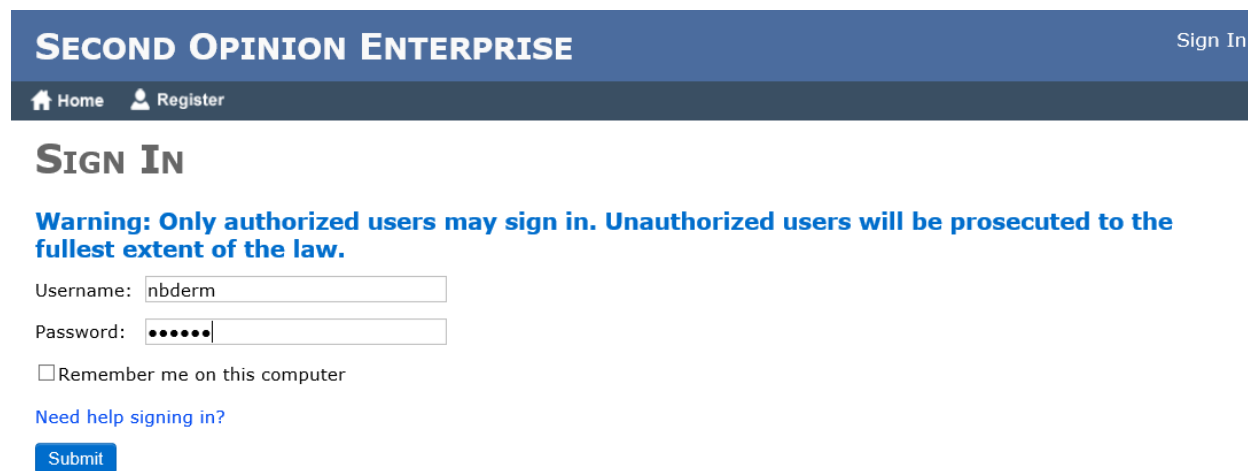


Second Opinion Enterprise – Scheduling

Specialist User Account

Specialist logs into the system.



SECOND OPINION ENTERPRISE Sign In

Home Register

SIGN IN

Warning: Only authorized users may sign in. Unauthorized users will be prosecuted to the fullest extent of the law.

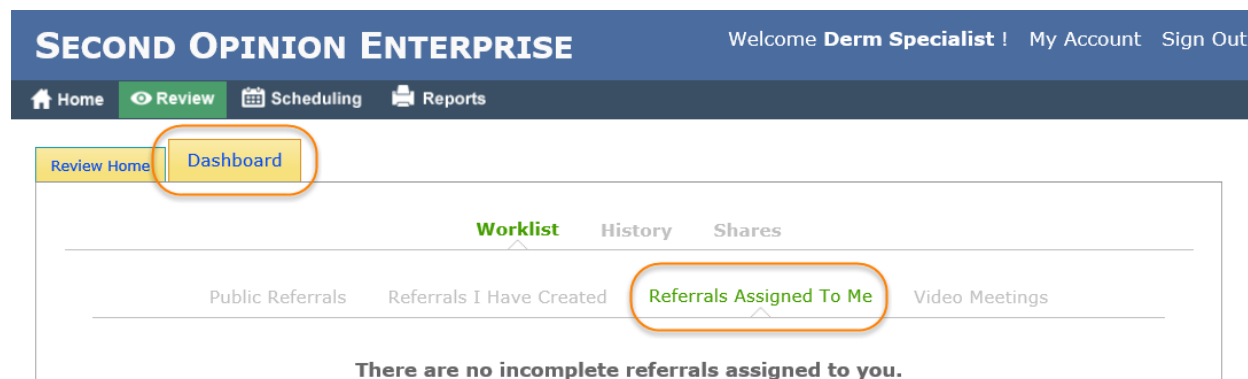
Username:

Password:

Remember me on this computer

[Need help signing in?](#)

Once logged in, the specialist is taken to their **Dashboard**.



