

# Changing a Patient's Schedule and Updating Medications

## Changes to a Patient's Regular Schedule

To change a patient's **Regular Schedule**, complete the following steps:

1. Log into Clarity and navigate to **Patient > Patient Schedule**
2. Select the patient
3. If changing a patient's regular schedule, select the **Show Schedule Series Configuration** radio button
4. Select the **Regular Schedule** hyperlink

**Patient Schedule**

Patient: Last, First  
 Primary Nephrologist: LAM, DANIEL Change  
 Broadway Kidney Center - Outpatient Chronic - 1st Shift Mon-Wed-Fri  
 Medical Record#      Code Status: do resuscitate

Show Complete Schedule   
  Show Schedule Series Configuration

Type	Start Date	End Date	Start Time	End Time	Tx Type	Admitting Clinic	Shift	Status	Room	Station
Regular Schedule	09/20/2016		06:00	09:00		Broadway Kidney Center	1st Shift Mon-Wed-Fri	Outpatient Chronic	Unassigned	Unassigned

[Add New](#) 1 of 1

5. Make the updates to the schedule. Verify that the **Status** and **Tx Type** are correct.

**Update Information**

Task: Update Regular Schedule

Start Time: 0800

End Time: 1200

Days:
  Monday   
  Wednesday   
  Friday  
 Tuesday   
 Thursday   
 Saturday   
 Sunday

Admitting Clinic: Broadway Kidney Center

Room: Unassigned

Station: Unassigned

Status: Outpatient Chronic

Tx Type: Center Hemodialysis

Comments:

Reason Transferred: Select Value

Referring Physician: Select Value

Releasing Clinic: Select Value

Network Event: Select Value

Involuntary Discharge Reason: Select Value

Transfer Discharge Subcategory: Select Value

Transient Reason: Select Value

**Submit**

6. Click **Submit**.

- a. In this example, MWF boxes were unchecked and TTSat boxes were checked.
7. If the days changed and medications were scheduled to be given on the previous marked days, you will see a window appear with **Suggested Updates to Prescription Medications** with unusual schedules.

Regular Schedule

Suggested Updates to Prescription Medications with Unusual Schedules

Current Prescription	Medications	Schedule	Start Date	End Date	Prescription	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Every Week	Date of Next Dose	Last Given	Reviewed	Delete
6 mcg intravenously (5 mcg/mL solution) each Mon Wed Fri	paricalcitol	Regular Schedule	06/24/2019		6 mcg intravenously each Tue T...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1			No	<input type="checkbox"/>
100 mcg intravenously (100 mcg/0.3 mL solution) each Mon every 2 weeks	epoetin beta-methoxy polyethylene glycol	Regular Schedule	06/24/2019		100 mcg intravenously each	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2			No	<input type="checkbox"/>

Needs to be updated

Submit Medications

Suggested Updates to Patient Immunizations Scheduled to be Administered on Dialysis

Current Immunization	Immunization	Date	Reviewed	Delete
There are no Immunizations that are Administered on Dialysis conflicting with the new schedule.				

Suggested Updates to Scheduled Lab Panels for Specific Patient

Current Panel	Panel Name	Frequency	Date	Reviewed	Delete
There are no Patient Scheduled Panels conflicting with the new schedule.					

Press "Approve Orders" to submit the changes to this patient's schedule and orders. Press "Cancel Changes" to undo the changes to the patient's schedule and orders.

Approve Orders Cancel Changes

OK

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Every Week	Date of Next Dose	Last Given	Reviewed	Delete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1			No	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2			No	<input type="checkbox"/>

Needs to be updated

Submit Medications

8. Some medications are tied to the Patient Schedule, so you will need to verify and/or make any updates to the medication orders, click **Submit Medications** and then **Approve Orders**.
- In this example, the Paricalcitol order had the days changed from MWF to TTS automatically so all that needs to be done is to click the Submit Medications button.
  - The Mircera (epoetin beta-methoxy polyethylene glycol) order needs to be updated before the **Submit Medications** button can be clicked. It is showing the "old" schedule [each Mon every 2 weeks (Next Dose: 06/24/2019)].
  - If Immunizations were scheduled on the previous schedule, they will need to be changed to the new schedule, as well.
  - Medications that are ordered with a frequency of 3 times a week (for example heparin) and specific days (MWF or TTS) WERE NOT selected/required, will not show up in this window because they are not tied to specific days of the week.

- In this example, the Day was changed to Tuesday and the **Date of Next Dose** was changed from 6/24/19 to 6/25/19. After you click **Submit Medications and Approve Orders**, you will be taken back to the Patient Schedule screen and you will see the updated schedule.

Current Prescription	Medications	Schedule	Start Date	End Date	Prescription	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Every Week	Date of Next Dose	Last Given	Reviewed	Delete
6 mcg intravenously (5 mcg/mL solution) each Mon Wed Fri	paricalcitol	Regular Schedule	06/24/2019		6 mcg intravenously each Tue T...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	06/25/2019	No	<input type="checkbox"/>	<input type="checkbox"/>				
100 mcg intravenously (100 mcg/0.3 mL solution) each Mon every 2 weeks (Next Dose: 06/24/2019)	epoetin beta-methoxy polyethylene glycol	Regular Schedule	06/24/2019		100 mcg intravenously each	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		No	<input type="checkbox"/>	<input type="checkbox"/>				

## Changing a Single Treatment

- If you are rescheduling a single treatment, select **Show Complete Schedule**, click on the date hyperlink for the treatment that is changing.

Date	Start Time	End Time	Type	Tx Type	Status	Admitting Clinic	Shift
<a href="#">06/25/2019</a>	08:00	12:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Broadway Kidney Center	1st Shift Tue-Thu-Sat
<a href="#">06/27/2019</a>	08:00	12:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Broadway Kidney Center	1st Shift Tue-Thu-Sat

- This will open an **Update Information** window.
- Choose the **Start Date** (date the appointment will be moved to). Enter the **Start Time**, **End Time**, **Clinic** where the patient will be run, Room (this can be left as "Unassigned"), the **Station**, **Status** and **Tx Type** (remember runs scheduled at a clinic other than the patient's default clinic will be Crossover).
- Click Submit.
- If medications were scheduled to be given on that day, you will see the **Suggested Updates** window appear.
- Follow the same steps you used when changing a patient's regular schedule.
  - In this example June 25 was moved to June 26.

### Update Information

Task: Update Regular Schedule

Start Date:

Start Time:

End Time:

Admitting Clinic:

Room:

Station:

Status:

Tx Type: