MICHIGAN HEALTH INFORMATION NETWORK
SHARED SERVICES

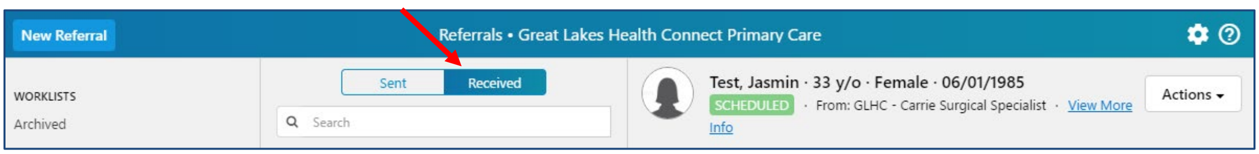
Marking a Patient as Scheduled

Bridge Referral Application User Guide

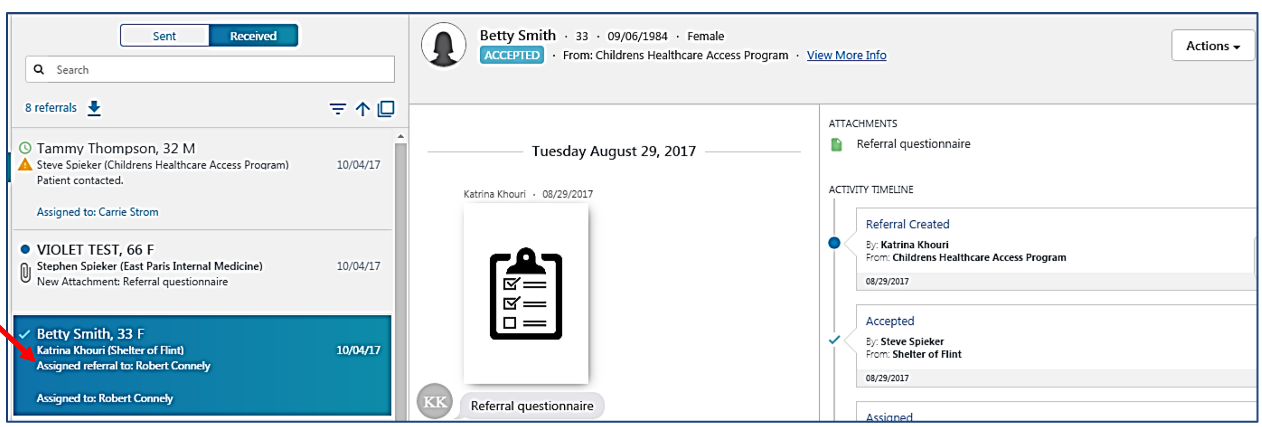
Scheduling a patient is a critical point in the referral process. The Bridge Referral Application makes it easy for the organizations involved in the referral to coordinate and stay informed.

The Bridge Referral Application documents the date and time of the appointment and instantly informs the referring organization.

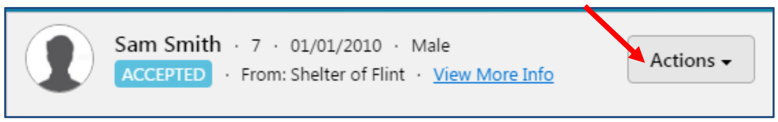
1. Open the **Referral** Application and click into the **Received** worklist.



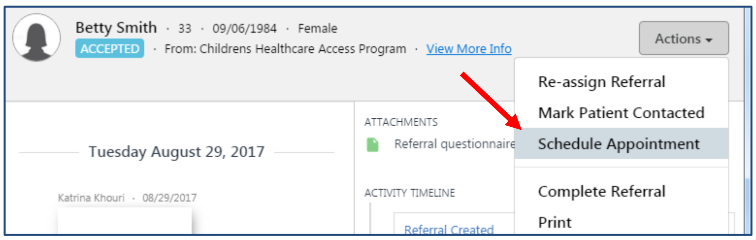
2. Use the search box or other filters to locate the referral. Click on the referral to see more information. Blue highlighting will appear.



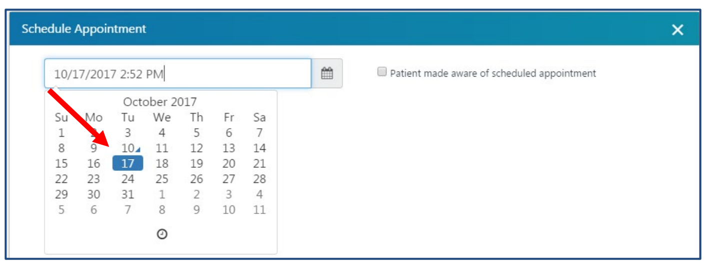
3. Click on the **Actions** button in the upper right hand corner of the referral. The actions available are dependent on the current status of the referral. A referral can only be marked as scheduled if the status of the referral is “Accepted”.



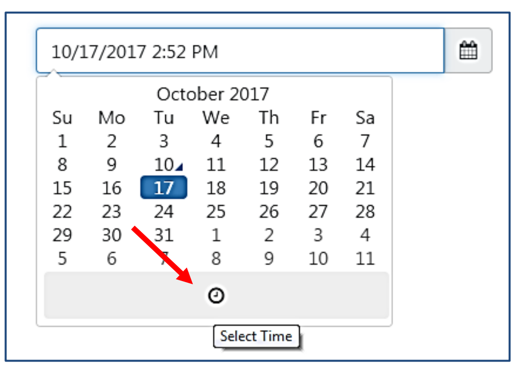
4. Once the patient has been scheduled, click **Schedule Appointment** from the Actions drop down menu.