SECOND OPINION ENTERPRISE Welcome **Derm Specialist** ! My Account Sign Out

Home Review **Scheduling** Reports

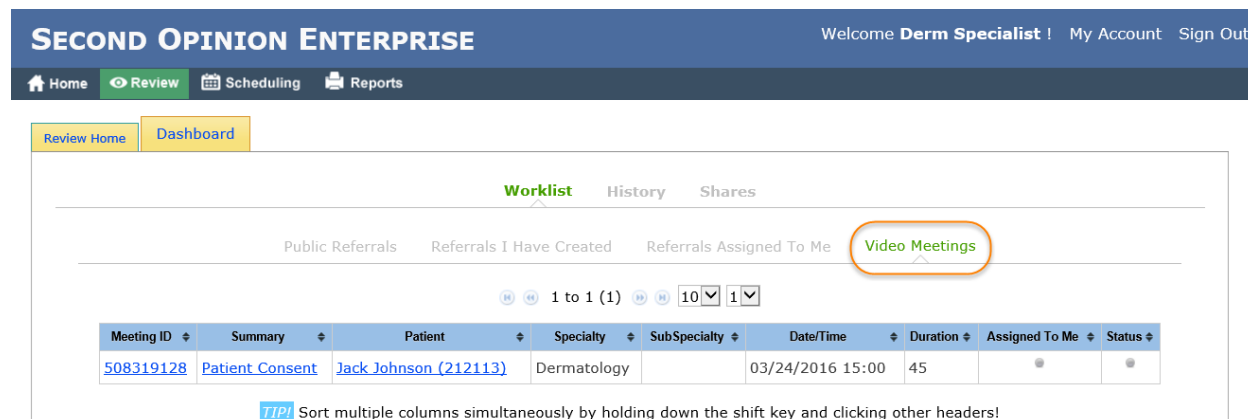
Review Home **Dashboard**

Worklist History Shares

Public Referrals Referrals I Have Created **Referrals Assigned To Me** Video Meetings

There are no incomplete referrals assigned to you.

The **Video Meetings** tab shows all of the scheduled and active video meetings for the day.



SECOND OPINION ENTERPRISE Welcome **Derm Specialist** ! My Account Sign Out

Home Review **Scheduling** Reports

Review Home **Dashboard**

Worklist History Shares

Public Referrals Referrals I Have Created Referrals Assigned To Me **Video Meetings**

1 to 1 (1) 10 1

Meeting ID	Summary	Patient	Specialty	SubSpecialty	Date/Time	Duration	Assigned To Me	Status
508319128	Patient Consent	Jack Johnson (212113)	Dermatology		03/24/2016 15:00	45		

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking other headers!

Specialist Scheduling - Set Availability

Before appointments can be made, the specialist must first set their availability to the Network. Users will only be able to create appointments during this reserved time. The specialist can make their own appointments without restrictions.

SECOND OPINION ENTERPRISE Welcome **Derm Specialist** ! My Account Sign Out

Home Review **Scheduling** Reports

today < > 03/24/2016 **March 2016** Month Agenda Week Agenda Day **Set Availability**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Adding Availability

The specialist can create several **Availability** entries. An entry is created by selecting the desired day(s), the start and end times and by specifying the activation date range. Multiple entries can be created and the system handles any overlapped **Availability** reservations.

