

THE FOLLOWING
PAGES CONTAIN THE
INSTRUCTIONS FOR
SCHEDULING

CHILDREN'S

OUTPATIENT

PSYCHIATRY URGENT

FOLLOW-UP from the

P-ED.

1. Provider informs Clerk that the patient meets the qualifications and needs to be scheduled an appointment.
2. Clerk will follow instructions on the following page to schedule the appointment.
3. Clerk writes down the appointment date and time on the back of the "Programs for Children and Adolescents" business card, and staples this to the map of the facility. This is given to the Parent/Guardian of the patient.
4. Clerk goes over the following with the Parent/Guardian:
 - a. Date and Time of appointment
 - b. Location of the appointment (using map provided)
 - c. List of Items for the Parent/Guardian to bring, if able to.
(Located on the page with the map.)

From the Bookshelf for Behavioral Health. Select the "CPC OS" Book.

The screenshot shows a software window titled "Scheduling: Scheduling Appointment Book". It includes a menu bar (Task, Edit, View, Help) and a toolbar. Below the menu is a form for patient information: Name, Age, DOB, Sex, MRN, and Home Phone. To the left is a calendar for May 2016. The main area is titled "Bookshelf - Behavioral Health" and contains a row of books. A red arrow points to the "CPC OS" book. A "Select" button is visible to the right of the bookshelf. Below the bookshelf is a time slot grid with times from 08:00 to 11:00.

Next select the correct visit type. Select "CPC OS NDV" and continue to fill in highlighted required fields.

The screenshot shows the same software window, now displaying appointment details. The calendar is set to July 2016. The "Appointment Location" is "CPH PFC". The "Appointment Type" field is highlighted with a red arrow and contains "CPC OS NDV". The "Person Name" field is empty. Below the appointment details is a time slot grid for the week of July 11-15, 2016. The grid shows "CPC OS NDV" appointments scheduled for 09:00-10:00 on each day from Monday to Friday.

Required fields:

Appointment Type: CPC OS NDV

Person Name:

Provider: CPC OS Therapist

Service/Specialty: CPC PFC+A

Reason for Appointment: NDV

Home Location: In-Clinic Scheduler

Patient is an inmate: No

Drag and drop into time slot at 9 am Monday through Friday. Lastly "Confirm" the appointment.

The screenshot shows a scheduling application window titled "Scheduling: Scheduling Appointment Book". It includes a menu bar (Task, Edit, View, Help) and a toolbar with various icons. Below the toolbar, there are input fields for patient information: Name, Age, DOB, MRN, Sex, and Home Phone. A calendar for July 2016 is displayed on the left, with the 11th, 12th, 13th, 14th, and 15th highlighted. To the right of the calendar is a form for appointment details, including fields for Appointment Location (CPC PFC), Appointment Type (CPC PFC F/U), and Person Name. Below the form is a dropdown menu for the provider, currently set to "CPC OS Therapist". At the bottom, a grid shows the schedule for the week of July 11-15, 2016, with time slots from 08:00 to 15:30. The 09:00 slot is occupied by "CPC OS NDV" appointments on Monday through Friday.

Programs for Children and Adolescents accepts the following patients:

1. Residents of Bernalillo County ONLY
2. Children and adolescents between the ages of 3 and 17
3. Any child of a UNM/UNMH/HSC employee regardless of where they live, (or referred VIP)
4. Children and adolescents who are not receiving therapy services from any of the other 3 Core Service Agencies: (All Faith's, Youth Development Inc. (YDI), or Open skies)
5. Children and Adolescents who are not currently in therapy elsewhere (please ask).

1. **Click on the "Appointment" Tab and complete the form as follows.***

Appointment location: **CPH PFC**

Appointment type: **CPC OS NDV**

Person name: **(search for patient using MRN)**

Provider: **CPC OS Therapist**

Service/Specialty: **CPC PFC+A**

Reason for Appointment: **NDV**

Home location: **In-Clinic Scheduler**

Patient an Inmate: **No**

2. **Click the "Move" Button.**
3. **Find the next available appointment time. They are MON-FRI 9-11. One per day.**
4. **Click "Schedule" button.**
5. **Click "Confirm" button.**
6. **Follow instructions on what to give parent/guardian for the appointment from previous page.**

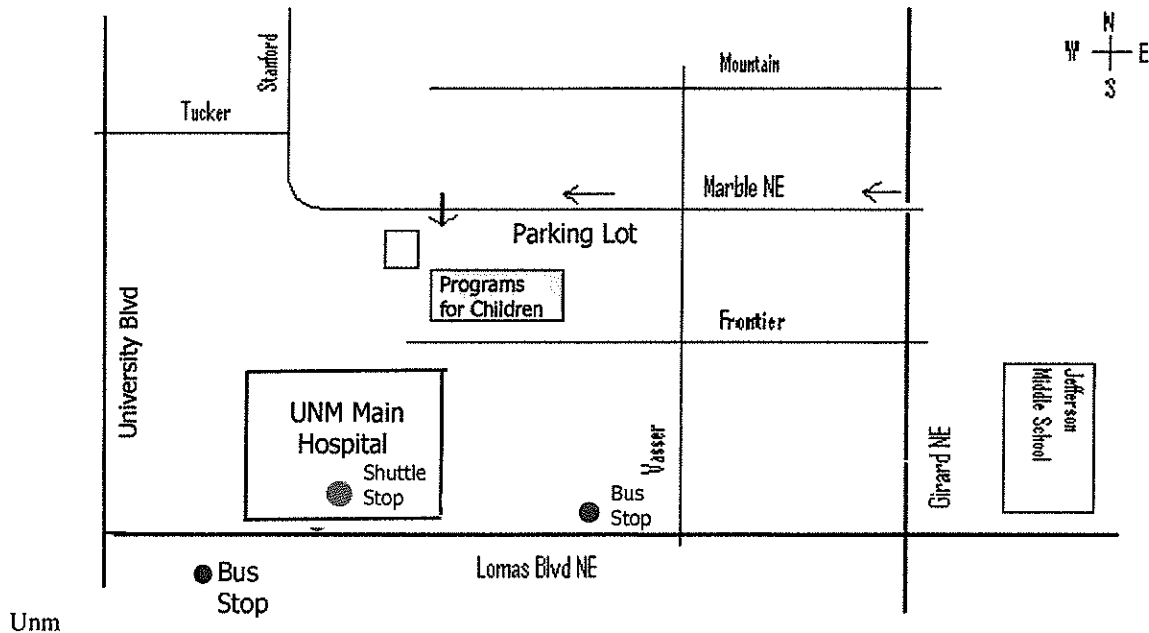
Welcome!

