

April 13<sup>th</sup>, 2008



## **CARE On-Line Scheduling Request Usage Guide**

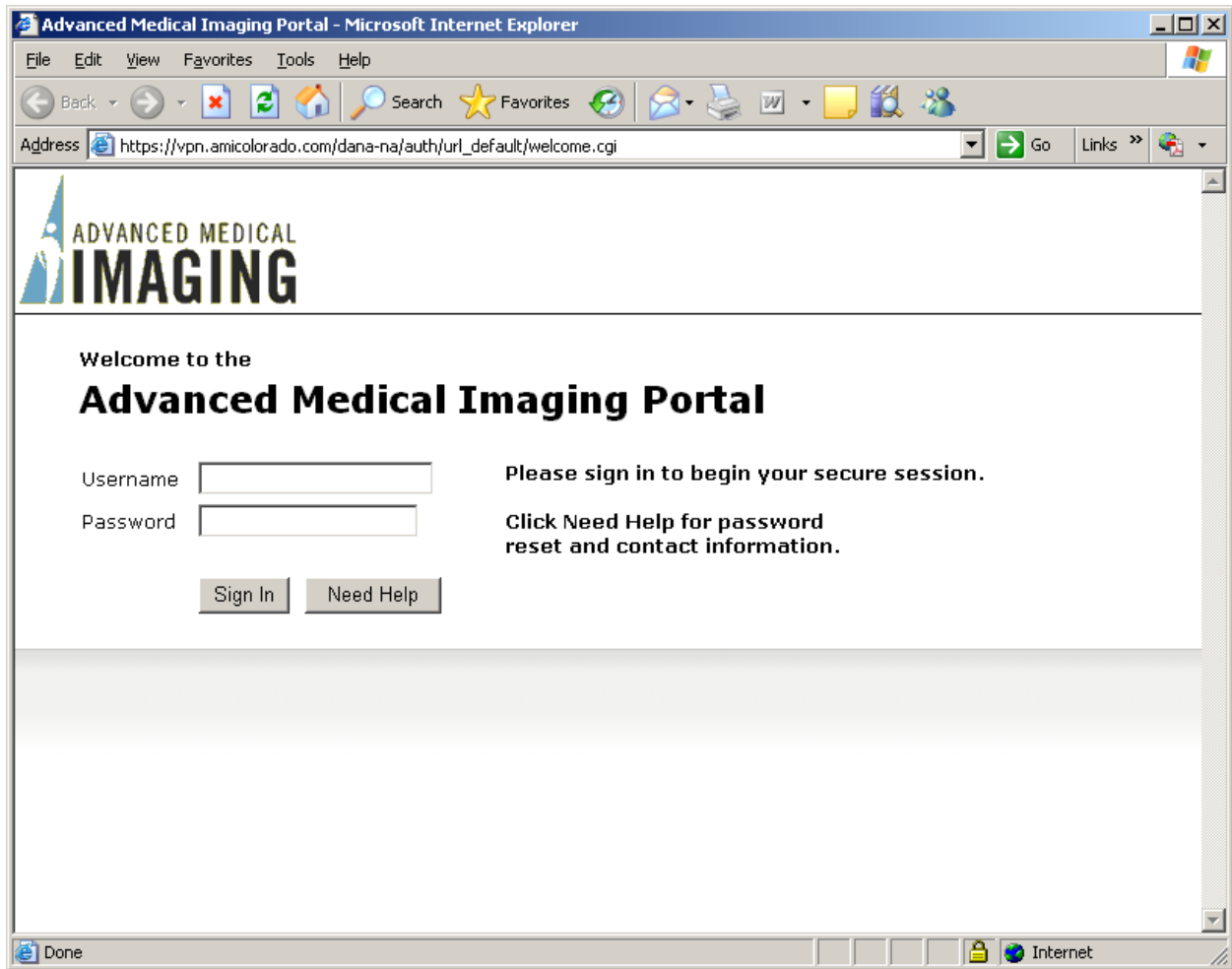
**AMI IT Department**  
**[helpdesk@amicolorado.com](mailto:helpdesk@amicolorado.com)**  
**303-964-1400**

## CARE Usage Guide

Login to CARE using the following URL:

