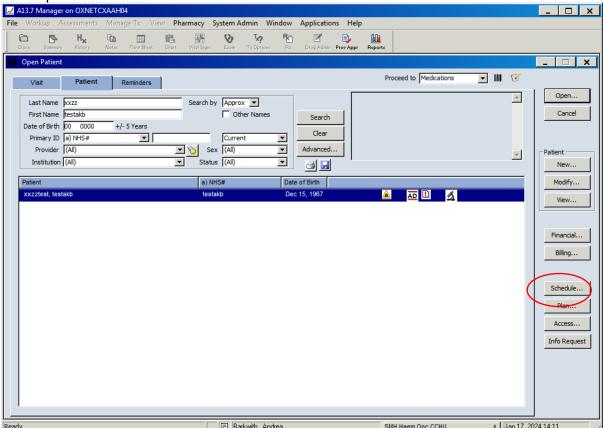




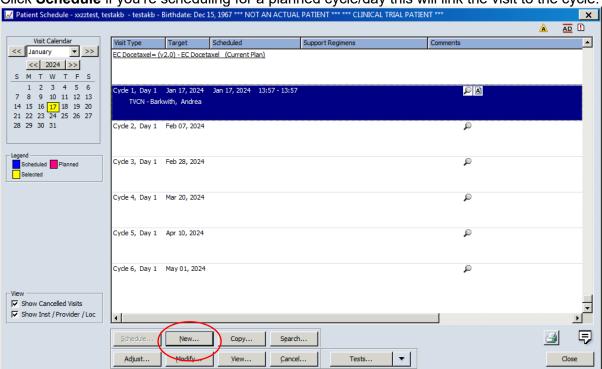
Aria e-prescribing A13 guide

To Schedule a patient's treatment.

Select patient and click schedule



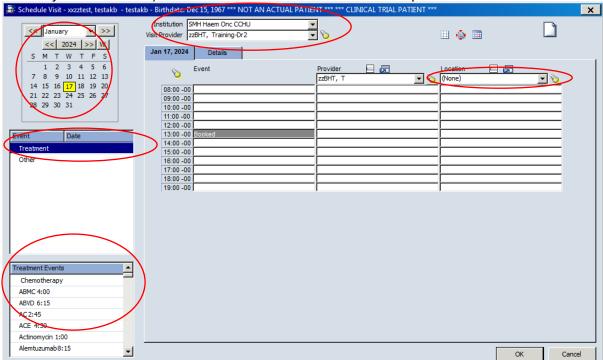
Click **New** if you're not scheduling for a planned treatment day e.g. blood test. Click **Schedule** if you're scheduling for a planned cycle/day this will link the visit to the cycle.





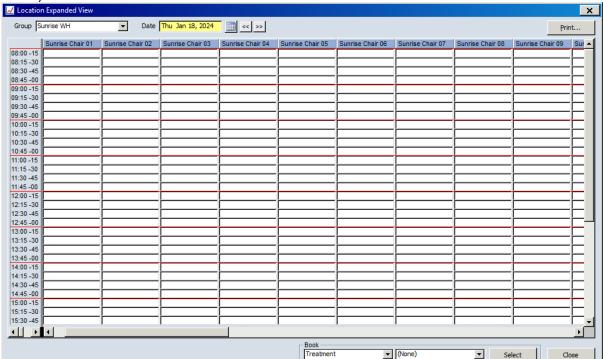


Select date, provider, event, treatment event (eg specific chemotherapy regimen name if that is what your Trust uses) and treatment location then click on expand view.



Select the appropriate Chair Group

Select available chair (if a slot is not available as it will appear greyed out with the patient's name).



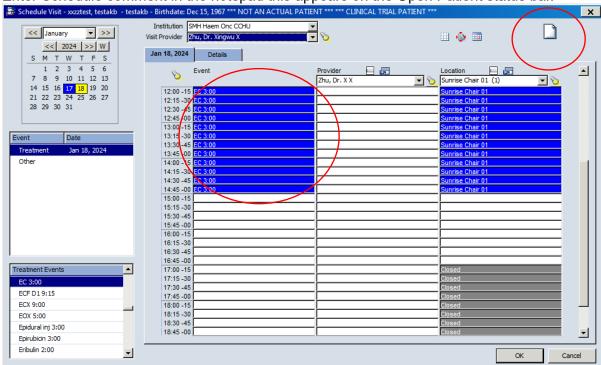




Select appropriate treatment time. No need to click each slot individually click the start time then Shift + click the finish time.

Click Select. This opens the visit details you've entered.

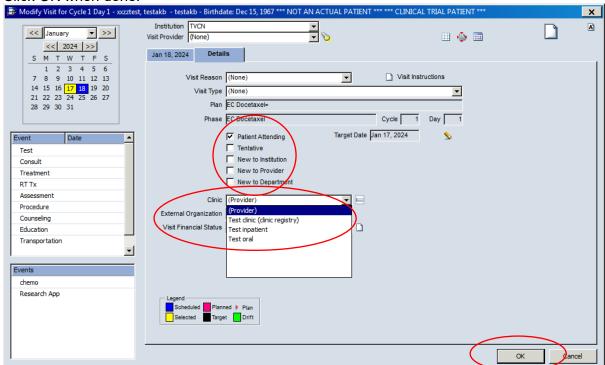
Enter Schedule comment in the notepad this appears on the Open Patient status bar.



Click on details tab, Complete all schedule details.

Pick appropriate clinic.

