

Beaumont

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One Chart-One Contact (EPIC) Access to Hematology/Coagulation Specific Appointment Center Schedules - RO

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This provides instructions on finding the list of bone marrows and platelet aggregations scheduled through the appointment center and appointments schedule through the visits.

II. PROCEDURE:

- A. Perform the following steps to access outpatient bone marrow and platelet aggregation schedules.
1. From the laboratory PC desktop, double click on the **One Chart-One Contact** icon.
 2. Type in **Beaumont Logon ID (System Login ID)** and **Password**. Press <Enter> or click "OK".
 3. **"RYO Laboratory"** should be highlighted. Click "**Continue**".
 4. At the top left of the screen, click on the EPIC icon. Select "**View Schedule**".
 - a. **For bone marrow and platelet aggregation schedules:**
 - i. In the "**Provider or resource**" field type:
 - a. **"ROBMBX"** for bone marrow
 - b. **"ROLABCC"** for platelet aggregation
 - ii. Under "View Options" at the right of the screen, scroll down to "**All Times, Single Provider**".
 - iii. Click on the desired date on the pop-up calendar.
 - iv. To print the schedule, click on:
 - a. **"Print"** icon at the top of the screen
 - b. **"Provider Schedule"**
 - b. **For pediatric hematology schedules:**
 - i. In the chart search, search for and select "**Dar - Dept Appts**".

- ii. In the "Search available reports" field type and select **"Cancer Center Registration."**
- iii. **Uncheck** "Combine Departments."
- iv. Click **"Run."**
- v. Click the magnifying glass and select **SKANDALARIS CTR FOR CHILDREN'S CANCER [1730012].**
- vi. To print, click "Print" in the top right corner, select printer, and click "Print."
 - a. **NOTE: Scheduled visits on the list will be highlighted in green. When patients arrive, the color will change to yellow.**

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hematology Medical Director Designee	Ann Marie Blenc: System Med Dir, Hematopath	12/14/2021
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