



Unscheduled Radiology Orders: Clinician Tip Sheet

General Notes

- Do not add any columns to the spreadsheet or make any changes to the structure of the workbook.
- If an order has already been schedule, update Column D to mark the appointment as scheduled.
- Do not download the workbook and update offline.

Instructions

1. Click on the link provided by your division/department administrator to open the SharePoint webpage. This will take you to a folder for your Operational Cohort.
2. Locate and open the Excel Spreadsheet with your name.
3. You will need to enter information into columns A, B, and C (tan color). Do not make any changes to column D – this is for the schedulers to note action. Columns E through L contain the patient’s order information. These fields are locked to prevent editing. Please do not add any columns.

A	B	C	D	E	F	G	H	I	J	K	L
Ordering Provider - Action	If selected, schedule later in Column A, please specify Month	Does this also require a follow up visit?	Scheduler - Action	ORDER ID	ORDERING DATE	PROCEDURE RECORD NAME	PATIENT ID - pMRN	PATIENT ID RECORD NAME	STANDING EXPIRATION DATE	AUTHORIZING PROVIDER RECORD NAME	LOGIN DEPARTMENT OF USER ORDERING RECORD NAME

4. In Column A, select the action you would like to take place for the patient’s order. The options are Cancel, Schedule ASAP, or Schedule Later.
 - a. If you select Cancel or Schedule ASAP, skip step 6 and proceed to step 7.

Ordering Provider - Action	If selected, schedule later in Column A, please specify Month	Does this require coordination with a follow up visit?
Cancel		
Cancel		
Schedule ASAP		
Schedule Later		

5. If you selected 'Schedule Later', you will need to input the month in which the patient should be scheduled in Column B.
 - a. If you selected Cancel or Schedule ASAP, leave column B blank.

Ordering Provider - Action	If selected, schedule later in Column A, please specify Month	Does this require coordination with a follow up visit?
Schedule Later		
	Sep-2021	
	Oct-2021	
	Nov-2021	
	Dec-2021	
	Jan-2022	
	Feb-2022	
	Mar-2022	
	Apr-2022	



6. Note whether the patient will require a follow up visit in column C.

Ordering Provider - Action	If selected, schedule later in Column A, please specify Month	Does this require coordination with a follow up visit?	Schedule Action
Schedule Later	October-21		
		Yes	
		No	



7. Repeat steps 4-7, as needed, for every patient in your Excel document.