INTRODUCTION TO
CTRC SCHEDULER
SCHEDULER TEAM

• Janine Higgins: Director of Operations
• Jenni Cathcart: Scheduling Manager
• D’Andra Mixon-Walker: Scheduler
• Archana Mande: Remote Scheduler Support
WHAT IS SCHEDULER?

- Scheduler is a secure, HIPAA-compliant, web-based application

- The goals of Scheduler are to:
  1. Consolidate scheduling for all CTRC cores
  2. Increase efficiency and ease of scheduling
  3. Allow for scheduling in real time
WHAT WILL SCHEDULER BE USED FOR?

- **ALL inpatient and outpatient CTRC study visits will now be set up through Scheduler**

- **This includes:**
  - Rooms
  - Nursing services
  - PA services
  - Nutrition services
  - EBL: Exercise, DEXAs
  - Cardiovascular imaging
HOW DOES SCHEDULER WORK?

- All studies will have visit workflows prepared by the Scheduler staff and entered into the application
- All study staff will have access to the studies they work on
- Study staff will add participants to their studies in Scheduler so they can be scheduled in real time
HOW DO I SCHEDULE AN APPOINTMENT?

1. From the home screen, click *Schedule New Appointment*.
HOW DO I SCHEDULE AN APPOINTMENT?

2. Select the appropriate study, visit, and subject
3. Enter the visit window and any other timing parameters
4. Click Search
HOW DO I SCHEDULE AN APPOINTMENT?

5. Click on the appointment time you would like to schedule

- **BLUE** appointments are available
- **ORANGE** appointments are unavailable
- **GREEN** appointments are already scheduled
- **GRAY** appointments have been checked out
HOW DO I SCHEDULE AN APPOINTMENT?

6. Review the appointment details and click **Schedule**
CAN I SEE ALL MY SCHEDULED APPOINTMENTS?

• Your home screen shows appointments for all studies you have access to
• Click on the appointment to see full details
WHAT HAS CHANGED?

• You must use the room assigned by Scheduler and be out by the designated end time.

• You have a 15 minute buffer to clean the room.

• All participants must check out after the appointment.

• You will not receive a confirmation email. Look at the calendar to verify.
WHAT HAPPENS NEXT?

• All study staff members should attend a hands-on training session in April

• Scheduler staff will send prepared study visit workflows to study teams for approval

• Scheduler goes live **MAY 7** for all studies
WHO DO I CONTACT FOR HELP?

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QUESTIONS?