

iScheduler - Clinical Event Scheduling

Schedule a Clinical Appointment

1. Click **Clinic Templates>Apply**, search for the desired template (Consultant) and click **Go**. Click the **Apply** button under the Action column.
2. Enter information in steps 1 – 4 where necessary then click **Apply Template** to schedule the clinic. Click **OK** to confirm.
3. Click **Clinics>View by Day**, select the day of your clinic then select your clinic. On the next window click **Schedule Appointment**.
4. Click **Select Patient** and search for the patient. If the patient is there, confirm two (2) demographics then click on the patient to select. If the patient is not there, click **New Patient** and enter required information including: PHIN and Provincial Health # (for Manitoba patients), patient name, DOB, primary site, gender, city, province, postal code and phone number.
5. Enter the patient site information under **Specify Request Site**. If clinical peripherals (patient camera or stethoscope) are required, click **Need Equipment** to add after you have selected the room.
6. Click **Search** then click on the desired time option at the bottom of the window. Scroll to the bottom and click **Book Appointment**. You should get a successfully booked message; click **OK** to complete booking.
7. If applicable; click **Letters** and then **Telehealth Notification Letter**. Print if required.

Change the Date or Time of a Clinical Appointment

1. Follow the steps to cancel a clinical appointment identified below then reschedule the appointment following steps 1 to 7 above.

Cancel a Clinical Appointment

1. Click **Appointments>View by Day**. Select the day of your appointment then click on your appointment to select it.
2. Under the **Appointment Actions** section select **Cancel** and a reason for cancellation. Click **Submit**.
3. Select reason for cancellation from the drop down list and then type applicable information in the comment section (i.e. Patient not available) and click **Go**. Click **OK** to confirm.
4. Close the **Appointment Detail Page** window by clicking on the **X** in the top right corner. Click on **Clinics>View by Day**, select the day of your clinic then select your clinic.
5. Once open, click **Delete Clinic** and **OK** to confirm.
6. Enter applicable information in the comment box and click **Go**.



You can use one of these reports for checking room availability for scheduling conflicts:

Site Reports> Whiteboard

-useful for provider site

Meetings>Overview

-useful for patient site

Call the MBT Schedulers for...

*All out of province/out of Network connections

*All last minute (after noon the day before) additions/changes/modifications

1-866-667-9891 Option 2

Definitions

Appointment

Patient side of clinical event

Clinic

Provider side of clinical event

Meeting

Non clinical events