

exa-PACS · exa-RIS


Feature Summary

**Appointment Types, Exam Prep, and
Grouped Appointments**

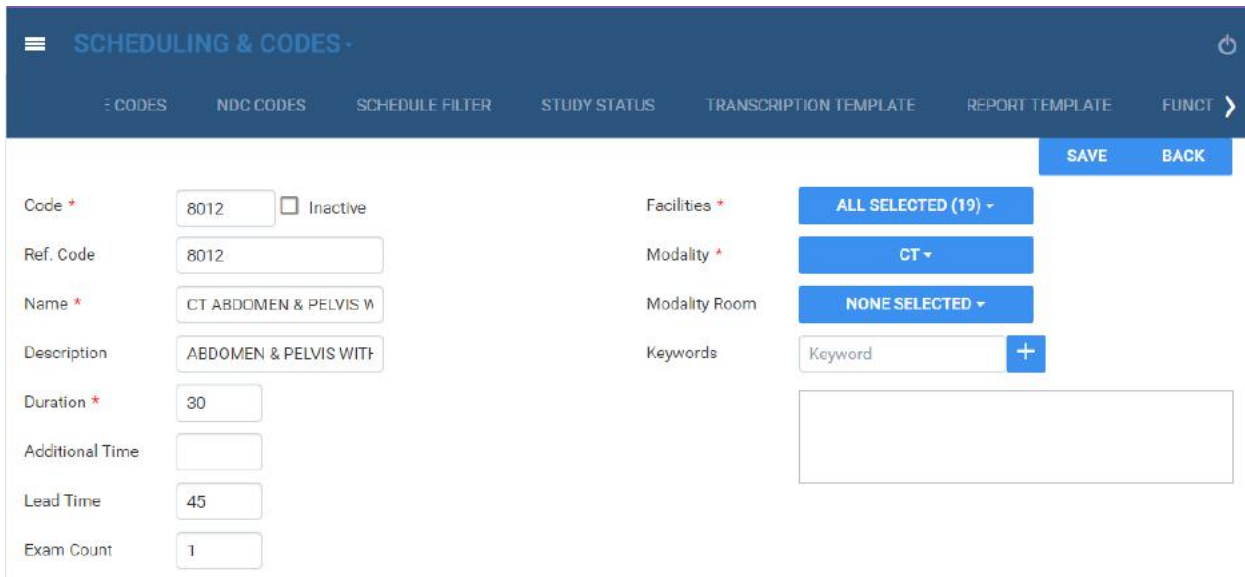
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Configure appointment types

An *appointment type* defines a set of procedures to perform during an exam. You can configure appointment types for use in scheduling and other parts of the program.

1. On the navigation (“burger”)  menu, select **SETUP**.
2. On the **OFFICE** menu, select **Scheduling & Codes**.
3. On the **APPOINTMENT TYPES** tab, select **ADD**.
4. Enter the following settings.

Setting	Description
Code	Type your internal code for the appointment type.
Ref. Code	Type the reference code.
Name	Type a name for the appointment type.
Description	Type a description for the appointment type.



SCHEDULING & CODES

CODES NDC CODES SCHEDULE FILTER STUDY STATUS TRANSCRIPTION TEMPLATE REPORT TEMPLATE FUNCT >

SAVE BACK

Code * 8012 Inactive Facilities * ALL SELECTED (19) ▾

Ref. Code 8012 Modality * CT ▾

Name * CT ABDOMEN & PELVIS W Modality Room NONE SELECTED ▾

Description ABDOMEN & PELVIS WITH Keywords Keyword +

Duration * 30

Additional Time

Lead Time 45

Exam Count 1

Setting	Description
Duration	Type the expected duration of the appointment type.
Additional Time	Type the number of additional time needed beyond the default duration.
Lead Time	Type the number of minutes to arrive before the exam begins.
Exam Count	Type the number of exams to be included.
Grouped Appointment	Select for grouped appointments (see “Configure grouped appointments”).
Facilities	Select one or more facilities where the appointment type is available.
Modality	Select one or more modalities to use for the appointment type.
Modality Room	Select one or more modality rooms where the appointment type can be scheduled.
Keywords	To make the appointment type easier to find during scheduling, type a keyword and select the plus button. Add as many keywords as needed.

- On the **APPOINTMENT TYPE PROCEDURES** sub-tab, select **ADD**.
- In the **Appointment Procedure** dialog box, select a procedure and any applicable modifiers, and then select **SAVE**.

