

# STAR 2000™



## STAR PATIENT CARE REFERENCE GUIDE Patient Scheduling Worksheets Volume

Release 17.0  
October 2011

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# Preface

The *STAR Patient Care Reference Guide* is a multivolume document written for all users of the STAR Patient Care system. This *Patient Scheduling Worksheets Volume* can be used with any STAR system using the STAR Patient Scheduling Module.

Some worksheets apply only to a *stand-alone* environment; stand-alone implies that the system is not operating in a networked or interfaced environment with an Admission/Discharge/Transfer system.



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# Introduction

The *STAR Patient Scheduling Worksheets Volume* of the *STAR Patient Care Reference Guide* provides worksheets which help explain the flexibility of building your STAR system.

The *General Information Volume* is prerequisite reading for all other volumes of the *STAR Patient Care Reference Guide*. Successful use of the *STAR Patient Scheduling Worksheets Volume* depends upon your knowledge of the concepts covered in the General Information Volume.

This volume contains four chapters; each one includes worksheets that need to be completed prior to other build functions. A Table of Contents at the beginning of this volume provides a quick location reference for the worksheets discussed.

The following chapters are contained in this volume:

## **Chapter 1: Prior to Building Resources**

- Appointment Types
- Physician/Resource Specialities
- Resource Types
- Resource Department Table (SIM Department must be defined first)

## **Chapter 2: Opening Schedules for Existing Resources**

- Holiday Table
- User-defined Holiday

## **Chapter 3: Prior to Booking Appointments**

- Appointment Priority
- Borrower File (Resources and/or Resource Departments must exist first)
- Department Headers (SIM Departments must exist first)
- SIM Item Scheduling Instructions (Department Headers and SIM items must exist first)
- Methods of Transportation (Scheduling departments without a Patient Care department-specific table)

## **Chapter 4: Prior to Using Procedure Scheduling**

- Department Priority Table (SIM Departments must exist first)
- Procedure Priority Table (SIM Departments must exist first)
- Resource Groups (Resources must exist first)
- Procedure Scheduling Parameters (Procedure Priorities, Resource Groups and SIM Items must exist first)

## **Chapter 5: Access Setup**

- CRT Worksheet

### **Format**

There are two different types of worksheets contained in this volume. The type is specified at the top of each worksheet. One type is used for STAR Scheduling in a networked environment, and the other type is for STAR Scheduling in a stand-alone environment. The worksheets can also be designated as pertinent to both environments.



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# Chapter 1 - PRIOR TO BUILDING RESOURCES

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Appointment Types are used in the Patient Scheduling module to identify appointment types available in a scheduling profile.

Examples: Lun      Lunch  
Cn15    15 Min Consultation  
Gen      General  
New      New Appointment  
Fup      Follow up Appt.

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## DEPARTMENT HEADERS

Department headers are used by the STAR Patient Scheduling module to display with instructional information that may be developed for any SIM item. Each SIM department can develop ONE set of headers to meet their specific needs. These headers display, if the instructions have been built for a SIM item, with scheduling instructions when that SIM item is chosen as the visit reason in the appointment processor. (The actual instructions per SIM item are defined under Resource Maintenance, through the "SIM Item Scheduling Instructions.")

Code:      SIM Department      Desc: 5 lines, 45 Alpha/numeric characters each.

Department	Headers
_____	1. _____
	2. _____
	3. _____
	4. _____
	5. _____

Department	Headers
_____	1. _____
	2. _____
	3. _____
	4. _____
	5. _____

Department	Headers
_____	1. _____
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Department	Headers
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Department	Headers
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## LETTER MAINTENANCE

Letter Maintenance enables you to create and print letters that merge information from the STAR data base into preformatted letters. Base letters for the facility are defined for Patient Scheduling. You can use these worksheets to create letter versions for the following predefined letters:

- Appointment Reminder
- Appointment Revision
- Attendance
- Cancellation
- New Appointment
- No Show
- Reschedule
- Wait List

## Letter Versions for Appointment Reminder

Code: 6A/N

Description: 36C

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## Letter Versions for Appointment Revision

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## Letter Versions for Attendance

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Code: 6A/N

Description: 36C

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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## Letter Versions for Attendance

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Attendance

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Attendance

Code: 6A/N

Description: 36C

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



## Letter Versions for Cancellation

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Cancellation

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Cancellation

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Cancellation

Code: 6A/N

Description: 36C

[illegible]