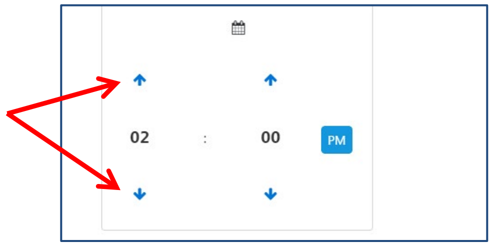
5. The **Schedule Appointment** window will open. Select the date of the appointment.



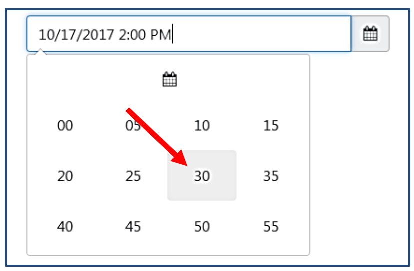
6. Then click the clock icon at the bottom of the calendar.



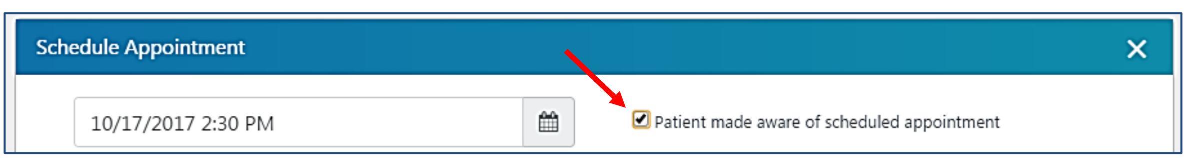
7. Select the time of the scheduled appointment and AM or PM.
   - Option 1 - Use the up and down arrows to modify the time.



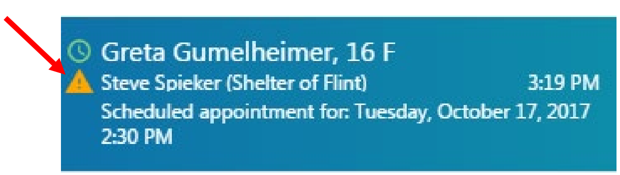
   - Option 2 - Click directly on the hour or minute to open a window, then select the correct time.



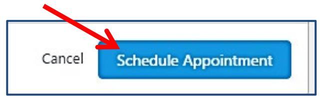
8. If the patient is aware of the appointment, click the checkbox next to the appointment date and time.



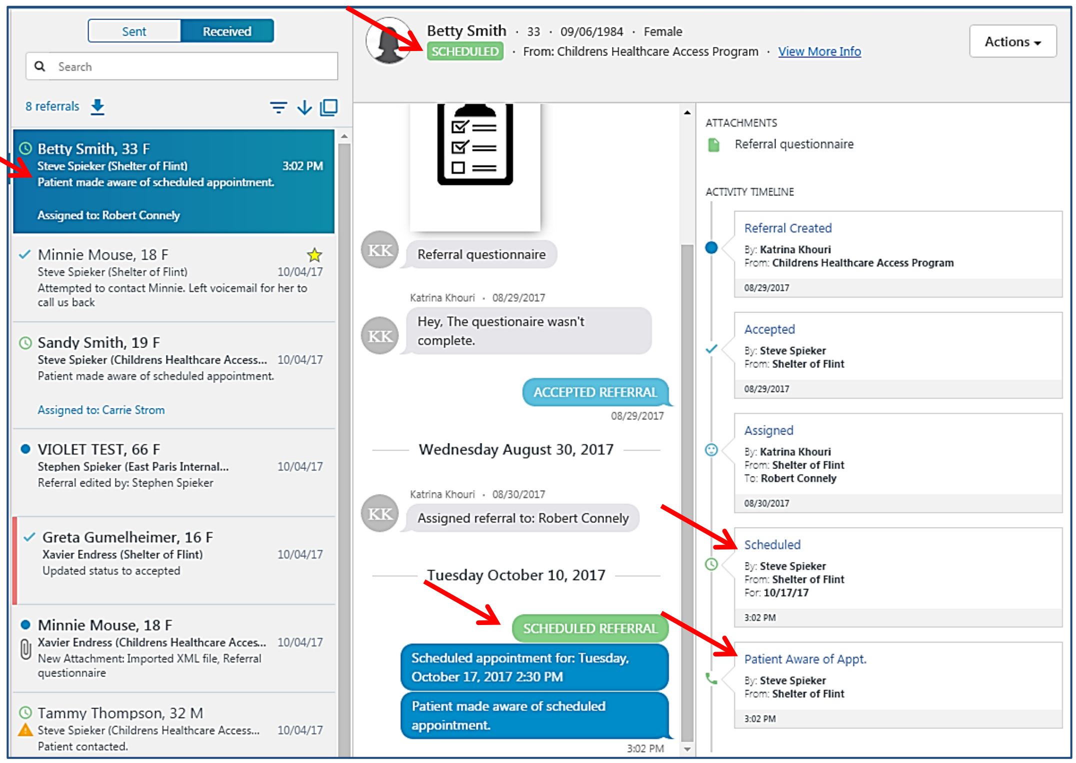
   - If this checkbox is not checked an icon will appear on the referral letting others know that the patient is not aware of the appointment.



9. Click the **Schedule Appointment** button to save the appointment in the referral.



10. The status of the referral is now "Scheduled". The date and time of the appointment will be added to the chat window, in the patient header, and in the Activity Timeline.
    - If the patient was made aware of the appointment, that will will also be displayed in the chat window and in the Activity Timeline.



Note: An organization can document that the patient was made aware of the appointment after it was changed to Scheduled status. Select the Actions menu, and then **Mark Patient Made Aware of the Appointment**.