

Appointment Scheduling Rules

Friday, March 8th @ 8:00pm

STOP scheduling appointments in your current system for visit dates of 3/14/2019 and later

Sites will provide future appointment extract to PeC team

Saturday March 9th – Sunday March 10th

For visit dates of 3/11 to 3/13 ONLY

Schedule appointments in your current system

For visit dates of 3/14 and after

Schedule appointments on Monday in Epic

Monday, March 11th – Wednesday, March 13th

Cadence is LIVE

Follow transitional period rules

(see next slide)

Scheduling and Canceling

- Any visit from 3/11 – 3/13 : Book/Cancel in your current system
- Any visit 3/14 or later: Book/Cancel in Epic

Rescheduling

- Any visit from 3/11 – 3/13 : Cancel in current system
Rebook in Epic if 3/14 or later
Rebook in current system if before 3/14
- Any visit 3/14 or later: Cancel in Epic
Rebook in Epic if 1/31 or later
Rebook in current system if before 1/31

New Patients

- Any visit from 3/11 – 3/13 : Register in current system
Book visit in current system
- Any visit 3/14 or later Register demographics in current system (Not Insurance)
Schedule in Epic and refer patient to the PSC to have insurance added.