Click OK when done.

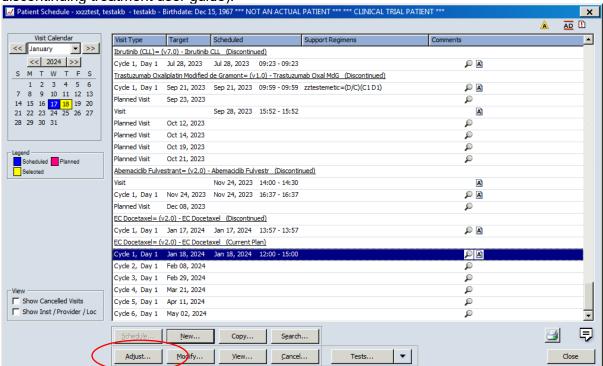




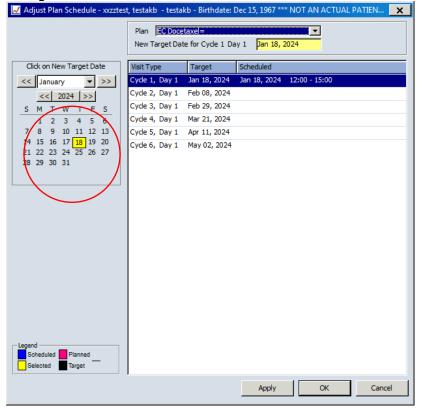


Modify Appointments

When you need to change the treatment start date highlight the date to be moved and click the adjust button. This will also adjust all future scheduled dates in line with the regimen. NB the dates of the prescriptions will also need to be changed separately (see deferring and discontinuing treatment user guide).



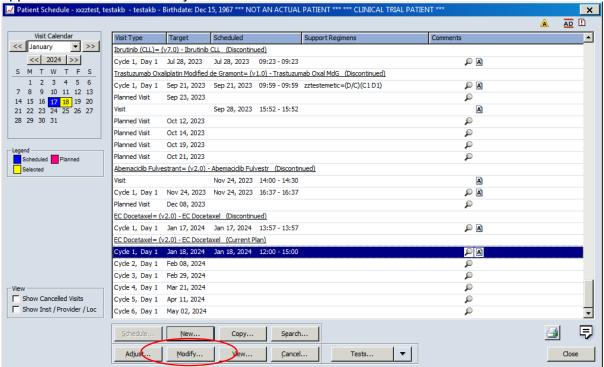
Use the calendar on the left hand side to choose the new target date and click apply. NB any previously scheduled dates/times will need to be rescheduled/cancelled once you've changed the treatment start date.



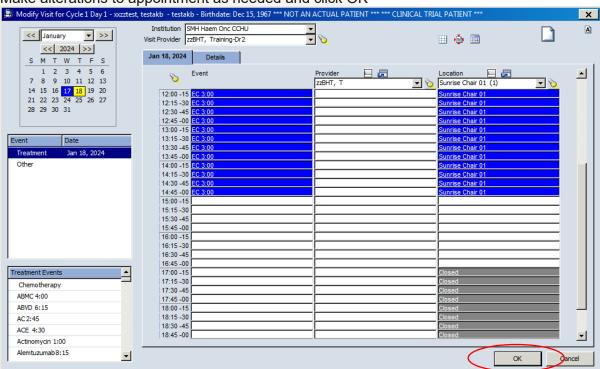




To change the time (not date) or the comment of a scheduled appointment, highlight appointment and click modify.



Make alterations to appointment as needed and click OK

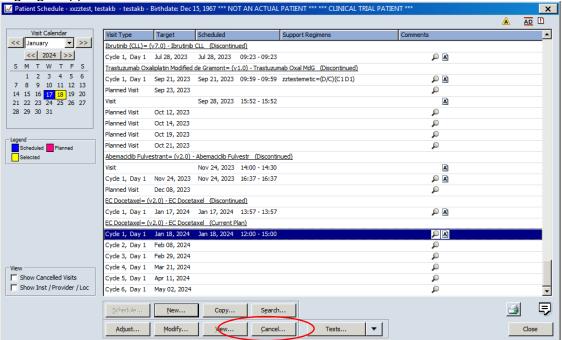






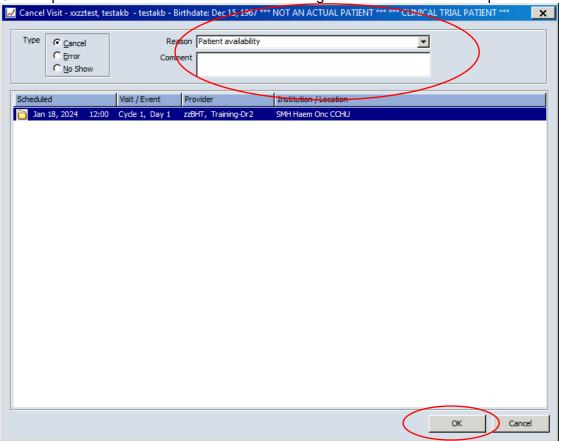
To Cancel Appointments

Highlight appointment to be cancelled and click cancel.



Select all appointments to be cancelled.

Use drop down box to select reason for cancelling and add comment as required and click OK.



Based on an Aria training documents originally produced by: Clinical Systems Training Team Royal Berkshire Hospital, Reading. Written for TVCN by Dr Claire Blesing April 2009
Amended by Andrea Barkwith Nov 2016 and Jan 2024
For all Users