

# MGPO/IDX INTERPRETER BOOKING PROCEDURES

## Section 1: INSTRUCTIONS FOR THE 2<sup>ND</sup> COLUMN

### BOOKING INTERPRETERS: LANGUAGES ON STAFF ON-CALL/OTHER LANGUAGES

SELECT FUNCTION	1 (SCHEDULE APPOINTMENTS)	
PAGE DOWN: TO GET THREE COLUMNS ON THE 1 <sup>ST</sup> COLUMN BOOK THE PROVIDER/ 2 <sup>ND</sup> COLUMN BOOK THE INTERPRETER		
PATIENT	R/N to recall patient	
PROVIDER	NO ENTRY, LEAVE BLANK	
DEPARTMENT	ISI	
C/T/D	D	
VISIT TYPE Language code plus length of appointment. Example: SP5, 45	SP5, DURATION (SPANISH) PT5, DURATION (PORTUGUESE)	FOR OTHER LANGUAGES AND PART-TIME STAFF REFER TO THE LIST OF VISIT TYPES
FROM DATE IN THE 1 <sup>ST</sup> COLUMN, PROVIDERS COLUMN, ENTER AN "S" BEFORE THE DATE	00/00/00 WRITE DATE OF APPT. <b>PRESS F10 TO FILE INFORMATION</b>	
SCHEDULE APPT SUMMARY	2 BOXES WILL APPEAR. THE LEFT ONE IS FOR THE PROVIDER AND THE RIGHT ONE FOR THE INTERPRETER MAKE SURE THE DATES MATCH. IF NOT PRESS "N" FOR THE NEXT AVAILABLE DATE THAT WILL MATCH AND SELECT A SLOT ON YOUR PROVIDER'S SCHEDULE AND A SLOT ON THE INTERPRETER'S SCHEDULE. <b>PRESS F10 TO FILE INFORMATION</b>	
VISIT DATA FORM First you will get the provider's VDF write comments needed	Under the Interpreter's VDF go to "COMMENTS" write location, phone, MD's name or contact person <b>PRESS F10 TO FILE INFORMATION</b>	
OK TO FILE APPT? Y	TYPE Y	
FILE CONFLICTING APPT? N	<b>WARNING:</b> TYPE Y, then keep pressing enter until the system brings you back to the scheduling screen.	

### Section 2: BOOKING AFTER YOU BOOKED A PROVIDER OR FOR PROCEDURES AND TESTS

DO NOT PAGE DOWN		
PATIENT	Look for the patient	
PROVIDER	NO ENTRY, LEAVE BLANK	
DEPARTMENT	ISI	
C/T/D	D	
VISIT TYPE	REFER TO THE LIST ABOVE	REFER TO THE LIST ON THE BACK
FROM DATE	TYPE "S" THEN DATE OF APPT <b>PRESS F10 TO FILE INFORMATION</b>	
SCHEDULE APPT. SUMMARY	Look at the date and select a time. If all the slots are taken call the interpreters office to overbook if possible. <b>PRESS F10 TO FILE INFORMATION</b>	
VISIT DATA FORM "COMMENT" Section	Go to "COMMENTS", write location, phone, MD's name or contact person <b>PRESS F10 TO FILE INFORMATION</b>	
OK TO FILE APPT? Y	TYPE Y, Press enter ONCE	
FILE CONFLICTING APPT? N	<b>WARNING:</b> TYPE Y, then keep pressing enter until the system brings you back to the scheduling screen.	

### LINKING APPOINTMENTS (IF YOU SCHEDULE AN INTERPRETER AFTER YOU BOOKED THE PROVIDER)

COMPUTER PROMPT	ENTER THE FOLLOWING
PATIENT	R/N = TO RECALL THE PT/
PRESS F9	Then press "A" = APPOINTMENTS
TO SELECT APPOINTMENTS THAT NEED TO BE LINKED	PRESS ENTER IN MD'S APPT. PRESS ENTER IN INTER APPT.
TO LINK APPOINTMENTS	SELECT "L"
	<b>PRESS F10 TO FILE INFORMATION</b>
	<b>PRESS F7 Q TO GO BACK</b>