INTRODUCTION TO CTRC SCHEDULER
SCHEDULER TEAM

- Janine Higgins: Director of Operations
- Jenni Cathcart: Scheduling Manager
- Colin Shira: Scheduler
- Michelle Kim: OP Clinic Front Desk
WHAT IS SCHEDULER?

• Scheduler is a secure, HIPAA-compliant, web-based application
• The goals of Scheduler are to:
  1. Consolidate scheduling for all CTRC cores
  2. Increase efficiency and ease of scheduling
  3. Allow for scheduling in real time
WHAT IS SCHEDULER USED FOR?

• **ALL inpatient and outpatient CTRC study visits are set up through Scheduler**

• **This includes :**
  • **Rooms**
  • **Nursing services**
  • **APP services**
  • **Nutrition services**
  • **EBL: Exercise, DEXAs**
  • **Cardiovascular imaging**
HOW DOES SCHEDULER WORK?

• All studies have visit templates prepared by the Scheduler staff and entered into the system

• Study staff will have access to the studies they work on once the PI signs off on the personnel

• Study staff will add participants to their studies in Scheduler using their UCH MRN so they can be scheduled in real time
HOW DO I SCHEDULE AN APPOINTMENT?

1. From the home screen, click *Schedule New Appointment*
 HOW DO I SCHEDULE AN APPOINTMENT?

2. Select the appropriate study, visit, and subject
3. Enter the visit window and any other timing parameters
4. Click *Search*
HOW DO I SCHEDULE AN APPOINTMENT?

5. Click on the appointment time you would like to schedule

- **BLUE** appointments are available
- **ORANGE** appointments are unavailable
- **GREEN** appointments are already scheduled
- **GRAY** appointments have been checked out
HOW DO I SCHEDULE AN APPOINTMENT?

6. Review the appointment details and click **Schedule**.
CAN I SEE ALL MY SCHEDULED APPOINTMENTS?

- Your home screen shows appointments for all studies you have access to
- Click on the appointment to see full details
SCHEDULING DETAILS

• You must use the room assigned by Scheduler and be out by the designated end time.

• You have a 15 minute buffer to clean the room.

• All participants must be checked out after the appointment in the dashboard.

• You will not receive an Outlook invitation with appointment details.

• Appointments less than 7 days in advance must be made by Scheduler staff to ensure that they are added to EPIC.
SCHEDULER DASHBOARD

• **All study staff members should obtain access to the dashboard in order to update participants’ status while in the clinic**

• **This will be used to notify the nursing team or APP that you are ready for their services and to alert the clinic when you have completed your visit**

• **Please contact Chris Caldwell**
  
  *(Christopher.Caldwell@cuanschutz.edu)*

  for access
WHO DO I CONTACT FOR HELP?

- All appointment requests for visits less than 7 days in advance should be sent to ctrcscheduler@ucdenver.edu

- Please visit our website for links to tutorials, access forms, and MRN request forms: https://cctsi.cuanschutz.edu/resources/ctrc/scheduler
QUESTIONS?