Add Availability

Days Available:
 Sun Mon Tue Wed Thu Fri Sat

Hours Available:
 - PDT

Active Date Range (Optional):
 This availability will start and end on the specified dates below. If this availability is perpetual then skip this section.
 -

Add Availability

Current Availability

Days	Start Time	End Time	Start Date	End Date	Delete
Mon, Tue, Wed, Thu, Fri	09:00	11:30	03/24/2016	04/01/2016	X
Mon, Tue, Wed, Thu, Fri	13:00	16:30	03/24/2016	04/01/2016	X

Add Availability

Days Available:
 Sun Mon Tue Wed Thu Fri Sat

Hours Available:
 - PDT

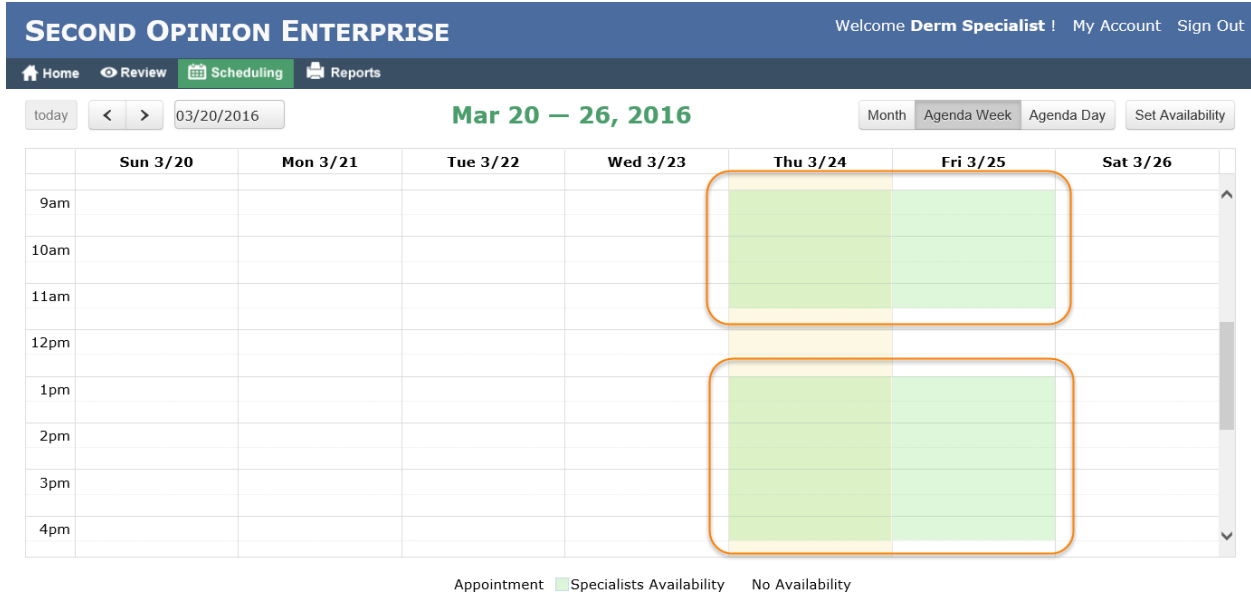
Active Date Range (Optional):
 This availability will start and end on the specified dates below. If this availability is perpetual then skip this section.
 -

