



SCHEDULING VTCS IN CERNER

Scheduling a Clinic to Clinic Visit from the **Provider** side:

1. Schedule the VTC per the standard outpatient village VTC process and discuss any labs/orders/consent forms that need to be completed prior, with both the patient and the local clinic that will be presenting patient
2. Use the correct appointment type <XXX VTC Provider >.
3. Enter orders as future orders per your standard clinical outpatient process
4. Send coordination information per standard outpatient scheduling process

Scheduling view from Cerner Scheduling Book Application:

Books Appointment

*Person name:
ZZDONOTUSE, SCHEDISTRATION

*Appointment location:
Oncology

*Appointment type:
XXX VTC Provider

Move Next Clear

Scheduling view from Cerner CPM Application:

*Add Appointment

Appointment Order

Appointment Type
XXX VTC Provider

Preferred Resource

Date
04/02/2020

Comments

Location
BBHC KLL Clinic
BBHC KMO Clinic
BBHC KMK Clinic
BBHC KMK SC
BBHC KMK Clinic

Visit Reason
VTC

Referring Physician
BBHC KMO Clinic

Case
BBHC KMO Clinic

Insurance Profile
BBHC Specific Medical

Additional Information
Reason For Exam
VTC
Interpreter Needed

First Available Schedule Recur Clear

System Time: 4/2/2020 14:47 AKDT User: atvartan

Scheduling a Clinic to Clinic Visit from the **Presenter (Patient)** side:

Scheduling:

1. Discuss and document connection plan for the visit (see connection pathway options below).
2. Discuss any labs/orders that need to be completed prior to visit, and schedule.
3. Schedule the visit using the correct VTC appointment type for your organization < XXX VTC Presenter >.

Connecting on Day of Visit:

1. Call Provider clinic by phone (if they have not already called you) when patient arrives and has been checked in.
1. Confirm connection pathway.



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Scheduling a VTC Directly to the Patient's Home:

1. Discuss Direct to Home VTC option with patient. Use patient instruction handout to confirm their capability.
2. Confirm a valid e-mail address and phone number for the patient.
3. Schedule the visit and discuss any lab/orders/consent forms that need to be completed prior to the visit.
4. Use the <XXX VTC Provider Direct to Patient> Appointment Type for your facility, choose the location and complete the scheduling process .
5. From within the patient's chart, scroll to Virtual Patient Room tab, click to open.
6. Click "Copy link to paste into appointment letter".
7. Paste link into patient appointment letter template and email to patient.
8. Confirm patient received email.

View from Cerner Scheduling Book Application:

Books Appointment

*Appointment type:
XX VTC Provider Direct to Patient

*Appointment location:
[Yellow Highlighted Field]

*Person name:
[Yellow Highlighted Field]

Move
Next
Clear

View from Cerner CPM Application:

*Add Appointment

Appointment Order

Appointment Type: BBHC VTC Provider Direct to Patient

Preferred Resource: [Dropdown]

Date: 04/02/2020

Comments: [Text Area]

Location: BBHC KLL Clinic, BBHC KMO Clinic, BBHC KKK Clinic, BBHC KKK SC, BBHC KMM Clinic

Referring Physician: [Text Field]

Case: [Text Field]

Visit Reason: Reason For Exam

Insurance Profile: BBHC Specific Medical

Additional Information: Reason For Exam, VTC, Interpreter Needed

First Available Schedule Recur Clear

Notifications (2) System Time: 4/2/2020 14:47 AKDT User: atvartania

Cerner Support: Provider Hotline
Audiovisual Support: Call Local AV or IT