Thank you for scheduling an intake appointment at Programs for Children & Adolescents. Please arrive at least 15 minutes early to complete all required paperwork. The intake appointment takes approximately two hours and requires both the child and a parent/guardian to be present. If you need to cancel the appointment, please call us at 272-2190.

When you come, please bring the following items:

- Your child's insurance card (if any)
- Medications that your child takes (if any)
- Previous evaluations (if any--psychological, neurological, etc.)
- Copy of school IEP (if any)
- Child's most recent physical exam
- Court papers showing child custody arrangements (if any)

We are located 3 blocks north of Lomas and 2 blocks west of Girard. You can park in our parking lot in any patient/visitor space (come inside to request a parking permit.)



PLEASE NOTE:

If you need to cancel or reschedule an appointment, please call the clinic in advance so that we can offer that appointment time to another family. We understand that last-minute emergencies and changes do occur and we appreciate your call to let us know as soon as possible.

¡Bienvenido!

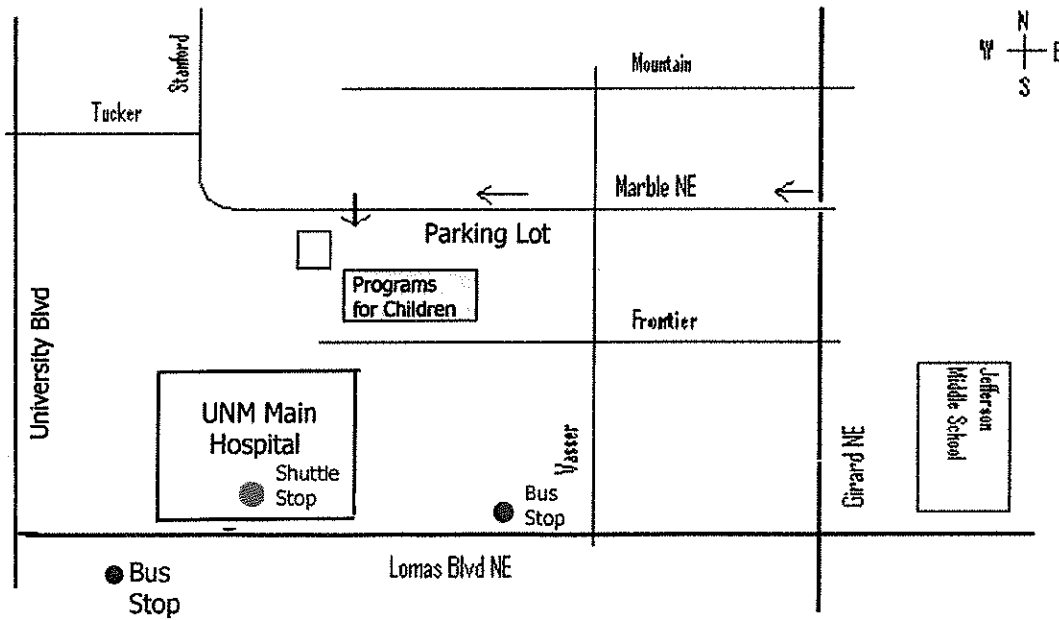
Gracias por programar una cita inicial en Programas para Niños y Adolescentes. Por favor llegue por lo menos 15 minutos antes de su cita para completar todo el papeleo necesario. La cita inicial dura aproximadamente dos horas y requiere que el niño, tanto como un padre o tutor legal estén presentes. Si necesita cancelar la cita, por favor llámenos al 272-2190.

Cuando usted venga, por favor traiga los siguientes artículos:

- La tarjeta de seguro médico de su hijo (si tiene)
- Los medicamentos que su hijo toma (si tiene)
- Evaluaciones previas (si le han hecho—psicológica, neurológica, etc.)
- Copia de su IEP (Plan de Educación Individualizado—si tiene)
- Examen físico más reciente del niño
- Documentos del tribunal indicando los arreglos de custodia del niño (si tiene)

Estamos ubicados a tres cuadras hacia el norte de Lomas y a dos cuadras hacia el oeste de Girard. Usted se puede estacionar en el estacionamiento en cualquier espacio designado para pacientes o visitas (adentro puede pedir un permiso para estacionarse):

¡Esperamos con gusto trabajar con su familia!



POR FAVOR NOTE:

Si necesita cancelar o reprogramar una cita, por favor llame al clinica de anticipación para que podamos ofrecer esa cita a otra familia. Entendemos que ocurren emergencias de último momento y agradecemos su llamada para avisarnos lo más pronto posible.