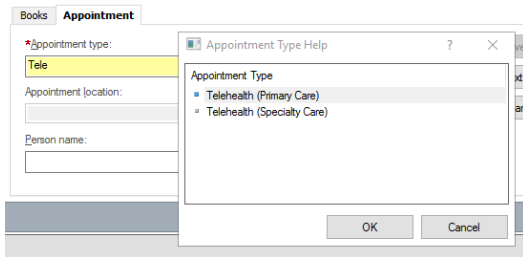
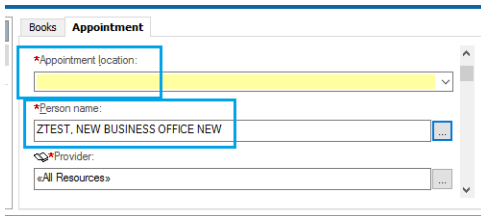


Outpatient Telehealth Scheduling, Registration and Check-in

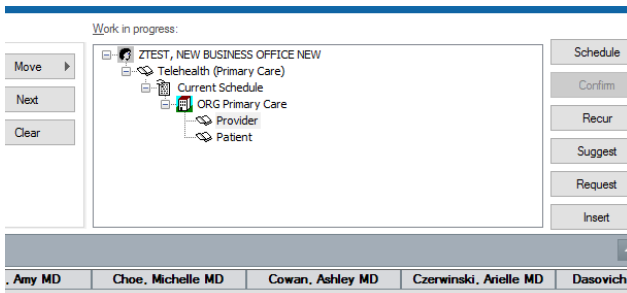
1. Launch Cerner Scheduling Appointment Book.
2. Select **Appointment** tab and in the Appointment Type field enter “**Telehealth**”
 - a. Click the **Ellipsis** button to search.
 - b. Appointment Type Help screen appears. Select the appropriate appointment type.



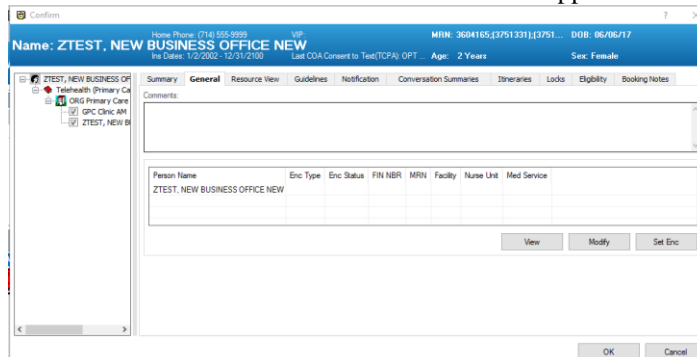
3. Complete the remaining Appointment Type questions.



4. Left click on **Move** to continue and the patient appears in the **Work In Progress**.

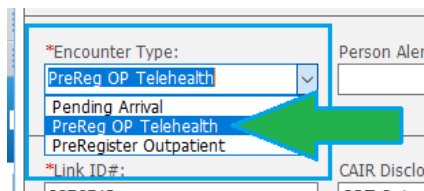


5. Schedule the patient for the appointment using **Drag-N-Drop** or **Suggest** method. The patient and appointment display under the selected resource on the schedule.
6. Click **Confirm**.
 - a. **Confirm** window launches. Click **OK** to save the appointment.



Adding an Encounter at the time of Confirm

1. Select **Set Enc** to create an encounter for the patients visit. The PRE-Registration Outpatient conversation launches.
 - a. Encounter type initial defaults to **PreRegister Outpatient**.
 - b. For Telehealth patients you **MUST** change the encounter type to **PreReg Op Telehealth**.

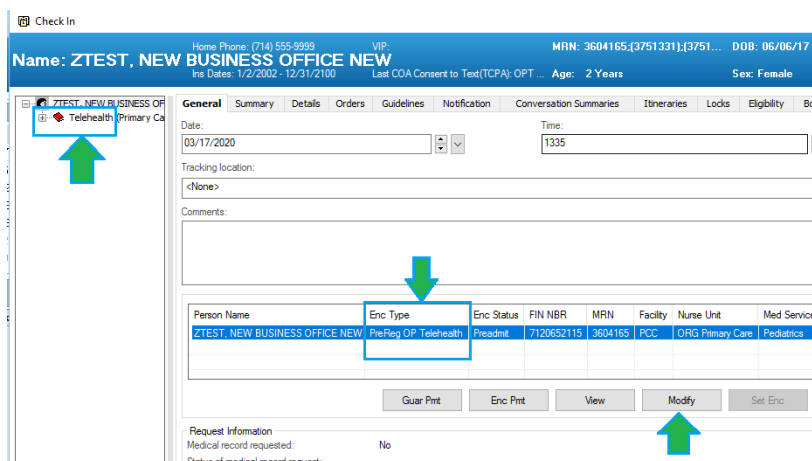


A screenshot of a software interface showing a dropdown menu for 'Encounter Type'. The menu is open, and a green arrow points to the 'PreReg OP Telehealth' option. Other visible options include 'Pending Arrival', 'PreRegister Outpatient', and 'Link ID#'. The background shows a form with fields for 'Person Alert' and 'CAIR Disclo'.

