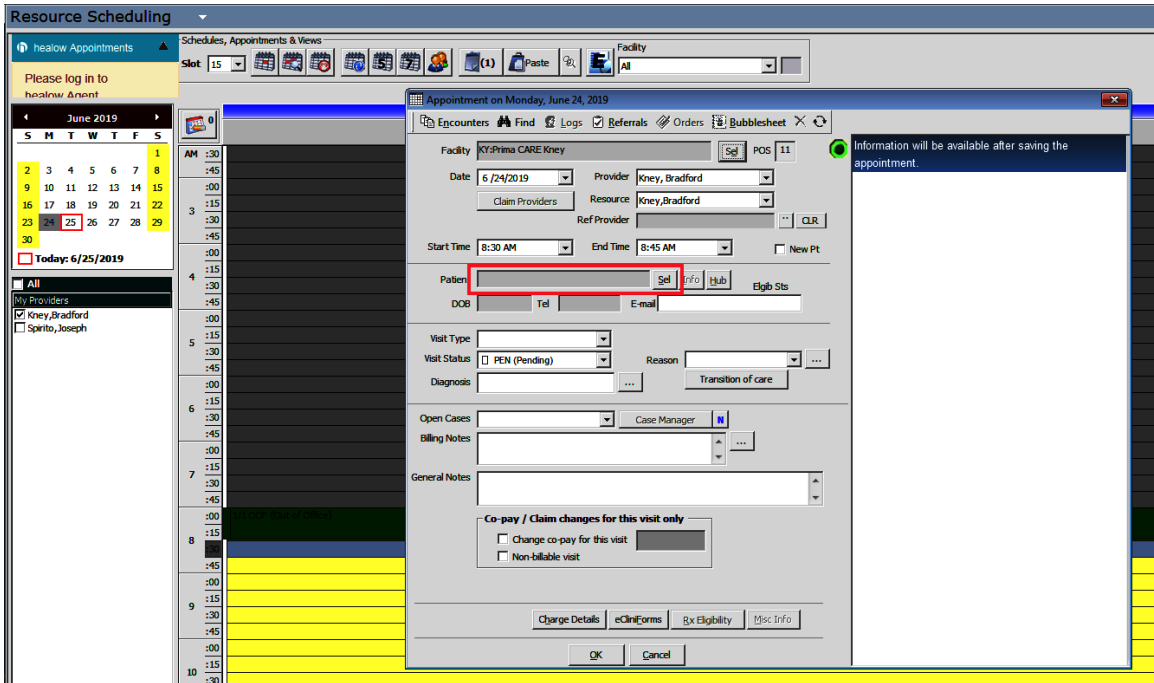
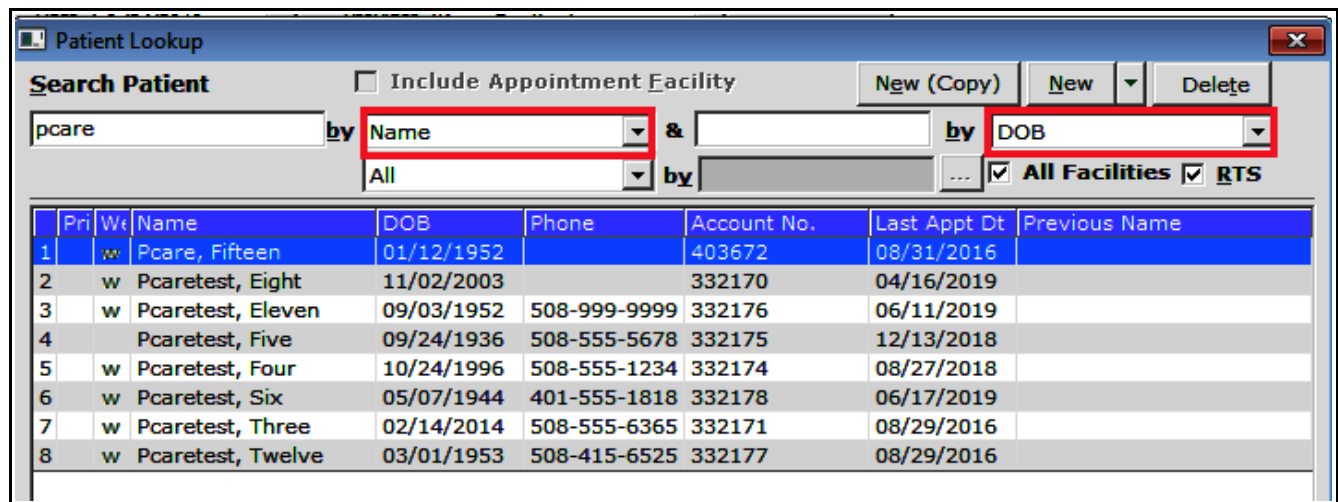


Making an Appointment in ECW 11

There are a few ways to make an appointment for a patient in ECW 11, BUT the recommended workflow is to use the **Resource schedule**.