Add Availability

Current Availability

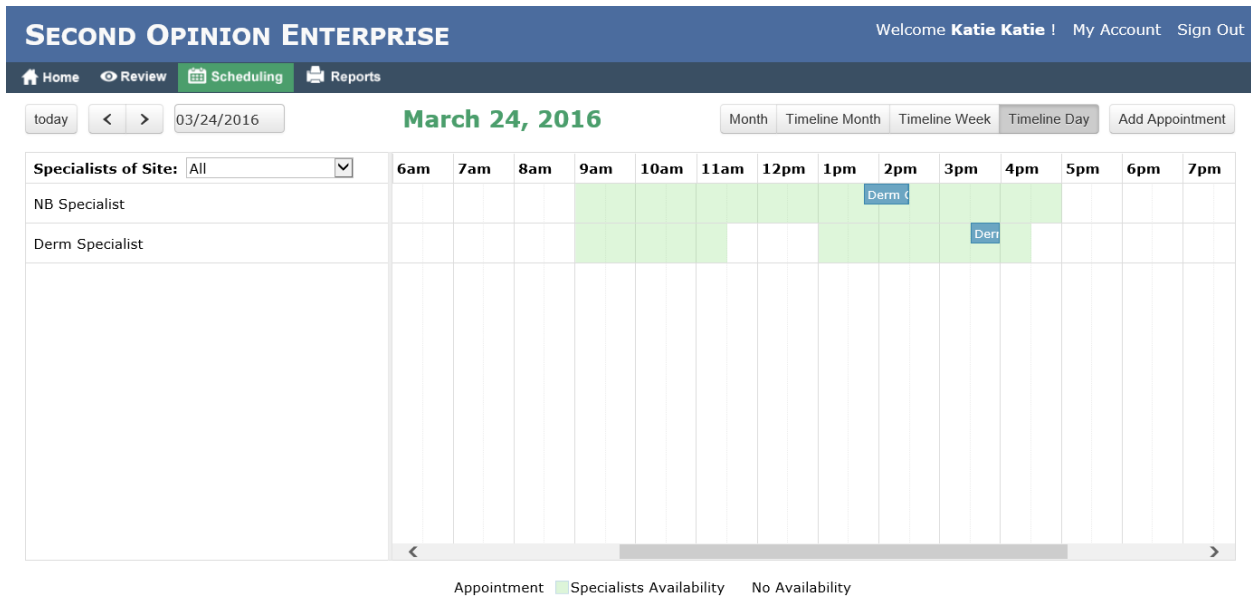
Days	Start Time	End Time	Start Date	End Date	Delete
Mon, Tue, Wed, Thu, Fri	09:00	11:30	03/24/2016	04/01/2016	X
Mon, Tue, Wed, Thu, Fri	13:00	16:30	03/24/2016	04/01/2016	X

The reserved availability for a specialist is displayed with a green highlight throughout the system.



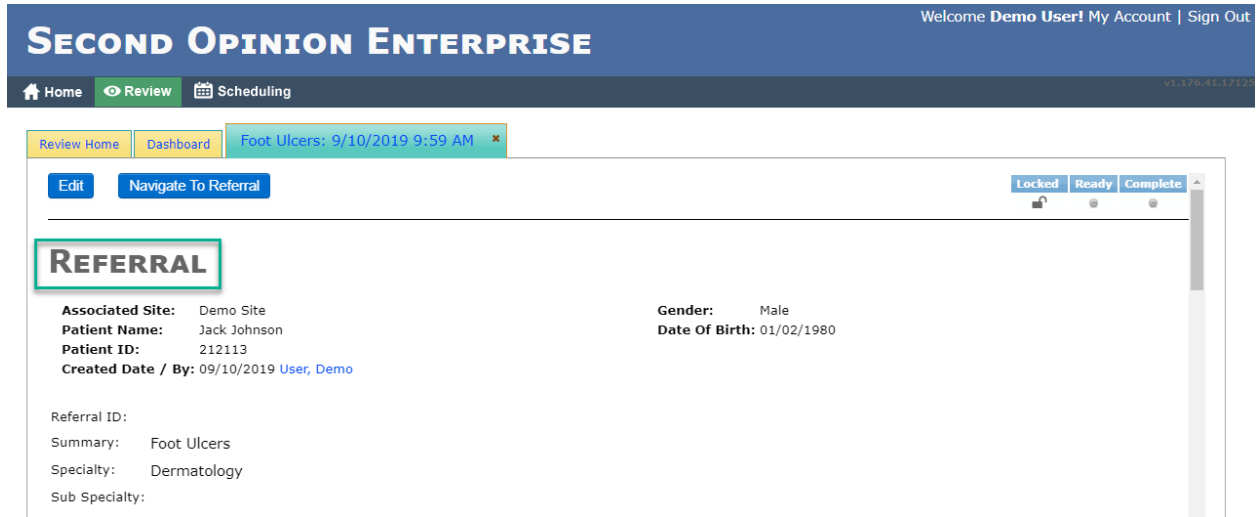
Scheduling - Coordinator View

The **Timeline Day** view allows the coordinator to see all of the specialist's schedule on the same screen.



