



## Order-Based Scheduling:

### How to link an appointment to an order after it has been scheduled

1. Right click on the appointment (future or past)
2. Select **Link Requests**
3. Check **“Show all available requests”** checkbox in the bottom left corner

Linked	F/S	Class	Procedure
<input type="checkbox"/>	■	Clinic Collect	COVID-19 PCR Order
<input type="checkbox"/>	■	Clinic Collect	COVID-19 PCR Order
<input checked="" type="checkbox"/>	■	Internal, Sc...	MGH Chelsea Health Center Follow Up

Show all available requests

4. Check the box in the **“Linked”** column for the order you would like to link the appointment to

Linked	F/S	Class	Procedure	Imaging Order Panel
<input type="checkbox"/>	■	Internal, Sc...	Moderna COVID-19 Vaccine 2nd Dos...	MODERNA - DOSE 1
<input type="checkbox"/>	■	Lab Collect	COVID-19 RT-PCR	
<input type="checkbox"/>	■	Internal, Sc...	MGH IVF Follow Up	

5. Click **Yes** and **Accept**.

- a. For a past appointment, once the order is linked, in the **“Past”** tab within the appointment desk, you will see a clipboard icon in the **“ORD”** column. *If you hover your cursor over the clipboard, the name of the follow up order will appear.*

Admissions		Past				
Encounter Date	Appt Time	Appt Stat	Vis Prc Dept	Appt Notes	Re ORD	Hosp Acct
4/20/2021 Tue	1:15 PM	Comp	L... NW [20] N... LA [65] N... [1001]		✓	6001029869

- b. For a future appointment, once the order is linked, in the **“Future”** tab within the appointment desk, you will see a purple square attached to the future scheduled appointment. *If you hover your cursor over the purple square, it will say **“Future Order”**.*

Future		Admissions		Past		Active Requests	
INP	Encounter Date	Arrive By	Appt Time	Visit Type	Pr		
	5/4/2021 Tue	8:30 AM	8:30 A	FOLLOW UP [100191]	BF [1		

Future Order

6. To unlink an order:

- a. Right click on the appointment (future or past)
- b. Select **Link Requests**

Linked	F/S	C
<input checked="" type="checkbox"/>	■	

Linked	F/S	C
<input type="checkbox"/>	■	

- c. Deselect the **“Linked”** column checkbox
- d. Click **Accept**
  - i. The order will unlink from the appointment and re-populate to the **“Active Requests”** tab