


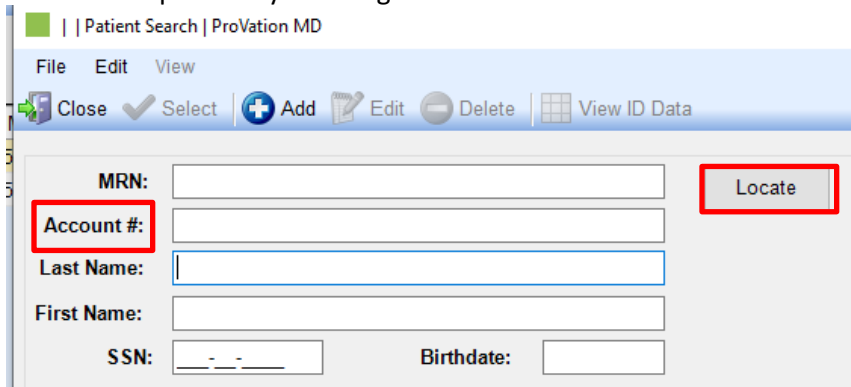
Scheduling a Double Procedure

This method is used when a scheduled patient from iCentra is deemed to need a double procedure.

Note: Normal Intermountain workflow is to schedule and cancel appointments through iCentra. iCentra will send the scheduling information to ProVation MD.

Schedule a Double Procedure

1. On the left menu, select the finger tab for the appropriate specialty (ex. GI).
2. Select **Scheduling**.
3. The scheduling window defaults to **Today's Cases**. If the patient is not listed, ensure the date, specialty, and site are correct. If they are, click **New to schedule**  a new appointment.
4. Search for a patient by entering their **FIN number** in the **Account** area, then click **Locate**.



MRN:

Account #:

Last Name:

First Name:

SSN:

Birthdate:

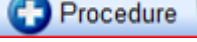
Locate

5. Select a patient record from the list.

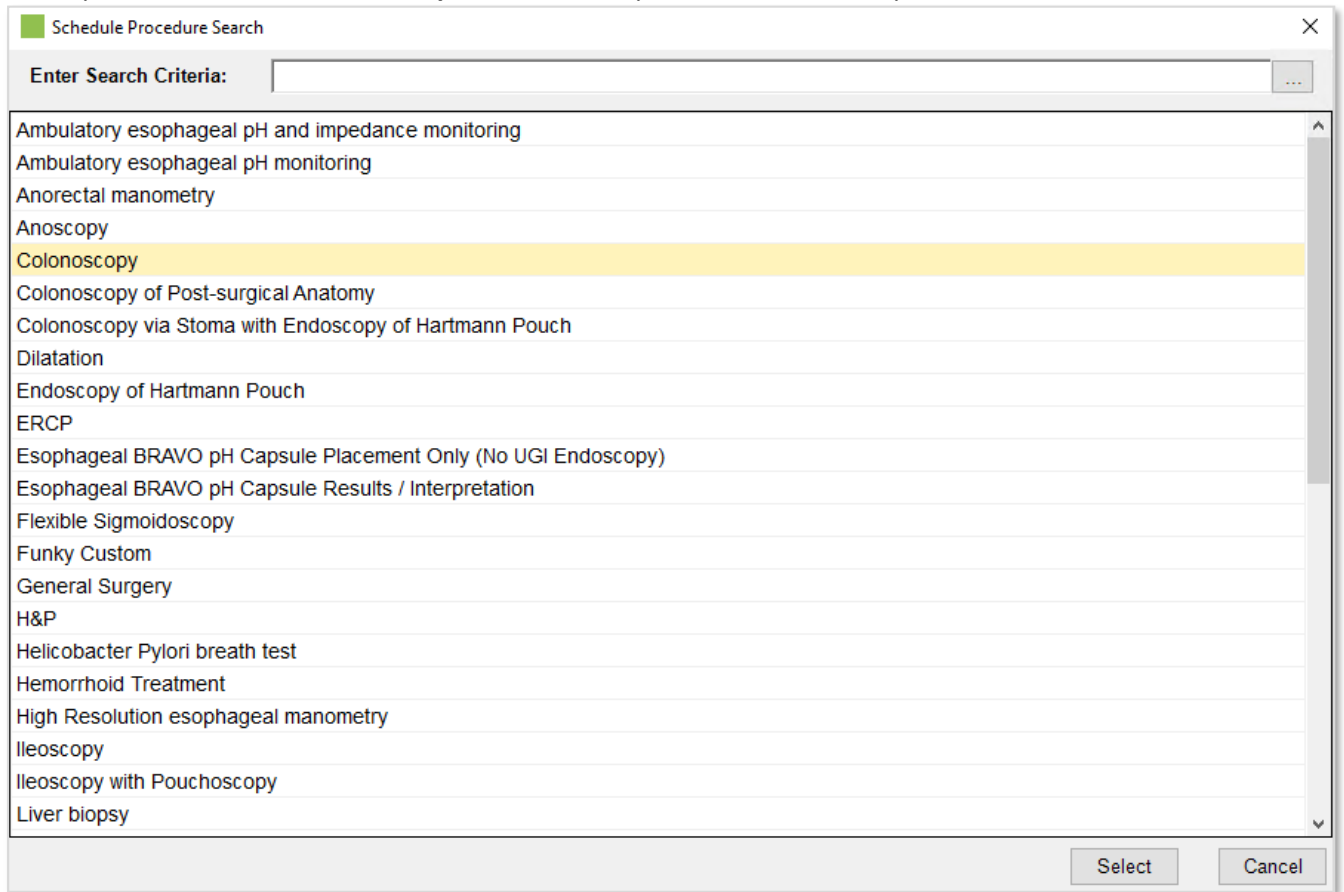
Last Name	First Name	MI	Suffix	MRN	SSN	Birth Date	Address 1	Address 2
Test	Mickey	Mo...		63779409353	528-49-8899	1/1/1900	395 W BUL...	

6. The selections made for the first procedure **automatically populate for the second procedure**. Review the information and make any necessary changes. Complete all the documentation on the left side.

Procedure	Time	Status	Room	Attending
Colonoscopy	12:30			Doctor Test

7. Select **Add Procedure**  at the top of the window.

- In the procedure area, select the **ellipsis** to choose a procedure. Click on a procedure, then click Select.



- Modify the start time** to match the start time of the first procedure, indicating this procedure will begin after the first procedure is complete.

- Click Save. You can now find this procedure in the **Documentation** tab to work on.