



MDofficeManager

# Enhanced Appointment Schedule Configuration

# Address Common Complaints

- Difficult to amend schedule on a recurring basis
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# Break Out Scheduling in New Function

- SCX – Schedule Management

Schedule Management - Provider: Lau, Rachel MD

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Schedule (Default) | Schedule Recurrence | Schedule Exceptions

12/25/11-Kap Only | 12/27/2009 | 9/27/09-12/26/09 | 9/1-9/30/09 | Default | 7/24/12

Title: \* 12/25/11-Kap Only

Eff Date: \* 12/25/2011 Term Date: 07/22/2012

Day 1 - Sunday | **Day 2 - Monday** | Day 3 - Tuesday | Day 4 - Wednesday | Day 5 - Thursday | Day 6 - Friday | Day 7 - Saturday

Day: 2 Weekday: Monday

Times	Start	End	Facility	Schedule Type
	09:00 AM	12:00 PM	K Kapiolani Office	OH Office Hours
	12:00 PM	01:30 PM	K Kapiolani Office	L Lunch
	01:30 PM	04:00 PM	K Kapiolani Office	OH Office Hours
*				

Save Changes

# Enhanced Scheduling Approach

- Easier to create schedules
- Much easier to manage exceptions
- Better support for recurring events

# Simple Schedules

02/27/17 + X

Schedule Date:\* 02/27/2017  Override schedule for day

**Recurring**

By Day      Days of Week:     Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

By Week      Every:              Week

By Month      End Date:        

Specific Dates      Recurrence Pattern:    Mon,Tues,Wed,Thur and Fri, every week

**Schedule Times**

Start	End	Facility	Schedule Type
08:00 AM	11:00 AM	DO Doctor's Office	OH Office Hours
11:00 AM	12:30 PM	DO Doctor's Office	L Lunch
12:30 PM	05:00 PM	DO Doctor's Office	OH Office Hours
*			

- Easily create simple recurrence patterns – no more adding 5 of the same tab and empty weekends to make 7 total tabs

# Complex Recurring Patterns Are Supported

**Recurring**

By Day  
 By Week  
 By Month  
 Specific Dates

Days of Week:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Every: 5th Week ▾

End Date: ▾

Recurrence Pattern: Tues, every 5th week

By Day  
 By Week  
 By Month  
 Specific Dates

Months:  January  February  March  April  May  June  July  August  
 September  October  November  December

Days of Week:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

On: 1st Day ▾ Of Every: Other Month ▾

End Date: ▾

Recurrence Pattern: 1st Mon,Tues,Wed,Thur or Fri of every Other Month

By Day  
 By Week  
 By Month  
 Specific Dates

Days of Week:  Sunday  Monday

Every: 5th Week ▾

End Date: ▾

Recurrence Pattern: ▾

- Week
- Other Week
- 3rd Week
- 4th Week
- 5th Week
- 6th Week
- 7th Week
- 8th Week
- 9th Week
- 10th Week

By Day  
 By Week  
 By Month  
 Specific Dates

Months:  January  February  
 September  October

Days of Week:  Sunday  Monday

On: Last Day ▾ Of Every: ▾

End Date: ▾

Recurrence Pattern: ▾

- 23rd Day
- 24th Day
- 25th Day
- 26th Day
- 27th Day
- 28th Day
- 29th Day
- 30th Day
- 31st Day
- Last Day



# Exceptions Are Easier to Manage

**Exceptions**

Date List:

Dates
03/22/2017
05/24/2017
05/31/2017
*

**Schedule Times**

Start	End	Facility	Schedule Type
08:00 AM	12:00 PM	DO Doctor's Office	OH Office Hours
*			

- Exceptions handled by overriding the entire day
- The default schedule can be copied and adjusted

# Event Recurrence Is Supported

The screenshot shows a software window titled "[EE] Event Entry - 999 {Renee 03/18/2011 03:04 PM}" with a toolbar containing icons for navigation, lookup, data entry, cancel, and query. The main area is a form with the following fields and options:

- General** tab is selected.
- Event ID: \* 999
- Event Type: \* M Meeting
- Add'l Description: (empty text box)
- Date: \* 02/27/2017 (Monday)
- Duration (min): 60
- Time - Start/End: \* 08:30 AM - 09:30 AM
- Recurring**
- By Day
- By Week
- By Month
- Specific Dates
- Days of Week:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday
- Every: Week
- End Date: (empty dropdown)
- Recurrence Pattern: Thur, every week

**Schedule For:**

Facilities	Providers	Resources
DO Doctor's Office	*	*
*		

- Events can have recurrence patterns
- (Multiple facilities added too)

# Open Questions

- Do we need 1st, 2nd,..., last week of the month? If so, how do we define the 1st week?
- Do we leave both methods of scheduling, or have some transition option?
- Do we need a conversion utility?