Ⓒ2020 Northwestern Medicine

DAR/MPS – MyChart Telehealth column

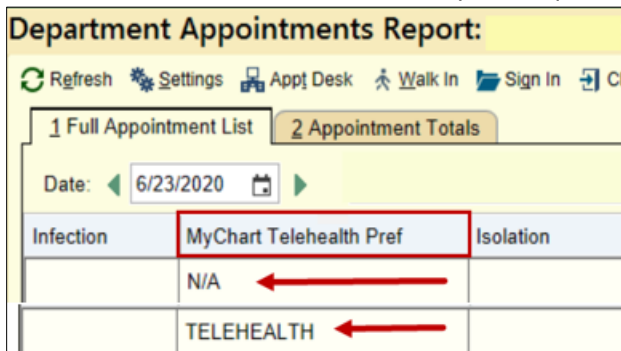| Expected Go Live Date	6/26/20
Impacted Locations	All Regions
Intended Audience	Registrars

During Direct Scheduling within MyChart the patient will be asked if they want a Telehealth visit. If they do, then they click the Telehealth button.

> Appointments via video or telephone are also available by request. Please indicate TELEHEALTH if you prefer video or telephone. You will need a digital device such as an Android phone or iPhone that can receive text messages. We will contact you between 15 minutes before and one hour after the appointment time.
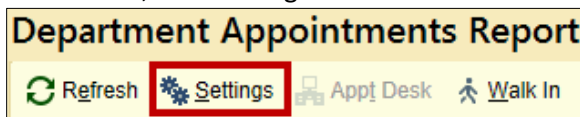>
> TELEHEALTH

On the DAR, if the patient is requesting a Telehealth visit, this will be indicated in the MyChart Telehealth Pref column.

- N/A in the column means they did not click the button to indicate they want a Telehealth visit
- TELEHEALTH in the column means they are requesting a Telehealth visit
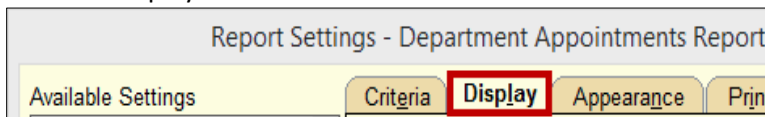
Department Appointments Report:

Refresh   Settings   Appt Desk   Walk In   Sign In   Cl

| 1 Full Appointment List | 2 Appointment Totals |

Date: ◀ 6/23/2020 ▶

Infection	MyChart Telehealth Pref	Isolation
	N/A ⬅	
	TELEHEALTH ⬅	

Add column to the DAR

1. On the DAR, click Settings.

Department Appointments Report

Refresh   **Settings**   Appt Desk   Walk In

2. Click the Display tab.

Report Settings - Department Appointments Report

Available Settings   Criteria   **Display**   Appearance   Print

3. Scroll down and highlight the appropriate column name.

Column Name ▲
NM ES IP OP Appt [103673]
NM ES PATIENT SELF PAY BALANCE
NM ES Short Notice Appointment (Icon)
NM ES TELEHEALTH PREF MyChart [
NM ES TELEHEALTH PREFERENCE A
NM Future Order Linked [117100478]
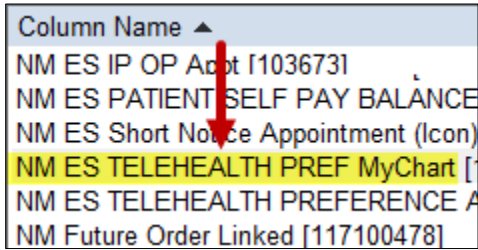
4. Click the right arrow to add it to the column on the left. It will be listed at the bottom of the list.

