

Patient Schedule Changes- Entering Future Regular Schedule Changes

- It is important to ensure the Regular Schedule reflects the correct Admitting Clinic and Treatment Type before a Real-Time Charting session is open.
- Coordinating changes in a patient’s Regular Schedule when a patient transfers between clinics, changes modality or simply has a change in days or start time at the same clinic can be challenging.
- The following instructions explain how to seamlessly end one Regular Schedule and start a new one while scheduling the changes in advance.
- The example below demonstrates an Internal Transfer from LCKC (SunTTh 0800-1200) to SKC (MWF 1200-1600) that is scheduled to occur on 9/7/2020.

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	09/26/2019		08:00	12:00	Center Hemodialysis	Lake City Kidney Center	1st Shift Tue-Thu-Sun	Outpatient Chronic A	A	ST3
Other One Time Treatment or Visit	10/23/2019	10/23/2019	14:00	17:00	Center Hemodialysis	Lake City Kidney Center	2nd Shift Wed	Outpatient Chronic A	A	ST11
Other One Time Treatment or Visit	09/30/2019	09/30/2019	13:00	17:00	Center Hemodialysis	Lake City Kidney Center	2nd Shift Mon	Outpatient Chronic A	A	ST11

[Add New](#) 1 of 1

Step 1: Add the future End Date to the current Regular Schedule

- Click Add New and select “Patient Transferred-Remove from Schedule.” If this was a modality change, select “Modality Change-Remove from Schedule.” If this is just a same clinic --days/time change only, select “Patient Moved-Remove from Schedule.”
- Enter the Start Date (which is really the End Date for the current schedule) as the date they are expected to transfer to the other clinic
- Click Add

Update Information

Task

Start Date

The current schedule will now appear on the Show Schedule Series Configuration at the bottom of the list as a Discontinued Regular Schedule. If you have more than five lines of schedules showing there, the Discontinued Regular Schedule will be on page 2 (you won't see it unless you go to the next page). In this example you see it with End Date 9/7/20. The top of the list now has Multiple Treatments (Start 9/1-End 9/6)—these are the remaining appts on the current schedule until the End Date that was entered above.



Step 2: Add the new Regular Schedule with a future Start Date

- Click Add New
- Task= Select Create Regular Schedule. You will not have this option if the "old" Regular Schedule does not have an End Date. This is why you have to do these steps in the correct order.
- Start Date= Date patient is expected to start the new schedule at SKC
- Enter the Start/End time of the appointment and the Days of the week the patient will run at SKC
- Admitting Clinic= SKC
- Station=whatever it is
- Status= remains Outpatient Chronic
- Tx Type= remains Center Hemodialysis.
- **Do NOT enter anything below the Comments box.** It is especially important to never enter a Network Event.
- Click Add

Update Information

Task	Update Regular Schedule
Start Time	12:00
End Time	16:00
Days	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Admitting Clinic	Scribner Kidney Center
Room	Unassigned
Station	Unassigned
Status	Outpatient Chronic
Tx Type	Center Hemodialysis
Comments	9/1/20: patient will transfer to SKC 9/7/20
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

- **Approve Orders for medication changes to the new schedule.**

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
There are no 'On Selected Days' medications conflicting with the new shift.																	

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.

The new Regular Schedule for SKC beginning 9/7/20 will be at the top of the Show Schedule Series Configuration. The current schedule will be effective until 9/7/20. The Start/End dates are effective at the beginning of that date.

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	09/07/2020		12:00	16:00	Center Hemodialysis	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Outpatient Chronic	Unassigned	Unassigned
Multiple Treatments	09/01/2020	09/06/2020	08:00	12:00	Center Hemodialysis	Lake City Kidney Center	1st Shift Tue-Thu-Sun	Outpatient Chronic	A	St3
Other One Time Treatment or Visit	10/23/2019	10/23/2019	14:00	17:00	Center Hemodialysis	Lake City Kidney Center	2nd Shift Wed	Outpatient Chronic	A	St11
Other One Time Treatment or Visit	09/30/2019	09/30/2019	13:00	17:00	Center Hemodialysis	Lake City Kidney Center	2nd Shift Mon	Outpatient Chronic	A	St11
Discontinued Regular Schedule	09/26/2019	09/07/2020	08:00	12:00	Center Hemodialysis	Lake City Kidney Center	1st Shift Tue-Thu-Sun	Outpatient Chronic	A	St3

[Add New](#) 1 of 1

In this example, the Show Complete Schedule will look like this: The last remaining appts from the current schedule will change to “Multiple Treatments.” **When you make these schedule changes, always go back to Show Complete Schedule to make sure the patient has the right number of appts and they are on the correct dates and at the correct clinic with the correct Treatment Type.**

Show Complete Schedule Show Schedule Series Configuration

Date	Start Time	End Time	Type	Tx Type	Status	Admitting Clinic	Shift	Room	Station
09/01/2020	08:00	12:00	Multiple Treatments	Center Hemodialysis	Outpatient Chronic	Lake City Kidney Center	1st Shift Tue-Thu-Sun	A	St3
09/03/2020	08:00	12:00	Multiple Treatments	Center Hemodialysis	Outpatient Chronic	Lake City Kidney Center	1st Shift Tue-Thu-Sun	A	St3
09/06/2020	08:00	12:00	Multiple Treatments	Center Hemodialysis	Outpatient Chronic	Lake City Kidney Center	1st Shift Tue-Thu-Sun	A	St3
09/07/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/09/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/11/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/14/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/16/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/18/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/21/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/23/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/25/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/28/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
09/30/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned
10/02/2020	12:00	16:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Scribner Kidney Center	2nd Shift Mon-Wed-Fri	Unassigned	Unassigned

[Add New](#) 1 2 3 4 5 6 7 8 9 10 ... of 11 [Next >](#) [Last >>](#)