### Letter Versions for Cancellation

Code: 6A/N

Description: 36C

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## Letter Versions for New Appointment

Code: 6A/N

Description: 36C

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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## Letter Versions for New Appointment

Code: 6A/N

Description: 36C

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## Letter Versions for New Appointment

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for New Appointment

Code: 6A/N

Description: 36C

[illegible]

### Letter Versions for New Appointment

Code: 6A/N

Description: 36C

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

[illegible][illegible][illegible]

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## Letter Versions for Reschedule

Code: 6A/N

Description: 36C

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## Letter Versions for Reschedule

Code: 6A/N

Description: 36C

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### Letter Versions for Reschedule

Code: 6A/N

Description: 36C

[illegible]

## Letter Versions for Reschedule

Code: 6A/N

Description: 36C

[illegible]

### Letter Versions for Reschedule

Code: 6A/N

Description: 36C

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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1-13

## PATIENT FORM LETTERS

Use the following worksheet to add a new letter version. You should establish a naming convention that will help in recognizing the letter types. For example, you might use a naming convention similar to the following:

APRMP	Patient form letter for appointment reminder letter
-------	---

APRVPT	Patient form letter for appointment revision letter
--------	---

APCNPT	Patient form letter cancellation letter
--------	---

Version Code:

6A/N

Description: 36C

[illegible]

Version Code:

6A/N

Description: 36C

[illegible]

Version Code:

6A/N

Description: 36C

[illegible]

Version Code:

6A/N

Description: 36C

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
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Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## MAPPING DATA BASE ELEMENTS

Use the following worksheet to define data base elements. Once the element is mapped, the system automatically fills in the necessary text.

Letter	Letter
Code: 6A/N	Description: 36C

Field: 12A/N

Data Base Element: 12A/N

A 6x12 grid of small squares. The top row is shaded gray, while the other five rows are white. This grid is used for students to draw a picture of a place where they have been.

Letter	Letter
Code: 6A/N	Description: 36C

Field: 12A/N

Data Base Element: 12A/N

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Physician/Resource Specialty Codes are used by both STAR Patient Care and the STAR Patient Scheduling module. This table is shared and changes made through either table maintenance function will affect the other's choices. This table build should be done with consideration for both product/modules to prevent duplication.

Examples:      ANS    Anesthesiology  
                 RAD    Radiology

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



Reschedule Reasons are used in the STAR Patient Scheduling module when a resource needs to reschedule already scheduled slots. The Reschedule Report summarizes these appointments under their Reschedule Reason. This reason also displays online when the patient's appointment is recalled on the Reschedule List.

Examples: 1	Emergency
2	Patient Request
3	Schedule Change

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Resource Types are used in the STAR Patient Scheduling module to describe resources in a general way. This header displays with the resource online.

Examples: 1 Physician  
2 Technologist  
3 Exam Room  
4 Machine

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

---

## RESOURCE DEPARTMENT CODE TABLE

1. Department Code: \_\_\_\_\_
2. Department Description: (36-C-R) \_\_\_\_\_
3. Address 1:(20-C-O) \_\_\_\_\_
4. Address 2:(20-C-O) \_\_\_\_\_
5. City: (15-C-O) \_\_\_\_\_
6. State:(15-A-O) \_\_\_\_\_ 7. ZIP Code:(5 or 9-N-O)\_\_\_\_
8. Office Phone:(13-C-O)\_\_\_\_\_ 9. Office Hours:(15-C-O) \_\_
10. Module Usage:(5-AC-R) \_\_\_\_\_
11. Sched. Deadline:(3-N-O) \_\_\_\_\_
12. SIM Department: (15-AN-O)\_\_\_\_\_
13. Schedule Edit Access?: (1-A-O)\_\_\_\_\_
14. PHS Department: (10-AN-C))\_\_\_\_\_
15. Appt Notice:(5-A-C)\_\_\_\_\_
16. Report Name:(8-AN-C)\_\_\_\_\_
17. Audit Notice:(5-A-C)\_\_\_\_\_
18. Report Name:(1-A-C) \_\_\_\_\_
19. Trans Notice:(8-AN-O)\_\_\_\_\_
20. RES-Q OR Conflict Notice:(8-AN-C) \_\_\_\_\_
21. Suppress (1-A-O)\_\_\_\_\_
22. Sched Print Format: (1-A-O) \_\_\_\_\_
23. Edit Date: (Display Only) 24. Edit By: (Display Only)

Completion Date:\_\_\_\_\_ Initials:\_\_\_\_\_

Revision Date:\_\_\_\_\_ Initials:\_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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## RESOURCE DEPARTMENT CODE TABLE (PAGE 2)

Use this worksheet to define fields on the second page of the Resource Department Code Table.

1. Department Code: (3-A-R) \_\_\_\_\_
2. Department Description: (36-C-R) \_\_\_\_\_
3. Letters: (1-N-O) \_\_\_\_\_ (See the following worksheet.)

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## LETTER DEFINITION (DEPARTMENT)

Use this worksheet to define the parameters that guide the printing and format of each defined letter type for this department.

1. Letter Type: (Autofilled)
2. Days (3-N-R): \_\_\_\_\_
3. Patient (1-A-R): \_\_\_\_\_
4. Batch (1-A-R): \_\_\_\_\_
5. Pt Type (3-A-R): \_\_\_\_\_
6. Guardian (2-N-R): \_\_\_\_\_
7. Format (1-N-R): \_\_\_\_\_
8. Child Format (1-N-R): \_\_\_\_\_
9. Custom Documents (1-A-O): \_\_\_\_\_
10. SIM Instructions (1-A-R): \_\_\_\_\_
11. Physician (1-A-R): \_\_\_\_\_
12. Batch (1-A-R): \_\_\_\_\_
13. Pt Type (3-A-R): \_\_\_\_\_
14. Individual (1-A-R): \_\_\_\_\_
15. Format (1-N-R): \_\_\_\_\_
16. Custom Documents (1-A-O): \_\_\_\_\_
17. SIM Instructions (1-A-R): \_\_\_\_\_

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



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## Chapter 2 - OPENING SCHEDULES FOR EXISTING RESOURCES

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RESOURCE SCHEDULING PARAMETERS .....	2-4
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LETTER DEFINITION (RESOURCE) .....	2-6
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RESOURCE MONTHLY PLAN .....	2-8
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USER-DEFINED HOLIDAYS .....	2-10





## SCHEDULING RESOURCE MASTER

The Resource Master collects information about each specific resource. The Resource ID Code is derived from this information and formatted as well as the Department, Specialty Code, Resource Code, and Resource Name.

RESOURCE NUMBER: 6N | | | | |

RESOURCE NAME: 25C

INITIALS: 3A 

--	--	--

ADDRESS 1: 25C

ADDRESS 2: 25C

CITY: 15C STATE: 2A ZIP CODE: 5-9N

OFFICE PHONE: 10N      MODULE USAGE: Circle one  
 |\_|\_|-|\_|\_|-|\_|\_|    (C)hart Management, (S)cheduling,  
                                (M)Clinical Management, (A)ll

SPECIALTIES: Table Lookup    RESOURCE TYPE: Table Lookup

COMMENT: 36C

## CLINICAL MANAGEMENT

DEPT: Table Lookup      SHIFTS: 3N (1,2,3) | | | |

MAX WKLD: 5N      STATION GROUP: Table Lookup  
(up to 999.9)  
| | | |

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## RESOURCE SCHEDULING PARAMETERS

Each resource specifies individual scheduling parameters that the system uses to control building the Master Schedule. Once the Master is opened, these parameters provide guidelines for making the actual appointments. The Doctor, Specialty, and Scheduling Department Tables must be complete prior to filling out this form.

Resource Code:

Resource Name:

Scheduling Department Code:

Scheduling Department Description:

Specialty Code:

Specialty

Description:

Auto Open Schedules (Y/N):

Maximum Patients (Per Day):

Maximum Overbook (Per time slot):

Maximum Overbook (Per Day):

Extend Schedule (Y/N):

Insert times (Y/N):  Scheduling Deadline (Days):

Print Open Times (Y/N):

Display Security (circle one):View Reason

Restrict ReasonRestrict Name

Requestor (Y/N):  Request by Resource (Y/N):

Require Ref Phys (Y/N):

Type of Clinic:

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## RESOURCE APPOINTMENT TYPES

Resource appointment types define the kind of appointment information per resource. They must be valid in the Appointment Type Table. Each resource can define the following for each appointment type they use: Length in minutes, department instructions, and searchable flag.

Resource Code: (6 N)

Resource Name:

Appointment Type Code (4 A/N):

Appointment length in minutes (3 N):

Department Instructions: (70 A/N):

Maximum Number of Appt's per day (3N):

Searchable (Y/N):

Letters (1N):  (See the following worksheet.)

