

Scheduling a Procedure in ProVation if in Downtime

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.

Downtime Scheduling

1. On the left menu, select the finger tab for the appropriate specialty (ex. GI).
2. Select **Scheduling**.
3. Search for a patient by entering their **FIN number** in the **Account** area, then click **Locate**.

|| Patient Search | ProVation MD

File Edit View

Close Select Add Edit Delete View ID Data

MRN:

Account #:

Last Name:

First Name:

SSN: Birthdate:

Locate

4. Select a patient record from the list.

|| Patient Search | ProVation MD

File Edit View

Close Select Add Edit Delete View ID Data

MRN:

Account #:

Last Name:

First Name:

SSN: Birthdate:

Locate

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...	

5. Complete the procedure information on the left hand part of the window.

Schedule Case

File

Close Save Case Procedure Account

Specialty: GI

Date: 3/20/2019

Procedure:

Consent on File: No

Start Time: 10:00 Duration (minutes):

End Time:

Att. Physician:

Status:

Room:

Anesthesia: Sedation

Site: ProVation Medical Center

Patient: Female Test - 189489789498

Additional Staff: Select provider role

Role	Name

Procedure	Time	Status	Room	Attending
▶	10:00			

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

Schedule Procedure Search

Enter Search Criteria:

- Ambulatory esophageal pH and impedance monitoring
- Ambulatory esophageal pH monitoring
- Anorectal manometry
- Anoscopy
- Colonoscopy**
- Colonoscopy of Post-surgical Anatomy
- Colonoscopy via Stoma with Endoscopy of Hartmann Pouch
- Dilatation
- Endoscopy of Hartmann Pouch
- ERCP
- Esophageal BRAVO pH Capsule Placement Only (No UGI Endoscopy)
- Esophageal BRAVO pH Capsule Results / Interpretation
- Flexible Sigmoidoscopy
- Funky Custom
- General Surgery
- H&P
- Helicobacter Pylori breath test
- Hemorrhoid Treatment
- High Resolution esophageal manometry
- Ileoscopy
- Ileoscopy with Pouchoscopy
- Liver biopsy

Select Cancel

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