Scheduling – Working with Referrals

The scheduling component is available within the Referral page.



SECOND OPINION ENTERPRISE Welcome Demo User! My Account | Sign Out

Home Review Scheduling

Review Home Dashboard Foot Ulcers: 9/10/2019 9:59 AM

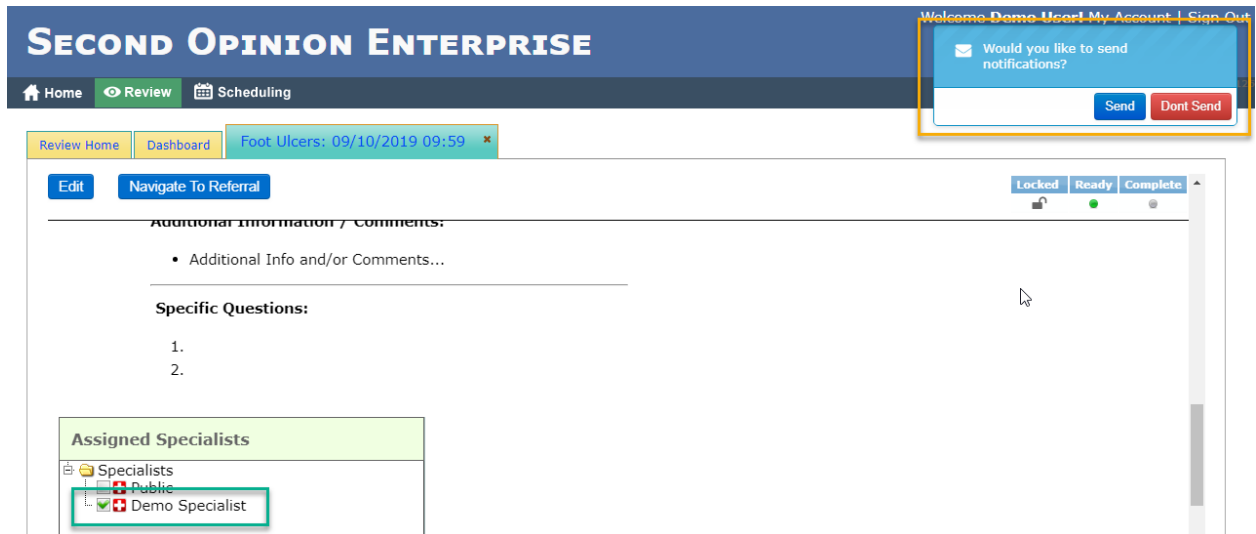
Edit Navigate To Referral Locked Ready Complete

REFERRAL

Associated Site: Demo Site Gender: Male
 Patient Name: Jack Johnson Date Of Birth: 01/02/1980
 Patient ID: 212113
 Created Date / By: 09/10/2019 User, Demo

Referral ID:
 Summary: Foot Ulcers
 Specialty: Dermatology
 Sub Specialty:

When a referral is assigned to a specialist, notifications are sent to the specialist and the coordinator(s) of medical specialty specified in the referral.



SECOND OPINION ENTERPRISE Welcome Demo User! My Account | Sign Out

Home Review Scheduling

Review Home Dashboard Foot Ulcers: 09/10/2019 09:59

Edit Navigate To Referral Locked Ready Complete

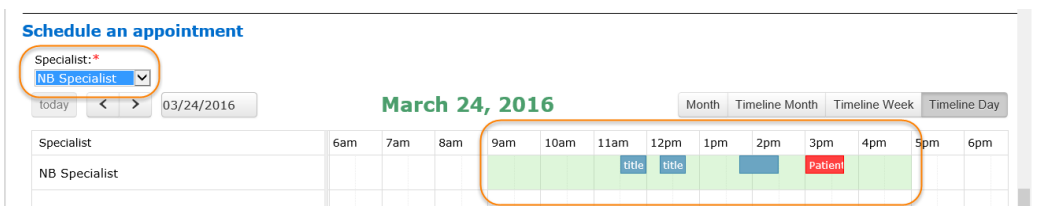
Would you like to send notifications?
 Send Don't Send

Additional Information / Comments:
 • Additional Info and/or Comments...

