

ADDING UNAVAILABLE TIME TIP SHEET

In EPIC, unavailable time can be used for any time that should be unavailable for scheduling appointments in a provider's template such as vacations, chart review, meetings, etc.

Setting Unavailable Time in a template:

- 1. Open and log into EPIC.
- 2. In EPIC, navigate to your tool bar, located at the top of the page, and select **Epic>Scheduling>Templates>Edit Template**.



3. Search for the provider, click Accept.

<u>ې</u>	Provider/Resou	rce Select	_ D X
Search:			Q
⑦ Enter text above to be	gin your search.		
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- 4. On the provider's template, select the time you want to set unavailable by right clicking on the slot.
- 5. Select **Set Time Unavailable**, then select a reason for making the time unavailable.
 - Please note, you may enter a comment explaining the unavailable time in more detail.





6. Click File.

Setting Unavailable Day in a template:

- 1. To set a full day as unavailable on a provider's schedule, right click on the date at the top of the template.
- 2. Select **Set Day Unavailable**. Then select the reason for making the day unavailable. Please note, you may enter a comment explaining the unavailable time in more detail.



Ambulatory Capacity Management

Define Template for POTTER, HARR	Y [19876001]				\odot	? ж	×
🗏 Summary - Delete 🔚 Exceptions	🖹 Messages 🔋 Copy Template	e Ċ Reassign 🛱 Calendar 🖋 Edit VT Limits	🤌 Audit 🕌 Display 🛗 Ou	tlook I <u>n</u> tegrat ⁱ	Attachmente 🖌 Validate	-	
▲ April ▶ < 2021 ▶	MGH TEST DEPARTMENT	[1002345678]		Release da	Admin Attending/Precenting		•
S M T W T F S	(D) Mon Apr 26	Tue Apr 27	Wed Apr 28		Care Review		
28 29 30 31 1 2 3	7:00 a	UE Copy Day			Chart Review		
4 5 6 7 8 9 10	1.00 a	Copy Day (All Departments)			Continuing Education		Ĥ
11 12 13 14 15 16 17	1	Paste slot at 10:00 AM			Delivery		
25 26 27 28 29 30 1	8:00 a	Paste From Clinboard		1/0 (30 min Follow Up	Documentation		
2 3 4 5 6 7 8		Delete All Slote		MGHRHEUV	Drug Ropp		
📩 Today	9:00 a	Delete All Clots (All Departments)	i slots) 🔲 🗖	1/0 (60 min	Emereose :		
		Delete All Slots (All Departments)		New Patier	Energency		
	10:00 a	Set Day Unavailable	MGH TEST DEPARTM	AENT 🕨	Equipment Repairmantenance		
Edit Slots		Set Day On Hold	 All Departments 		Holiday		
Department: MGH TEST DEP 💌	11:00 a			In of the Lot	Inpatient Transport		
Date: 4/26/2021		1/0 (15 min slots)	_		ITC/Team Conference		
	12:00 p	Consult			Legal		- 1
Start time: 11:30 AM ()					Lunch		
End time:	1 100 -				Meeting		
Slot length: 15 Iminutes	1.00 p				MGB Training Requirement/HealthStream		
					Offsite Care		
Openings: 1	2:00 p				Other		
Overbooks: 0					Other Clinical Service		
	3:00 p				Personal		
Block Num					Provider Out		
Private slot	4:00 p				Provider Requested		
→ <u>A</u> pply — <u>D</u> elete					Rounds		-
	Day Week	Show weekend			Sick	ancel	
	Day WEEK				Surgany		
				- I	Vacation	-	

3. Click File.

Things to keep in mind:

• You will receive a system warning if there are scheduled appointments or other template exceptions during the selected time.



• Any patients scheduled during the time set as unavailable will need to be rescheduled. Please refer to the Reschedule report to access this list.