Appointment Type Code (4 A/N):

Appointment length in minutes (3 N):

Department Instructions: (70 A/N):

Maximum Number of Appt's per day (3N):  Searchable (Y/N):

Letters (1N):

Appointment Type Code (4 A/N):

Appointment length in minutes (3 N):

Department Instructions: (70 A/N):

Maximum Number of Appt's per day (3N)

Searchable (Y/N):  Letters (1N):

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## LETTER DEFINITION (RESOURCE)

Use this worksheet to define the parameters that guide the printing and format of each defined letter type for this resource.

1. Letter Type: (Autofilled)
2. Days (3-N-R): \_\_\_\_\_
3. Patient (1-A-R): \_\_\_\_\_
4. Batch (1-A-R): \_\_\_\_\_
5. Pt Type (3-A-R): \_\_\_\_\_
6. Guardian (2-N-R): \_\_\_\_\_
7. Format (1-N-R): \_\_\_\_\_
8. Child Format (1-N-R): \_\_\_\_\_
9. Custom Documents (1-A-O): \_\_\_\_\_
10. SIM Instructions (1-A-R): \_\_\_\_\_
11. Physician (1-A-R): \_\_\_\_\_
12. Batch (1-A-R): \_\_\_\_\_
13. Pt Type (3-A-R): \_\_\_\_\_
14. Individual (1-A-R): \_\_\_\_\_
15. Format (1-N-R): \_\_\_\_\_
16. Custom Documents (1-A-O): \_\_\_\_\_
17. SIM Instructions (1-A-R): \_\_\_\_\_

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



# RESOURCE MONTHLY PLAN

Resource Code (6 N):

Resource Name:

Day of the week Week Number Profile Description

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

S M T W R F A 1 2 3 4 5

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## HOLIDAY TABLE

The Holiday table is used to indicate which holidays the system will observe. The holiday indicator can be set to Yes or No to observe each of the following holidays.

Holiday	Observed (Y/N)	Holiday	Observed (Y/N)
Christmas		Lincoln's Birthday	
Christmas Day After		Martin Luther King Day	
Christmas Eve		Memorial Day	
Columbus Day		Mother's Day	
Easter		New Year's Day	
Father's Day		New Year's Day After	
Flag Day		New Year's Eve	
Good Friday		President's Day	
Halloween		St. Patrick's Day	
Holiday		St. Valentine's Day	
Independence Day		Thanksgiving Day	
Independence Day After		Thanksgiving Day After	
Labor Day		Veterans' Day	
		Washington's Birthday	

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_





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## Chapter 3 - PRIOR TO BOOKING APPOINTMENTS

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LETTER DEFINITION (FACILITY) .....	3-6
SIM ITEM SCHEDULING INSTRUCTIONS .....	3-7
METHODS OF TRANSPORTATION .....	3-8



## APPOINTMENT PRIORITIES

Appointment Priorities are used in the STAR Patient Scheduling module to identify which appointments should be seen first when more than one patient is scheduled in a given time slot. This priority displays in the detail for an appointment. It is to be used procedurally; the system does not require appointments to be seen in the order of their priorities.

Code: 1 numeric Desc: 17 Alpha/Numeric

Examples:	1	Urgent
	2	Medical
	3	Rescheduled
	4	Overbook

[illegible]

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

# BORROWER FILE

Use this worksheet to fill in the borrower information for those resources that will be requesting charts when scheduling appointments.

Code: (4A/N) | \_ | \_ | \_ | \_ |

Name: (36 A)

\_\_\_\_\_

Office Address 1 \_\_\_\_\_

Office Address 2

Office Phone | | | - | | | - | | | |

City \_\_\_\_\_

State    ZIP Code       -

Person Responsible:(28AN)

\_\_\_\_\_

Requester: (25AN)

[illegible]

Check Out Reason:(33AN)

\_\_\_\_\_

Chart Location:(4AN) | | | |

Days Due Back:(4N) |\_|\_|\_|

Borrowing Status:(1A) | \_ |

Limit: (6N) | | |

Date Needed: (3N) |\_|\_|\_|

Time Needed (Valid time)

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## SCHEDULING FACILITY PARAMETERS

Use the following worksheet to define scheduling of facility parameters used by the Scheduling process for defined letters.