Specific Questions:
 1.
 2.

Assigned Specialists
 Specialists
 Public
 Demo Specialist

In the scheduling component, a specialist is selected and the calendar for that specialist is displayed. Appointments are color coordinated.



Schedule an appointment

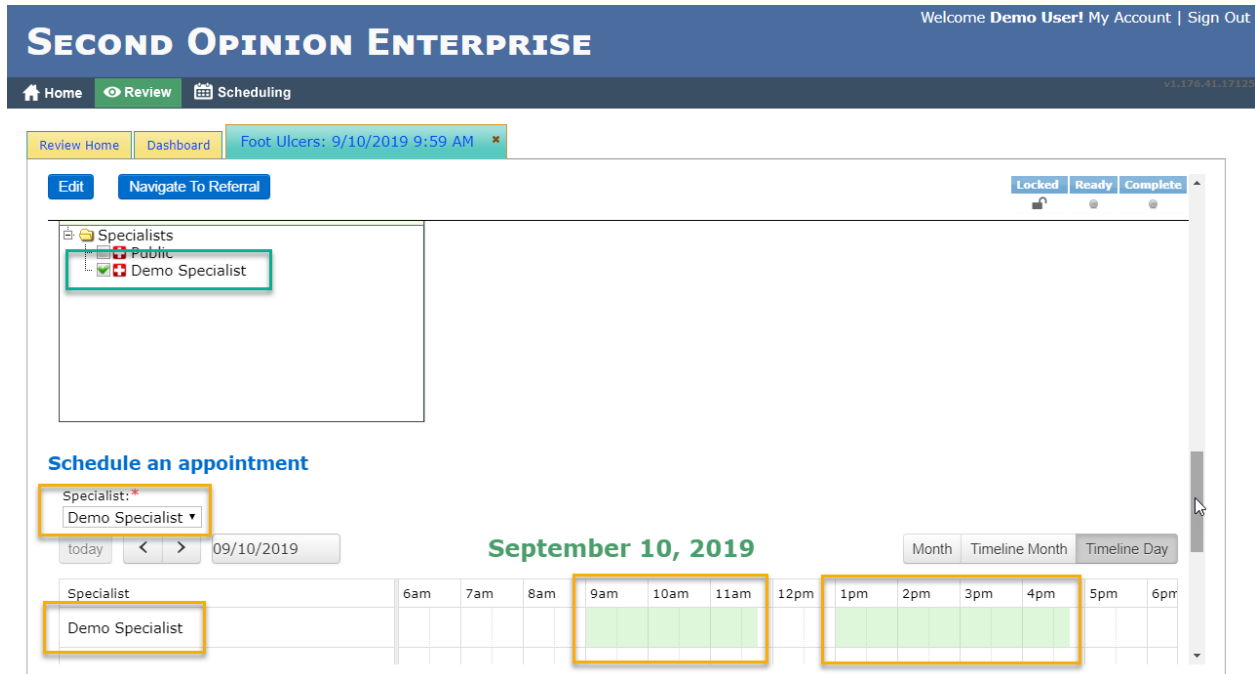
Specialist: *
 NB Specialist

today < > 03/24/2016

March 24, 2016 Month Timeline Month Timeline Week Timeline Day

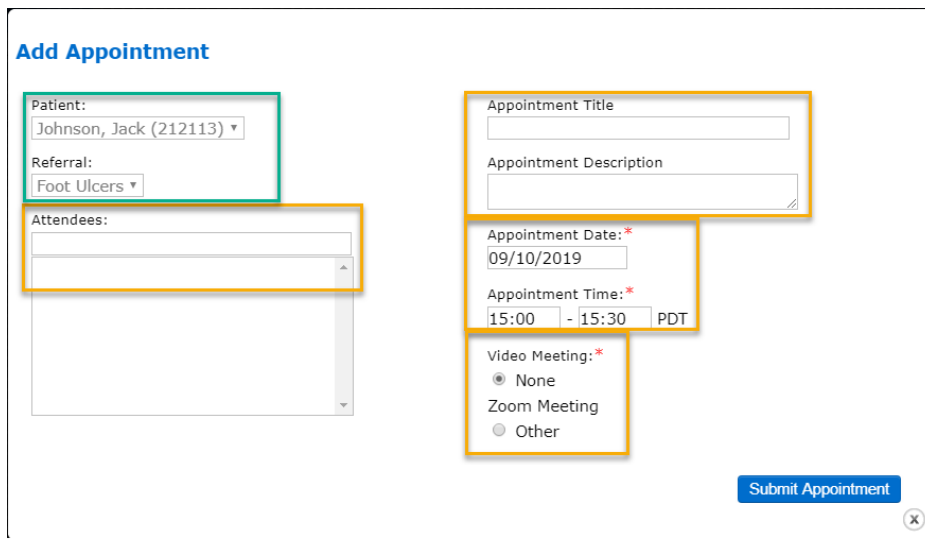
Specialist	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
NB Specialist				title	title					Patient			

If the current specialist does not have any availability, you can choose a different specialist or browse to different day. To create an appointment, click anywhere in the availability section (green highlight) and the **Add Appointment** dialog box will appear. To pre-fill an estimated meeting time, move the mouse to the desired start time, click the left mouse button and drag it to the desired end time.



The screenshot shows the 'SECOND OPINION ENTERPRISE' interface. At the top right, it says 'Welcome Demo User! My Account | Sign Out'. Below the header is a navigation bar with 'Home', 'Review', and 'Scheduling' tabs. The main content area is titled 'Foot Ulcers: 9/10/2019 9:59 AM'. It features a 'Specialists' list with 'Demo Specialist' selected. Below this is a 'Schedule an appointment' section with a 'Specialist' dropdown set to 'Demo Specialist' and a date selector for '09/10/2019'. A calendar grid for 'September 10, 2019' shows availability slots from 9am to 11am and 1pm to 4pm, which are highlighted in green. A 'Submit Appointment' button is visible at the bottom right of the interface.

For referral appointments, the patient and referral are referenced. The type of video meeting being scheduled is also selectable. Additional attendees can also be added to this appointment. These attendees can be users defined in the system or external participants. To be a participant of a meeting all that is required is a valid email address. Notification emails and/or SMS text messages are sent to all participants. When ready **Click Submit**.



The 'Add Appointment' dialog box contains the following fields and options:

- Patient:** Johnson, Jack (212113)
- Referral:** Foot Ulcers
- Attendees:** (Empty list)
- Appointment Title:** (Text input field)
- Appointment Description:** (Text area)
- Appointment Date:** 09/10/2019
- Appointment Time:** 15:00 - 15:30 PDT
- Video Meeting:**
 - None
 - Zoom Meeting
 - Other

A 'Submit Appointment' button is located at the bottom right of the dialog box.

Scheduled appointment for this referral.

