointment has not been confirmed yet.
- Once the appointment has been booked the asterisk next to the date will drop off and the correct appointment date and time will be reflected.
- Dates displayed in italics with an asterisk (\*) indicate the cycle has not been ordered and the scheduling requests have not been sent.
- Calendar Items This is a list of all appointments that are scheduled for a patient in a list of current and upcoming Regimens. You can also see a patient's prescriptions. Use the arrows to collapse or expand each section.
- 2. **Calendar List** This is a list of upcoming events for a patient. Regimen appointments, medications, and other items are displayed in this list.



**NOTE**: A prescription icon will appear next to the time the medication is to be taken. **Hover to discover** over the prescription icon to view dose details and frequency.

 Calendar View – The calendar is a visual representation of a patient's appointments, prescriptions, notes, and other important information regarding their treatment schedule. The calendar's first day displayed is always the current day of the week, not the first calendar day of the month.

For a given day, the Calendar View always displays a single icon for an event irrespective of the number of occurrences of the event in that day. This will make the Calendar View look more organized and singular.

Navigation Buttons - These buttons adjust the weeks displayed. Click the forward row or backward arrow to move ahead or behind one week. Use the double arrows to move ahead or behind row or behind row five weeks.



**NOTE**: Use the drop-down menu icon  $\equiv$  on the top right side of the treatment calendar next to the print icon to hide views if needed.

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## **Oncology Treatment Calendar Management**

- 1. Click on the Oncology tab from the menu
- 2. Click on the **Oncology Treatment Calendar** tab. You will use this tool to send the orders to Scheduling for the following cycle(s) of treatment.
- 3. The first three dates with no asterisk are confirmed appointments.
- 4. These dates are **not** italicized, meaning the cycle has been ordered and a request has been sent to schedule the patient, but not confirmed yet as indicated with an asterisk.
- 5. An italicized date **with an** asterisk indicates that cycle has **not** been ordered; therefore the scheduler does **not** have a request to schedule the cycle in the scheduling queue.

Click on the first italicized date with an asterisk, if you need to send scheduling requests for the next cycle of treatment you will. The **Add to Patient Treatment Calendar** window will appear.

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6. Click on **Send Scheduling Requests for Current Cycle** and click **Sign**. Once you sign a request it will be sent to the scheduler to schedule the patient for this cycle.

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**NOTE**: Send Scheduling Requests for Current Cycle and Adjust All Future Cycle(s) Dates will be used if the patient is mid-treatment and future cycle date adjustments are necessary. Send Scheduling Requests for All Cycles within the Regimen is useful in placing the patient on the schedule for all cycles within a Regimen at one time.

7. Now you will notice the date next to cycle six is no longer italicized meaning the request has been sent to scheduling.





# **Customizing and Printing the Patient Calendar**

There are tools available to customize the treatment calendar for the patient. This might be helpful if the patient needs a reminder to bring their medications with them to their infusion visit, or if the patient is scheduled for visit at a different location and you want to add a reminder note for the patient.

1. Hover over any **day** in the treatment calendar, you will see a pencil icon and click once on the **pencil** icon to add a note to the patient's calendar.



2. Add notes and click Save.

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- Additional notes you've added to the treatment calendar will be reflected in the Calendar List and a note icon <sup>
   will appear in the Calendar View.
  </sup>
- 4. Click on the **Print Preview** icon to review the Treatment Calendar before printing. Use the right arrow to preview the **Calendar List** view on page two.





5. Click **Print** and provide the treatment calendar to the patient.

You are able to deselect **Estimated Events**, for example, if you only want **Scheduled Events** to display on the left panel. You are able to quickly add more **Calendar Notes** here if needed.

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## **Related Topics**

• Treatment Calendar, Sending scheduling requests for future cycles

#### **Related Positions**

• Oncologist, GP, GPOs, Oncology Ambulatory Nurse, Scheduling Clerk

### **Key Words**

• Treatment Calendar