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# Procedure: Scheduling Stress Echocardiograms In NextGen System

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All users with scheduling preferences must clearly understand proper stress echocardiograms scheduling. When stress echocardiograms are ordered by Dr Reddy they are being marked on the fee ticket. It is user responsibility to check written orders. After Stress Echo is scheduled it has to be entered in the Echo Log Book for additional track keeping. Stress Echocardiograms are not scheduled separately from follow-up visit.. To make sure all stress echocardiograms are scheduled correctly user should make sure to follow the steps:

1. Go to **Appointment Book** in **EPM Application**
2. Go to **Echocardiogram Schedule**
3. Click on available time, right click and choose **New** to open **Add Appointment** Window (user can also double click on the available time to open same Add Appointment Window)
4. Choose **Stress Echo Chain** in Event/Event Chain Box
5. Make sure that test is taking no less than 50 minutes altogether in **Duration** Box
6. If Stress Echocardiogram does not appear click **Norton** Button (Blue and White Book like Looking Button) and choose **Show All Events**
7. Click down arrow in Event/Event Chain Box
8. Choose Stress Echocardiogram Chain as event making sure that time is 45 minutes in **Duration** Box
9. Verify Time and Date at the Left Upper Corner
10. In **Resources** make sure that under **Stress Echo Hook-Up** the Echocardiogram Schedule is chosen by verifying a green check mark by it
11. In **Resources** also make sure that under **Stress Echo Doc Time** Dr Reddy 2012 is marked by verifying a green check mark by it
12. Choose the appropriate **Location** in which the test is going to be performed ( Libertyville Office, Gurnee Office
13. In **Details** box please entered important information pertaining to this appointment
14. In the Right Upper corner click on **Norton** Button (White and Blue book like looking icon)
15. Go to **Look-Up**
16. In **People Look-Up** box enter few letters of last name and couple letters of First Name
17. From the Patients list Choose the Right Patient that has to be scheduled
18. Verify Patient **DOB**
19. Double click on the patient
20. **Update Patient Information** Window will pop-up
21. At the minimum user must verify Patient Phone Number so we can confirm upcoming appointment in the future
22. Click on **Insurance** Box in the Bottom Left Corner to verify Insurance with making sure to ask which one is primary and which one is secondary
23. Click **OK**

24. Patient Information appear in the **Add Appointment** Window
25. Click **OK**
26. **Appointment Confirmation** Window appears
27. Verify correctness of the appointment by repeating date, time and location to patient on the phone
28. Click **OK**
29. Go back to **Appointment Book** to particular date to make sure this appointment appears in the schedule at the time given to patient on the phone
30. **Any follow-up visit does not have to be scheduled separately!**

If user has trouble with scheduling, has any questions or receives any error massages during scheduling please ask office manager right away for help.