APPOINTMENT TYPE PROCEDURES
EXAM PREP/ROOM LEVEL CONFIG

ADD
RELOAD

	CODE		DESCRIPTION
	74177		CT ABD & PELVIS W/CONTRAST
	Q9966		Omnipaque 240
	Q9967		Omnipaque 300
	Q9967		Omnipaque 350

- Add or edit exam prep instructions as needed. See “Configure exam prep instructions” below.
- Select **SAVE**.

Configure exam prep instructions.

For each appointment type you can assign exam and room preparation instructions. The instructions are linked to modality rooms so that if an exam is rescheduled to a different room the instructions change accordingly. To configure exam prep instructions:

1. On the **EXAM PREP/ROOM LEVEL CONFIG** sub-tab, select **ADD**, and then enter the following settings.

Setting	Description
Modality Room	Select the modality room to which to apply the prep instructions.
Duration	Type the estimated duration of the exam.
Additional Time	Type the number of additional time needed beyond the default duration.
Lead Time	Type the number of minutes to arrive before the exam begins.
Prep Instructions	Type the exam and room preparation instructions.

Exam Prep/Room Level Config
✕

SAVE

Modality Room(s) * Select All Modality Rooms

Select modality rooms ▾

+

CC CT Rm1
CCCT2

CT
CT room 1

Dave's CT
DOROTHY CT

Duration

Additional Time

Lead Time

Prep Instructions

No food 4 hours prior to appointment. Patient may drink water.
 Please take all of your prescribed medications.

2. Select **SAVE**.

Grouped appointments

A *grouped appointment* is an appointment type that contains more than one billable procedure. Grouped appointments make it easy to schedule more than one procedure or exam during a single patient appointment. Grouped appointments can only be used with Find Slots (they cannot be used on the schedule book). To configure a grouped appointment:

1. On the burger menu, select **SETUP**.
2. On the **OFFICE** menu, select **Scheduling & Codes**.
3. On the **APPOINTMENT TYPES** tab, select **ADD**.
4. Select the **Grouped Appointments** checkbox.
5. Enter the following settings.

Setting	Description
Code	Type a unique code for the grouped appointment. The code does not need to match an existing procedure code.
Ref. Code	Type the reference code, if any.
Name	Type a name for the grouped appointment type.
Description	Type a description for the appointment type (it can be the same as the name).
Duration	Type the total expected duration of all procedures in the grouped appointment.
Lead Time	(Will be determined automatically)
Exam Count	Type the number of procedures to be included.
Grouped Appointment	(Already selected).
Facilities	Select one or more facilities where the appointment type is available.
Keywords	To make the appointment type easier to find during scheduling, type a keyword and then select the plus button. Add as many keywords as needed.

SAVE CLEAR BACK

Code * Inactive

Ref. Code

Name *

Description

Lead Time 0 minutes (pulled from one of the appointment types below)

Exam Count

Grouped Appointment

Facilities * ALL SELECTED (19) ▾

Keywords +

6. Select **SAVE**, and then in the message box, select **YES**.

- In the **Appointment Types** dialog box, select an appointment type to add to the grouped appointment. Optional. In the Minutes to wait after exam box, type the expected minutes the patient must wait between appointment types.

Appointment Types

SAVE

Appointment Type * DIAGNOSTIC MAMMOGRAPHY

Code * G0204

Minutes to wait after exam 5

- Select **SAVE**, and then in the message box, select **YES**.

⚠ Add Appointment Procedure

At least two active appointment procedures are required to activate this appointment type. Do you want to add one now?

YES NO

- Repeat steps above until you add all appointment types to the grouped appointment.
- On the **APPOINTMENT TYPES** tab, select **SAVE**.

IMPORTANT

Pay special attention to the order of studies to ensure that they are scheduled properly.

SAVE CLEAR BACK

Code * Inactive

Ref. Code

Name *

Description

Lead Time 0 minutes (pulled from one of the appointment types below)

Exam Count

Grouped Appointment

Facilities * ALL SELECTED (19) ▾

Keywords +

APPOINTMENT TYPES

ADD RELOAD

UP	DOWN	SCHEDULING PRIORITY ▲	CODE	REF. CODE	NAME	MODALITY	MODALITY ROOMS	MINUTES TO	DURATION
		1	G0204	G0204	DIAGNOSTIC MAMMOGRAPHY	MG		5	15
		2	6364BI	6364BI	BREAST BILATERAL COMPLETE	US		0	30

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