

Scheduling Express - How to Update an Existing eRequest

Deleting a Draft Request

- 1. From the scheduling grid, click on the draft request and select the red **Delete icon**.
- 2. A message pops up to confirm the deletion. Click **OK**.
 - The request will be removed from the scheduling grid.



Update a Submitted Request

- 1. To update a previously submitted eRequest, click the blue Recall icon.
 - This removes the request from the facility scheduler's worklist until it is resubmitted.



- 2. Click the blue Edit icon.
- 3. Make changes to the form as needed.
- 4. Click the **green check box** icon to **resubmit** the request or the red **delete** icon if the request is no longer needed.

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Contidential	Case Date: 08/21/2020		Duration: 210m	Start	Time:	0.0	AM	4 End		^	10	AM
	Room: J.OR16 J.OF	R16	EMR Account# Pending			*	× ·	Time	e:	*	Y	
94°	Draft Request Draft											
	All Blue out Patient Details	tlined/bolded/* fields are required to sub	bmil a case. All other fields are optional, ho	owever, by entering more d	ata you ma	y eliminate	the need to ca	ll or fax your f	acility OR	Schedu	slet.	
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2 "	No special accommo	idations. •										
Edit	Procedure Details											



1 Scheduling Express



Additional Actions

Surgeon Office users can edit a submitted request in order to update/reschedule, cancel, transfer, Swap (re-sequence), or attach documents (for sites using PODS).

1. Double-click a **scheduled case** on the scheduling grid.

J.OR011	
SCHEDULED.	2
6:00 - 1:15 PM	
PI: ROBERTS, RYAN BLACK, JOHN BIL TOT HIP (JORBTH)	
CAROTID ENDARTERECTOMY W/WO FA (1)/ACAREND)	

2. Select the appropriate action, make updates, and then click the submit icon.

Case Date:	11/21/2018	Duration: 80	m	Start Time:	11	: 45	AM	End Time:	01	: 05	PN
Room: J.S	SE003 J.SE003	EMR Accourt	nt# J1002137413		×	~				~	
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Release a Block

- 1. To send a request to release a block of time that a physician or group has reserved, hover the mouse cursor over the reserved block of time on the scheduling grid and a **Release** button will appear.
- 2. Click **Release** and follow the associated instructions.







Hospital OR Scheduler eRequest Actions

When an edited request is submitted to the hospital scheduler, they will do one of the following:

Return

- If the hospital scheduler needs more information, they may contact the office or return the request
 - If returned, it will appear on the **Schedule** and **Worklist** tab as **Returned**. The reason will display on the case header. An email is also sent when returned.
 - Click **Recall** to open the request, **update** as needed, and then **resubmit** the request. *Optional:* Open a chat with the OR Scheduler if clarifying information is needed.

Al Block Release New Case	da.		Pt: TEST,JAN OCC0414-BLAC Awaiting Proc Total Duration, 2	New Case (Returned)			
12 18 Peliating Medite	ch		Pt: FOSTER,F COCGA14-BLAC Awaiting Proc Total Duration: 3	FREDDIE CX-BLACK,JOHN cessing	New Details December 1st 2020 Room / OR011 J.OR Republied an: 8/17/202	, 12:30 - 13:00 011 0 2:59:04 PM	New Case (Returned)
	A 0	• 0	R	Return Rea	ison: Room not	available	~
	Case Date	08/26/2020		Return Rea Start Time: 7:30	sson: Room not	available Duration: 2	~ 70m

In Review

• If the hospital scheduler is reviewing the request, the request will appear on the worklist tab in yellow as **In-Review.**

General Hospital	•	All Locations			a	0	ā	-	٩	41	0-	4.	
Returned			ľ	Pt: TEST, JAN COCOATA-BLACK, JOHN Awaiting Processing Total Daumon: 270m			Aug Rodn Rosqu	ust 26th n: J OR 1 rested on	2020, 1 6 J.OR1 8/19/202	7:30 am - 16 19 1 55 13 1	12:00 pm		in Raview

Confirm/Book

- Once the hospital scheduler decides a request can be fulfilled, they update the Meditech schedule and click **Pending Meditech** in Scheduling Express. The request status will change to **Pending Meditech** on the schedule view.
- Once processing is complete in Meditech, the request reads Scheduled and an email confirmation is sent.

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