Making an Appointment in ECW 11

There are a few ways to make an appointment for a patient in ECW 11, BUT the recommended workflow is to use the **Resource schedule**.

Double click on the appointment time, and then click “Sel” to choose the patient.

There are multiple filters for patient searches, but most often the name and/or date of birth are used. In this case, I chose Six Pcaretest (a test patient).
Make sure the provider and resource fields are correct. The dropdown menu for “Visit Type” is shown in the screen to the left. Common choices are “F/U”, “OV”, and “Sick” - but many other options are available. By convention in Prima CARE, the “Reason” is prefaced by some identifying text. For a PCP, the reason might by “PCP HTN” or “PCP FU 3 mo”. For an endocrinologist, this might be “Endo thyroid nodule”.

The “End Time” is automatically entered based upon the type of visit chosen, but this can be altered if necessary (notice that the initial visit was 15 minutes long, but when OV was chosen, the visit length increased to 30 minutes). Notes can be added to provide reminders for special needs or billing issues. A diagnosis is not required to make an appointment.

When completed, click “OK”, and the appointment is made. The “General Notes” area prints out on the schedule.
There is a button on the Hub to create a new appointment, but this should NOT be used. It creates significant problems – ECW programmers should gray this button out. PLEASE do not make an appointment from the Hub.

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