CTRC SCHEDULER
Cancer Center Hands-On Training

Presented by D’Andra Mixon and Jenni Cathcart
During Today’s Session:

- What is the CTRC Scheduler?
- Practice scenarios
  - Adding a Participant
  - Scheduling Echo-only visits
  - Scheduling After-Hours visits
  - Patient status: checked-out/checked-in
  - Visit Cancellations
- Points to remember when using CTRC resources and the CTRC Schedule site
What is the CTRC Scheduler?

- HIPAA-compliant
- Secure
- Efficiently use the CTRC’s space and resources
- Supports scheduling of visits in real-time
- Supports scheduling of inpatient and outpatient resources on a single platform
What is the Purpose of Hands-On Training?

- To become comfortable using the CTRC Scheduler site
- Practice different scenarios
Beginning **May 7**th, You will use the CTRC Scheduler to schedule all CTRC resources including:

- Energy Balance Core Lab - DEXAs
- Cardiovascular Imagining (ECHO/ECGs)
- Rooms
- Nursing Services
- PA Services
- Nutrition Services
- After Hours Services
Accessing the CTRC Scheduler Site

- Link to the CTRC Scheduler Site: [https://scheduler.cctsi.ucdenver.edu/scheduler/](https://scheduler.cctsi.ucdenver.edu/scheduler/)
- PIs must submit an Access form for each protocol: [http://www.ucdenver.edu/research/CCTSI/programs-services/scheduler/Pages/default.aspx](http://www.ucdenver.edu/research/CCTSI/programs-services/scheduler/Pages/default.aspx)
Practice: Confirming You are Added to a Study

- From the Homepage, click the Studies Tab

- All studies the coordinator works on will be visible
Practice: Creating a New Study Subject

- Select the **Subjects** tab
- Click **Create New Subject** button
- Complete all demographic information
- Enter MRN
- Select the study from the dropdown menu
- Click Save
Practice:
Scheduling a New Visit

- Return to the homepage
- Click the (+) sign to open the Schedule New Appointment Dropdown
Select COMIRB# 13-0220

Patient is coming in for Visit 1

Select newly added patient

Search a single day or an entire visit window

Use military time when selecting the start time and end time range

Click Search
- Review the calendar to identify **available appointments**

- Visits are color-coded:
  - **Green**: scheduled
  - **Orange**: Unavailable resources
  - **Blue**: Available to schedule
  - **Gray**: Completed Visits
  - **Purple**: Patient has Checked-In
  - **Red**: Cancelled
Select the visit that works best with your patient’s availability

The “comment” box can be used to enter:

- Patient ID

Click **Schedule** button
Cancer Center Inpatient + Outpatient Visits:

Cancer Center protocols will have access to:
1. Outpatient: ECHO-only visit
2. Inpatient: Cancer Center Visit
Scheduling After Hours Services Using the Cancer Center Visit

Prior to the Inpatient Visit:
- Search for an available timeslot using the Scheduler
- Select the appointment and click the Schedule button
- Add the visit-specific resources you will need to the comments section:
  - Examples: Observation for 4 hours, vitals Q30mins, ECG Q1hour

Day of the Inpatient Visit:
- Pend the after-hours orders
- Call the CTRC to confirm resources and transition the patient
- The nurse/tech will update the visit:
  - Length of time the resources were used
  - Remove any unused resources
Scheduling Late-Adds:

- All services must be scheduled at least 7 business days in advance
- To schedule late-add appointments:
  1. Search the calendar to identify an available timeslot
  2. Contact the core directly (inpatient CTRC or cardiovascular imaging)
  3. The core will approve or decline the visit
  4. The core will enter the approved visit on the Scheduler calendar
  5. You will be able to see the approved visit on the calendar
Practice: Confirming the Visit is Scheduled

- Click the Home tab

- To find the scheduled visit, filter based on study or patient last name

- The scheduled visit will appear on the calendar in **green**

- **Green**: scheduled
- **Orange**: Unavailable resources
- **Blue**: Available to schedule
- **Gray**: Completed Visits
- **Purple**: Patient has Checked-In
- **Red**: Cancelled
Practice: Confirming Check-In and Check-Out

- Open the homepage calendar and filter to search for the visit

- Appointments where the patient has checked-in will appear in purple

- **Checked-Out** visits will appear in gray
  - If your patient has forgotten to check out, notify the front desk
## Practice: Visit Cancellations

- Patient not available
- Select the visit from the homepage calendar
- Select the cancellation reason from dropdown menu
- Select the "Cancel Appointment" button

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**Cancellation Reason:** choose

**Comment:**

255 characters remaining
What to Remember when Using the Scheduler:

■ If your protocol uses additional resources, please contact us during study start-up to ensure your visits are built

■ All participants must check out after their appointment
  – Call or email immediately to report check-out time if patient did not check-out

■ No confirmation email once an appointment is scheduled
  – Appointment will show up in **GREEN** on the calendar

■ The EBL team and the inpatient team will need to be contacted for all visits scheduled AND cancelled less than seven days prior to the visit
Questions?
Contact us with any questions/feedback!

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