- c. On the Visit tab the **Expected Encounter Type = Outpatient Telehealth**
- d. Complete all registration data and save the conversation.

Check in Process for Patient

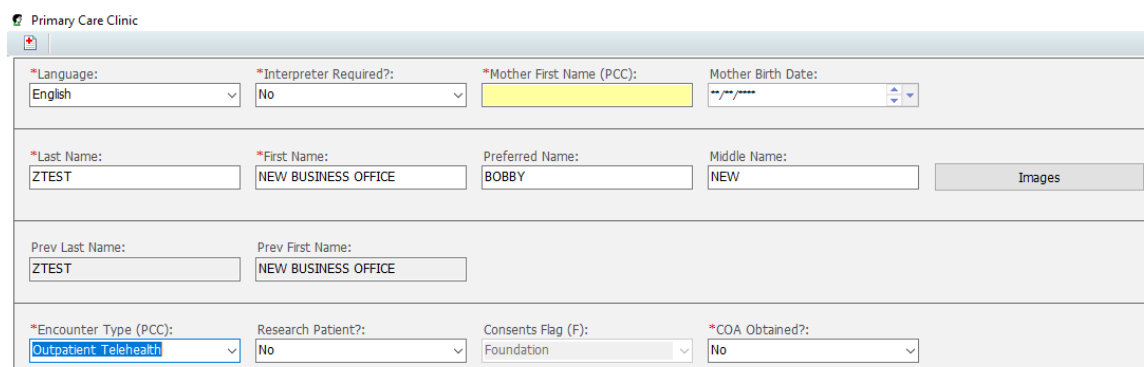
1. Location the patient, right click and select Check In. The Check in window appears.
 - a. Appointment Type = Telehealth
 - b. Encounter Type = PreReg Op Telehealth
 - c. Select Modify to launch the conversation



A screenshot of the 'Check In' window for patient ZTEST, NEW BUSINESS OFFICE NEW. The window shows patient information, appointment details, and a table of encounters. A green arrow points to the 'Telehealth' icon in the patient list. Another green arrow points to the 'PreReg OP Telehealth' encounter type in the table. A third green arrow points to the 'Modify' button at the bottom of the table.

Person Name	Enc Type	Enc Status	FIN NBR	MRN	Facility	Nurse Unit	Med Service
ZTEST, NEW BUSINESS OFFICE NEW	PreReg OP Telehealth	Preadmit	7120652115	3604165	RCC	ORG Primary Care	Pediatrics

2. Registration conversation launches. Select encounter type Outpatient Telehealth and complete all registration data and save the conversation.



A screenshot of the registration form for patient ZTEST, NEW BUSINESS OFFICE NEW. The form contains various fields for patient information, including language, interpreter requirements, mother's name, last name, first name, preferred name, middle name, previous names, encounter type, research patient status, consents flag, and COA obtained status. A green arrow points to the 'Outpatient Telehealth' option in the 'Encounter Type (PCC)' dropdown menu.

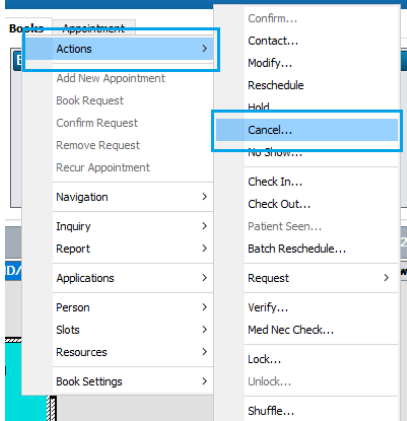
3. Patient and Appointment status displays as Checked In.

For Questions- Contact your unit's SME

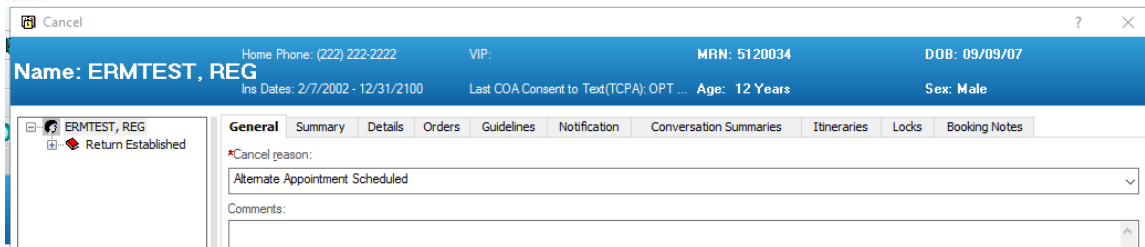
Converting Appointment to Outpatient Telehealth

If the patient has an existing appointment, you must cancel the future visit and create a new appointment for Telehealth.

1. Location the patient on the schedule. Right click and navigate to the Action Menu.



2. **Cancel** window appears. In the **Cancel Reason** menu select **Alternative Appointment Scheduled**.



3. Next navigate to the **Appointment** tab and in the Appointment Type field enter “**Telehealth**”.
 - a. Click the **Ellipsis** button to search.
 - b. Appointment Type Help screen appears, and results are returned.
 - c. Select the appropriate appointment type.
4. Follow workflow and process to schedule and Pre Register the patient as Telehealth.