Letter Log Retention: (3N)      First Class Postage: (2N)      Second Class Postage: (2N)  
☐☐☐      ☐☐      ☐☐

Reschedule List Letters: (1A)      Order Gen./Pat Reg.: (1A)      Suppress (1A)  
☐      ☐      ☐

Letters: (1N) (See the following worksheet.)      Scheduling Series Summary (1A)  
☐      ☐

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## LETTER DEFINITION (FACILITY)

Use this worksheet to define the parameters that guide the printing and format of each defined letter type for this facility.

1. Letter Type: (Autofilled)
2. Days (3-N-R): \_\_\_\_\_
3. Patient (1-A-R): \_\_\_\_\_
4. Batch (1-A-R): \_\_\_\_\_
5. Pt Type (3-A-R): \_\_\_\_\_
6. Guardian (2-N-R): \_\_\_\_\_
7. Format (1-N-R): \_\_\_\_\_
8. Child Format (1-N-R): \_\_\_\_\_
9. Custom Documents (1-A-O): \_\_\_\_\_
10. SIM Instructions (1-A-R): \_\_\_\_\_
11. Physician (1-A-R): \_\_\_\_\_
12. Batch (1-A-R): \_\_\_\_\_
13. Pt Type (3-A-R): \_\_\_\_\_
14. Individual (1-A-R): \_\_\_\_\_
15. Format (1-N-R): \_\_\_\_\_
16. Custom Documents (1-A-O): \_\_\_\_\_
17. SIM Instructions (1-A-R): \_\_\_\_\_

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## SIM ITEM SCHEDULING INSTRUCTIONS

Once the department headers have been defined for a particular department, a specific SIM item can be selected and information for that item can be entered. These instructions will then display when this SIM item is selected to be scheduled.

(Example)

Department: RADIOLOGY

Item: 7429 FL COLON BARIUM ENEMA 74229

### DIETARY RESTRICTIONS

( 1) INFO: \_\_\_\_\_

( 2) INFO: \_\_\_\_\_

### PREP INSTRUCTIONS

( 3) INFO: \_\_\_\_\_

( 4) INFO: \_\_\_\_\_

### TEST SEQUENCE INFORMATION

( 5) INFO: \_\_\_\_\_

( 6) INFO: \_\_\_\_\_

### SPECIAL INSTRUCTIONS

( 7) INFO: \_\_\_\_\_

( 8) INFO: \_\_\_\_\_

### RELEASE INSTRUCTIONS

( 9) INFO: \_\_\_\_\_

(10)INFO: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_





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# Chapter 4 - PRIOR TO USING PROCEDURE SCHEDULING

DEPARTMENT PRIORITY TABLE ..... 4-3

PROCEDURE SCHEDULING PRIORITY ..... 4-4

RESOURCE GROUP ..... 4-5



## DEPARTMENT PRIORITY TABLE

The department scheduling priority table is used to define the priority of the SIM departments to be used when sequencing of departments is used in the scheduling module. The highest priority is number one (1).

SIM dept. (Table)	SIM department desc. (Table)	Priority Code (4 N)

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

The procedure scheduling priority table is used to define the priority of the procedures to be used when sequencing of procedures is to be used in the scheduling module. The highest priority being (1).

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## RESOURCE GROUP







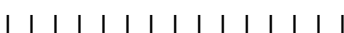

















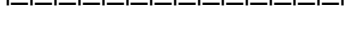
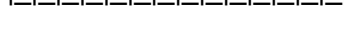
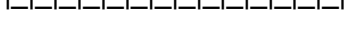
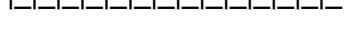


The Resource Group function enables you to group logical resources together for scheduling a particular SIM item.

When you select one of these SIM items, while in the scheduling module, these logical resources groups will display for your selection.

Group Code (6 A/N):|\_|\_|\_|\_|\_|\_|

[illegible]

Resources (table):

Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



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# Chapter 5 - ACCESS SETUP

SCHEDULING DEPARTMENTS - CRT .....	5-3
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## SCHEDULING DEPARTMENTS - CRT

Scheduling departments are linked with CRTs to establish security. Those departments determine the resources accessible from that location. Specific departments can be identified or "ALL" will make the resource schedules accessible. (CRT Table and Scheduling Department Table must be identified before completing this table.)

CRT Code Scheduling Departments or "ALL"


Completion Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_



## ■ R e a d e r C o m m e n t F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Patient Scheduling Worksheets Volume* of the *STAR Patient Care Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount of overview information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there parts of this manual that could be made more helpful to you? Please explain.

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Other Comments:

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Thanks for your help in improving the documentation.

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