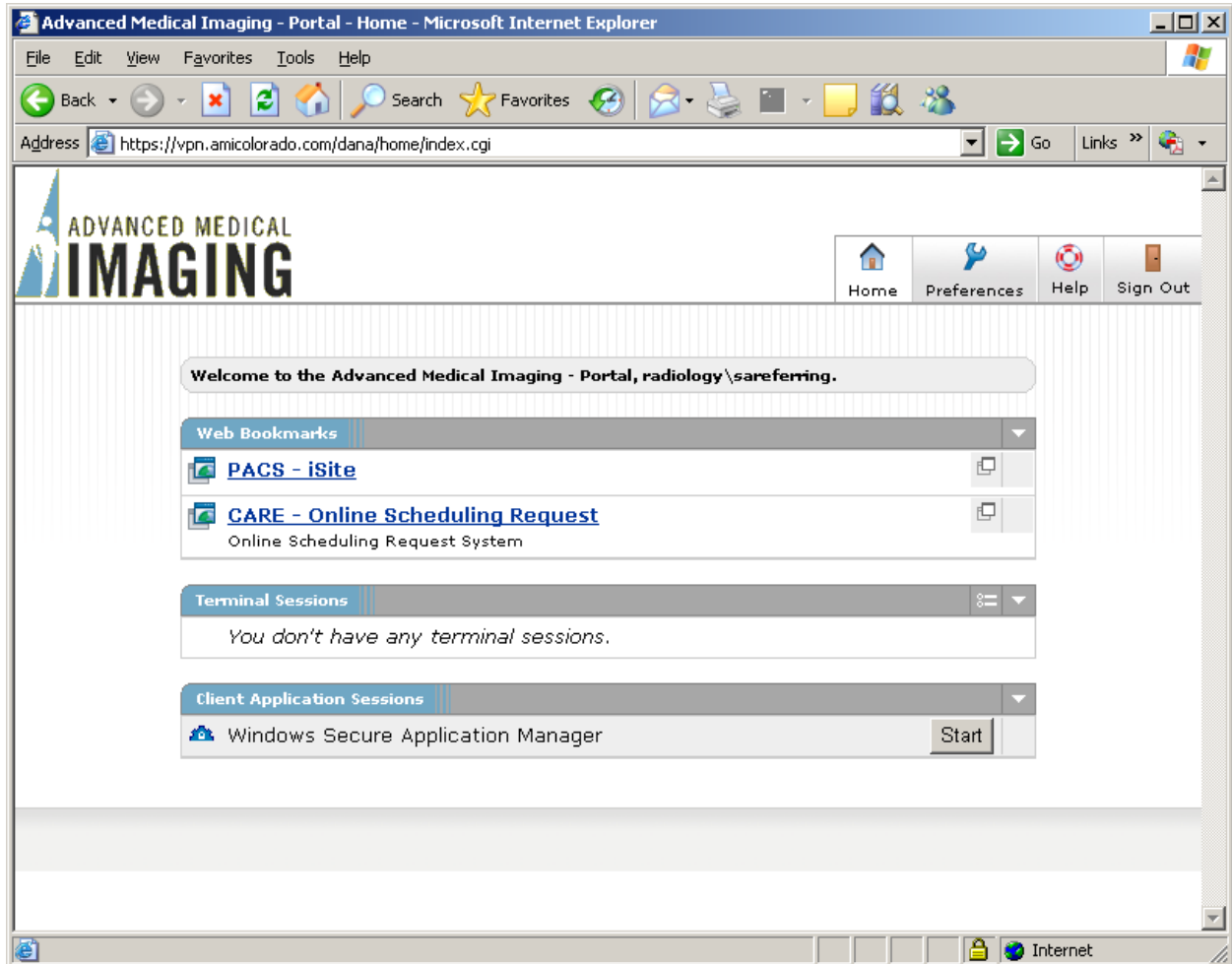
<http://vpn.amicolorado.com>

The following screen should display. Use the login information provided to you by AMI IT staff.



## CARE Usage Guide

At the screen below you can click on CARE – Online Scheduling. This will open a new window on the CARE system.



## CARE Usage Guide

Click on New Request to request a patient be scheduled.

The screenshot shows the CARE Online Scheduling Request web application. The browser window title is "CARE - Microsoft Internet Explorer". The page header includes the "ADVANCED MEDICAL IMAGING" logo on the left and the "CARE ONLINE SCHEDULING REQUEST" title on the right. Below the title, there are contact numbers: "For scheduling help please call 303-433-9729" and "For website problems please call 303-964-1400". A navigation bar contains "Home", "Administration", and a welcome message "(Welcome scallery) Logout".

Under the "Test Office" section, there are four buttons: "New Request", "Print Map", "Today", and "All Dates".

A search form titled "Requested Exam Date" is present, with fields for "From" (4/7/2008), "To" (4/21/2008), "AMI Location" (ALL), "Status" (Unscheduled), and "Office" (ALL). A "Search" button is located to the right of these fields.

Below the search form is a table with the following data:

| Requested Exam Date | Last Name | First Name | AMI Location    | Scheduled                                     |
|---------------------|-----------|------------|-----------------|---|
| 04/14/2008 AM       | callery   | steve      | First Available | <a href="#">Open</a> <a href="#">Schedule</a> |

The browser status bar at the bottom shows "Done" and "Internet".