SECOND OPINION ENTERPRISE Welcome Demo User! My Account | Sign Out

Home Review **Scheduling** v1.176.41.17125

Review Home Dashboard **Foot Ulcers: 9/10/2019 9:59 AM**

Edit [Navigate To Referral](#) Locked Ready Complete

Schedule an appointment

Specialist: *

September 10, 2019 Month Timeline Month Timeline Day

Specialist	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
Demo Specialist													

Assigned Specialist Calendar

Month Calendar View

SECOND OPINION ENTERPRISE Welcome Demo Specialist! My Account | Sign Out

Home Review **Scheduling** v1.176.41.17125

today

September 2019 Month **Agenda Day** Set Availability

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

■ Appointment
 ■ Specialists Availability
 □ No Availability

Day Calendar View

SECOND OPINION ENTERPRISE Welcome Demo Specialist! My Account | Sign Out

Home Review **Scheduling** v1.176.41.17125

today < > 09/10/2019 **September 10, 2019** Month **Agenda Day** Set Availability

Demo Specialist

9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	3:00 - Wound Care Consultation
4pm	
5pm	
6pm	

Appointment
 Specialists Availability
 No Availability

Specialist Dashboard

The **Referrals Assigned To Me** tab shows all of the referrals assigned to the specialist. There are quick links to the patient folder as well as the specific referral.

SECOND OPINION ENTERPRISE Welcome Demo Specialist! My Account | Sign Out

Home Review **Scheduling** v1.176.41.17125

Review Home **Dashboard**

Worklist History Shares

Public Referrals Referrals I Have Created **Referrals Assigned To Me** Video Meetings

1 to 5 (5) 10 1

Summary	Urgency	Patient	Site	Specialty	Author	Created	Drafts	Remove
Patient Visit	High Urgency	Smith, Mary (123123)	Demo Site	Dermatology	User_Demo	02/16/2019		
Patient Visit	High Urgency	Jones, Joe (523476)	Demo Site	Other	User_Demo	02/20/2019		
Patient Visit	High Urgency	Jones, Joe (523476)	Demo Site	Other	User_Demo	02/21/2019		
HRA Exam	Medium Urgency	Test, Test (53425324)	Demo Site	Infectious Diseases	User_Demo	04/13/2019		
Foot Ulcers	High Urgency	Johnson, Jack (212113)	Demo Site	Dermatology	User_Demo	09/10/2019		

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking other headers!

The **Video Meetings** tab shows all video meetings scheduled for the day. There are quick links available to join or start the video meeting as well as links to the referral and patient folder associated with the meeting. There are also highlights that show whether the meeting is assigned to the current specialist and if the meeting is in progress (status).

SECOND OPINION ENTERPRISE Welcome **Derm Specialist** | My Account | Sign Out

Home Review **Scheduling** Reports

Review Home Dashboard

Worklist History Shares

Public Referrals Referrals I Have Created Referrals Assigned To Me **Video Meetings**

1 to 2 (2) 10 1

Meeting ID	Summary	Patient	Specialty	SubSpecialty	Date/Time	Duration	Assigned To Me	Status
699621475	Derm Consult	Jack Johnson (212113)	Dermatology		03/24/2016 15:30	30	●	●
267950701	Derm Consult	Mary Smith (121212)	Dermatology		03/24/2016 13:45	45	●	●

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking other headers!

Patient Folder View

SECOND OPINION ENTERPRISE Welcome **Demo User!** My Account | Sign Out

Home Review **Scheduling**

Review Home Dashboard

Sites

Root > Demo Site > Jack Johnson (212113)

Patient: Jack Johnson (212113)

09/10/2019 09:55 Jack.png

09/10/2019 09:55 Ins Card.jpg

09/10/2019 09:55 Ins Card Back.jpg

09/10/2019 09:59 Foot Ulcers

Referral View

SECOND OPINION ENTERPRISE Welcome **Demo User!** My Account | Sign Out

Home Review **Scheduling**

Review Home Dashboard

Sites

Root > Demo Site > Jack Johnson (212113) > Tuesday, September 10, 2019

Foot Ulcers: 09/10/2019 09:59

09/10/2019 09:59 foot sore1

09/10/2019 09:59 foot sore2

09/10/2019 09:59 foot sore3

09/10/2019 09:59 Foot Treatment



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For More Information or Technical Support Give Us a Call

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