PowerChart: Scheduling

The Scheduling View in PowerChart allows users to view scheduled appointments, by resource, without having to launch the Enterprise Scheduling Management (ESM) application.

This will be useful for Clinicians in an outpatient setting to manage clinics.

To access the Scheduling View:

1. Select Scheduling button from the PowerChart toolbar

2. The Scheduling View will open.

3. Add a Resource by selecting Add Other from the drop down menu.

4. Search for and select the desired Resource.

5. Click OK.

6. The schedule for the selected Resource/s will display in the Day View.

   This view shows the schedule in a list format with an optional Timeline on the right.

   For more information on the fields and colours displayed in the Day View see the following page.

7. The Date will default to today but can be changed using the calendar.

8. To access a patient’s Medical Record from the Day View click on the patient’s name. The patient’s record will open in the encounter associated to the ESM appointment.

9. To view the weekly schedule for a Resource, select Calendar.

   This view will only display one Resource at a time.

10. To access a patient’s Medical Record from the Calendar double click on the appointment.
Appointment Status: displays status from ESM. It can be updated by clicking on the status and selecting an option from the drop down menu (ESM mandatory fields will still apply). This will update the status in ESM.

Additional ‘Seen By...’ statuses don’t update in ESM or the patient’s record but are useful for clinic management and/or communication between Clinicians.

Colour Coding: will reflect the Appointment Status

<table>
<thead>
<tr>
<th>Colour</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Blue</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Blue</td>
<td>Checked In</td>
</tr>
<tr>
<td>Green</td>
<td>Seen by Nurse and/or Med Student</td>
</tr>
<tr>
<td>Orange</td>
<td>Seen by Physician and/or Resident</td>
</tr>
<tr>
<td>Grey</td>
<td>Checked Out</td>
</tr>
<tr>
<td>White</td>
<td>Failure to Attend (No Show)</td>
</tr>
</tbody>
</table>

Timeline: expands and contracts the optional Timeline view

Reason for Appointment: feeds from the appointment in ESM

Comments: symbol will appear when a comment exists and can be viewed by clicking the symbol. Comments are only visible in Day View but are useful for clinic management and/or communication between Clinicians.

Scheduling Comment: feeds from the appointment in ESM

Patient Details: click on patient’s name to open their record

Appointment Type

Appointment Duration

Appointment Time: conflicts will display red