



## Scheduling chart only appointments

Chart only appointments can be scheduled for a clinician to:

- review a patient's record, respond to a patient query or complete a medical certificate (at the discretion of the clinician)
- record non-claimable activity for outreach services.

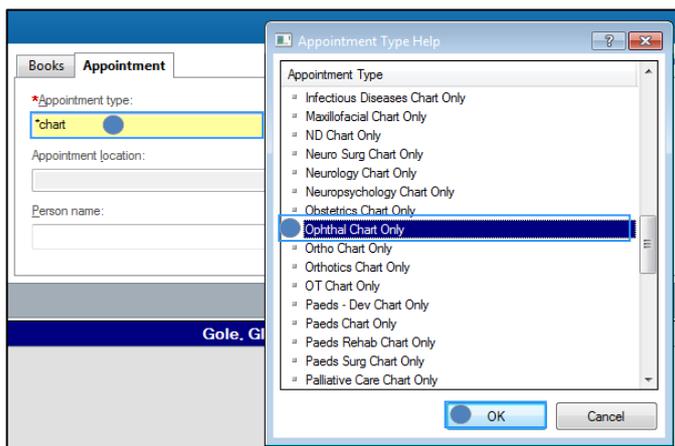
Chart only appointments may not be an endorsed process for your local business unit. If you are unsure about using chart only, please check with your line manager.

**Please note:** Chart review appointments that require a clinician to review a record should always be scheduled at 7:00am on the day of clinic and scheduled for 15 mins duration.

Chart reviews that are being scheduled in addition to outreach off-site activities should be scheduled at the time of the outreach scheduled appointment.

Chart reviews are excluded from funding.

1. Locate the relevant **book** to schedule the chart only appointment. In the **appointment type** box, type a wildcard (\*) and the word "chart" (i.e. \*chart). Click the **ellipsis** button, select the relevant specialty from the list and click **OK**.

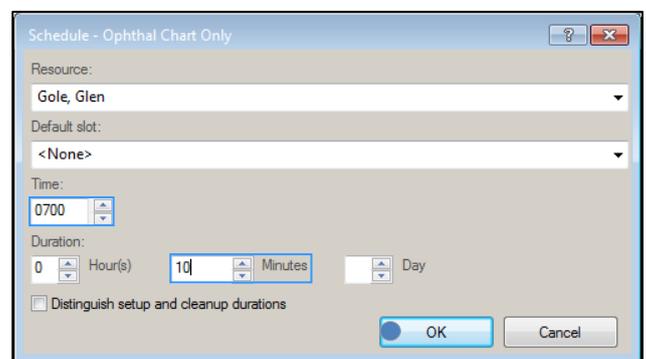


### Clinician review chart only

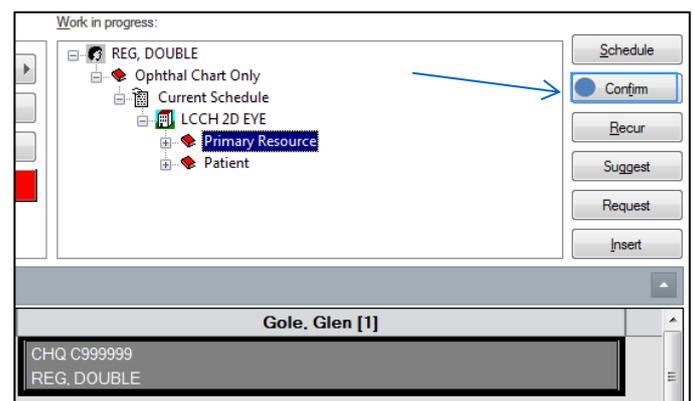
2. Complete all relevant **accept formats** for the chart only appointment as follows:

- **appointment location**
- **person name**. Please note, an encounter should never be selected for chart only appointments
- **scheduling comments**. This is the clinical handover and request that is being provided to the clinician. Ensure clear concise and specific information is requested (e.g. *31/08/17 - Chart review request – Sally's mother is unsure about the correct Medication dosage. Please advise – BR*).

3. Click **move** to move the appointment to the **WIP** box. Click **schedule**. Ensure the **time** is set at "0700" and the **duration** is set at "15" minutes. Click **OK**.



4. The appointment now appears in a grey scheduled status in the **appointment grid**. Click **Confirm**, **OK**.



5. The **chart only** appointment is now in a **confirmed** status and will be visible in PowerChart scheduling view. When the clinician hovers over the appointment, the **scheduling comments** will appear for the clinician.





## Our Digital Future

IMAGINE WHAT'S POSSIBLE...

ieMR Enterprise Scheduling Management (ESM)

Gole. Glen [1]	
7:00 AM	CHQ C999999
7:05 AM	REG. DOUBLE
7:10 AM	LCCH 2D EYE
7:15 AM	
7:20 AM	

Scheduling

Day View | Calendar | Open Items (0) | Upcoming

Patients for: Gole, Glen

Time	Duration	Patient	Details	Status
7:00 AM	15 mins	REG, DOUBLE 13 years MALE	Ophthal Chart Only 31/08/17 - Chart review request - ...	Confirmed

Ophthal Chart Only  
31/08/17 - Chart review request - ...  
Confirmed  
31/08/17 - Chart review request - Mother unsure about correct Medication dosage. Please advise - BR

6. On the day of clinic, chart only appointments **do not** need to be [checked in](#) or [checked out](#).

### Outreach appointment - chart only

Follow steps 1-6 with the following variations:

- The [chart only](#) appointment type should be scheduled to the same [date](#), [time](#) and [duration](#) as the outreach appointment.
- The appointments do not need to be [checked in](#) or [checked out](#)
- If a clinician wishes to record notes into the patient's ieMR, a corresponding [encounter](#) can be selected. If no relevant encounter exists, a new [manual encounter](#) will need to be created.

