**Outpatient Telehealth Scheduling, Registration and Check-in**

1. Launch Cerner Scheduling Appointment Book.
2. Select **Appointment** tab and in the Appointment Type field enter “**Telehealth**”
	1. Click the **Ellipsis** button to search.
	2. Appointment Type Help screen appears. Select the appropriate appointment type.



1. Complete the remaining Appointment Type questions.



1. Left click on **Move** to continue and the patient appears in the **Work In Progress**.



1. Schedule the patient for the appointment using Drag-N-Drop or Suggest method. The patient and appointment display under the selected resource on the schedule.
2. Click **Confirm**.
	1. **Confirm** window launches. Click **OK** to save the appointment.

**Adding an Encounter at the time of Confirm**

1. Select **Set Enc** to create an encounter for the patients visit. The PRE-Registration Outpatient conversation launches.
	1. Encounter type initial defaults to **PreRegister Outpatient**.
	2. For Telehealth patients you **MUST** change the encounter type to **PreReg Op Telehealth**.



* 1. On the Visit tab the **Expected Encounter Type** = **Outpatient Telehealth**
	2. Complete all registration data and save the conversation.

**Check in Process for Patient**

1. Location the patient, right click and select Check In. The Check in window appears.
	1. Appointment Type = Telehealth
	2. Encounter Type = PreReg Op Telehealth
	3. Select Modify to launch the conversation



1. Registration conversation launches. Select encounter type Outpatient Telehealth and complete all registration data and save the conversation.



1. Patient and Appointment status displays as Checked In.

**Converting Appointment to Outpatient Telehealth**

If the patient has an existing appointment, you must cancel the future visit and create a new appointment for Telehealth.

1. Location the patient on the schedule. Right click and navigate to the Action Menu.



1. **Cancel** window appears. In the **Cancel Reason** menu select **Alternative Appointment Scheduled**.



1. Next navigate to the **Appointment** tab and in the Appointment Type field enter “**Telehealth**”.
	1. Click the **Ellipsis** button to search.
	2. Appointment Type Help screen appears, and results are returned.
	3. Select the appropriate appointment type.
2. Follow workflow and process to schedule and Pre Register the patient as Telehealth.