## CARE Usage Guide

If the patient information has been input in the CARE system previously you can key in the last name and click the search button. If not you can input all the necessary information to have the exam scheduled. Patient name, DOB, Sex, Exam type, Exam, and Exam reason are required fields.

At the top select the location where you would prefer the exam to take place or pick first available. You can also select a requested exam date and either AM or PM.

If the provider ordering the exam is not in the list for your office, click add and you can add them to the list.

Marking the exam urgent will highlight the urgency of the exam to the scheduler.

Insurance information can be entered or faxed. You can also choose to have AMI do pre-authorization by clicking the checkbox. Enter the injury date if the exam is workman's comp related.

The screenshot shows the 'Exam Request' page in Microsoft Internet Explorer. The browser address bar shows 'http://192.168.20.131/CarePR/Pages/ExamRequest.aspx'. The page header features the 'ADVANCED MEDICAL IMAGING' logo on the left and the 'CARE ONLINE SCHEDULING REQUEST' title on the right. Below the title, there is contact information: 'For scheduling help please call 303-433-9729' and 'For website problems please call 303-964-1400'. A 'Home' link and a '(Welcome careuser) Logout' link are also present.

The main form area is divided into several sections:

- AMI Location:** Radio buttons for 'First Available', 'Diamond Hill', 'Golden', 'Grant', and 'Zuni'. 'First Available' is selected.
- Office:** 'Test Office' is selected.
- Office Contact:** Text input field.
- Office Phone:** Text input field.
- Requested Exam Date:** Date picker showing '5/1/2008'.
- AM/PM:** Dropdown menu showing 'AM'.
- Patient Information:** Fields for 'Last Name', 'First Name', and 'MI' with a 'Search' button. Below are 'Birth Date', 'Sex' (Female/Male), 'Primary Phone', and 'Secondary Phone'.
- Provider:** A dropdown menu showing 'Physician, Test' and an 'Add' button. A checkbox 'Please call patient for more information' is also present.
- Exam Details:** A section with a 'Urgent' checkbox, an 'Exam' dropdown, and a 'Reasons' text area. Below are radio buttons for exam types: MRI, US, Interventional Radiology, CT, Dexa, Pain Management, PET/CT, X-Ray, Vein, Mammo, and Fluoro.
- Insurance:** Radio buttons for 'I will fax the patient's insurance card (front and back)' (selected) and 'I will enter the information below'. Below are fields for 'Primary Insurance', 'Policy', 'Group', 'Secondary Insurance', 'Policy', 'Group', and 'Injury Date'.
- Pre-authorization:** A checkbox 'Please Pre-Authorize' is present. Below are fields for 'Authorization No.' and a 'Notes' text area.

At the bottom of the form are 'Save' and 'Cancel' buttons. The browser status bar at the bottom shows 'Done' and 'Internet'.

## CARE Usage Guide

Once you have input all the required information and are satisfied click **Save**. Once the patient is scheduled you will receive an email notifying you that they have been scheduled and at what time and location.

## CARE Usage Guide

You may also go back to the main menu and change the status to ALL, select a date range and click search. This will show which patients are scheduled and unscheduled. The scheduled patients will show the date and time they are scheduled and what location.

The screenshot shows the CARE Online Scheduling Request web application. The page header includes the logo for Advanced Medical Imaging and the CARE logo. Below the header, there is a navigation bar with a "Home" link and a "(Welcome careuser) Logout" link. The main content area is titled "Test Office" and contains several buttons: "New Request", "Print Map", "Today", and "All Dates". Below these buttons is a search form with the following fields: "Requested Exam Date" (with "From" and "To" sub-fields), "AMI Location", and "Status". The "From" field is set to "4/7/2008", the "To" field is set to "4/21/2008", the "AMI Location" dropdown is set to "ALL", and the "Status" dropdown is set to "ALL". A "Search" button is located to the right of the search form. Below the search form is a table with the following columns: "Requested Exam Date", "Last Name", "First Name", "AMI Location", "Scheduled", and "Open". The table contains three rows of data:

| Requested Exam Date | Last Name | First Name | AMI Location    | Scheduled           | Open                 |
|---------------------|-----------|------------|-----------------|---------------------|----------------------|
| 04/17/2008 AM       | Patient   | Test       | Golden          | 04/21/2008 02:00 PM | <a href="#">Open</a> |
| 04/14/2008 AM       | callery   | steve      | First Available |                     | <a href="#">Open</a> |
| 04/14/2008 AM       | callery   | steve      | Diamond Hill    | 04/19/2008 07:00 PM | <a href="#">Open</a> |