Double click on the appointment time, and then click “Sel” to choose the patient.



There are multiple filters for patient searches, but most often the name and/or date of birth are used. In this case, I chose Six Pcaretest (a test patient).

Appointment on Monday, June 24, 2019

Encounters Find Logs Referrals Orders Bubblesheet

Facility: KY:Prima CARE Kney Sel POS 11

Date: 6/24/2019 Provider: Kney, Bradford Resource: Kney, Bradford

Start Time: 8:30 AM End Time: 8:45 AM New Pt

Patient: Pcaretest, Six Sel Info Hub Elgib Sts

DOB: 05/07/1944 Tel: 401-555-1818 E-mail: Primaoffice@yahoo.com

Visit Type: [Dropdown]

Visit Status: ANN VISIT (Annual Visit) AWV (Annual Well Visit)

Diagnosis: BV (Brief Visit) Conf (Confidential) CTAU (CTA/Ultrasound) EST (Established Patient) F/U (Follow Up Visit) MAWV (Medicare Annual) MED (Medicare Wellness) MG (Mammo DX) MVA (Motor Vehicle Acc) NEW (New Patient)

Reason: [Dropdown] Transition of care

Case Manager: [Dropdown] N

Co-pay / Claim changes for this visit only

Change co-pay for this visit Non-billable visit

Charge Details eClinForms Rx Eligibility Misc In

OK Cancel

Make sure the provider and resource fields are correct. The dropdown menu for “Visit Type” is shown in the screen to the left. Common choices are “F/U”, “OV”, and “Sick” - but many other options are available. By convention in Prima CARE, the “Reason” is prefaced by some identifying text. For a PCP, the reason might be “PCP HTN” or “PCP FU 3 mo”. For an endocrinologist, this might be “Endo thyroid nodule”.

The “End Time” is automatically entered based upon the type of visit chosen, but this can be altered if necessary (notice that the initial visit was 15 minutes long, but when OV was chosen, the visit length increased to 30 minutes). Notes can be added to provide reminders for special needs or billing issues. A diagnosis is not required to make an appointment.

When completed, click “OK”, and the appointment is made. The “General Notes” area prints out on the schedule.

Appointment on Monday, June 24, 2019

Encounters Find Logs Referrals Orders Bubblesheet

Facility: KY:Prima CARE Kney Sel POS 11

Date: 6/24/2019 Provider: Kney, Bradford Resource: Kney, Bradford

Start Time: 8:30 AM End Time: 9:00 AM New Pt

Patient: Pcaretest, Six Sel Info Hub Elgib Sts

DOB: 05/07/1944 Tel: 401-555-1818 E-mail: Primaoffice@yahoo.com

Visit Type: OV (Office Visit)

Visit Status: PEN (Pending)

Reason: [Dropdown] PCP FU COPD

Diagnosis: [Dropdown] Transition of care

Open Cases: [Dropdown] Case Manager: [Dropdown] N

Billing Notes: Must make payment today

General Notes: Needs wheelchair

Co-pay / Claim changes for this visit only

Change co-pay for this visit Non-billable visit

Charge Details eClinForms Rx Eligibility Misc Info

OK Cancel

There is a button on the Hub to create a new appointment, but this should NOT be used. It creates significant problems – ECW programmers should gray this button out. PLEASE do not make an appointment from the Hub.

Pcaretest, Eleven Info Home: 508-999-9999
 277 PLEASANT ST Work:
 FALL RIVER, MA-02721-3005 Cell:
 Email: Primaoffice@yahoo.com
 DOB: 09/03/1952 Insurance: Medicare Mass Part B
 Age: 66 Y Sex: F PCP: Yadav, Bijay Kumar
 Advance Directive: Rendering Pr: Magan, Richa
 WebEnabled: Yes Default Facility:
 Messenger Enabled: Yes
 Last vMsg: 09/03/2018 10:40:00
 Account No: 332176

Patient Balance: \$0.00	Collection Status:	Labs	3	Tel Enc	-
Account Balance: \$0.00	Assigned To:	DI	-	Web Enc	-
Coll. Balance: \$0.00		Referrals	-	Documents	-
		Actions	-	P2P	-

Last Appt: 06/11/2019 09:45 AM Facility: KY:Prima CARE Kney
 Next Appt: Facility:
 Bumped Appts: NONE Case Manager Hx:

New Appt	New Tel Enc	Print Label(s) v	Billing Alert	Patient Docs
Letters	Encounters	Medical Summary	Rx	Progress Notes
of Enc	Devices v	Problem List	Medical Record	Send a Mes

Brad Kney, MD
 June 24, 2019