Column Name ▲		Column Name
NM ES Lab Specimen to be Collect		Total SP Balance
NM ES LINKED ORDER Dx [10446		MODEL ES PATIENT VERIFIC...
NM ES Short Notice Appointment (I		ABN Status with HNO ID
NM Future Order Linked [11710047	▶	Patient MyChart Status
NM GI ROOM RESOURCE ASSIGI	◀	Appt Check In To Appt Time
NM HAS TELEMED INDICATOR [1		CL Status
NM HP OUTPATIENT COVERAGE		Transport Status for Appointme...
NM IP IRF OT APPROPRIATE FOF		AMB PATIENT NEEDS INTER...
NM MyChart eCheck-In Warnings [		Patient Preferred Language
NM NWR QGENDA APPT PROCEI		Research: Appt Linked Indicator
NM NWR QGENDA APPT START `		MyChart eCheck-In Status
NM OR AN PATIENT DOB [103613		NM ES TELEHEALTH PREF M...

5. Highlight the column name and use the up arrow to move it to the desired position on the DAR.

Column Name	▲
Total SP Balance	
MODEL ES PATIENT VERIFIC...	
MODEL ES PATIENT COVER...	
Patient Preferred Language	
Research: Appt Linked Indicator	
MyChart eCheck-In Status	
NM ES TELEHEALTH PREF M...	
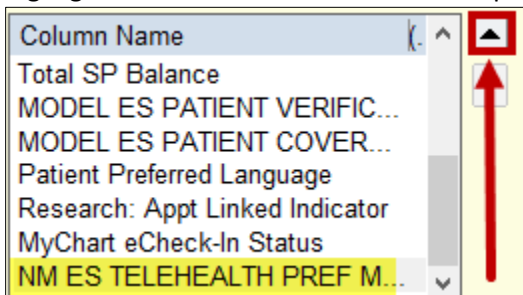
6. Click Save then Run.

Run	Save

7. You will see the added column on the DAR.

Department Appointments Report

⟳ Refresh ✱ Settings 🖥 Appt Desk 🏃 Walk In 📁 Sign In ⮕ Check In ⬅ Check Out ▦ Ro

| Admitted?	Acct Type	Car	CC	Care	Travel	Conf	MyChart Telehealth Pref	Open Sched
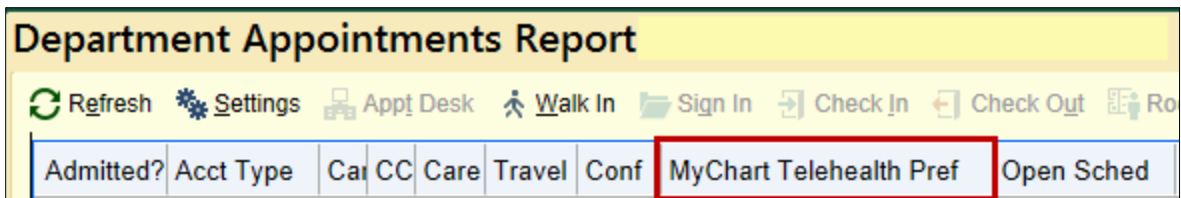
Configuration of Multiple Provider Schedule

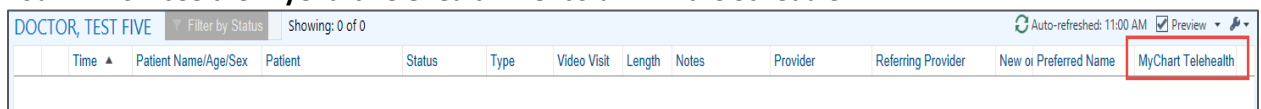Update your Schedule configuration to include **MyChart Telehealth Pref** column.

1. Select the gear ❄.
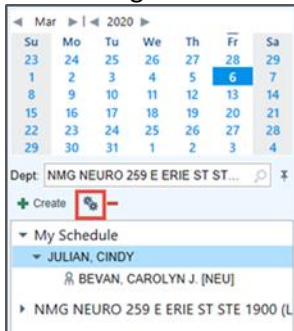
2. From the General tab under the Available Columns, scroll or search to find **MyChart Telehealth Pref** option.
3. Select **Add Column** after each selection.
4. Select **Accept** when done.
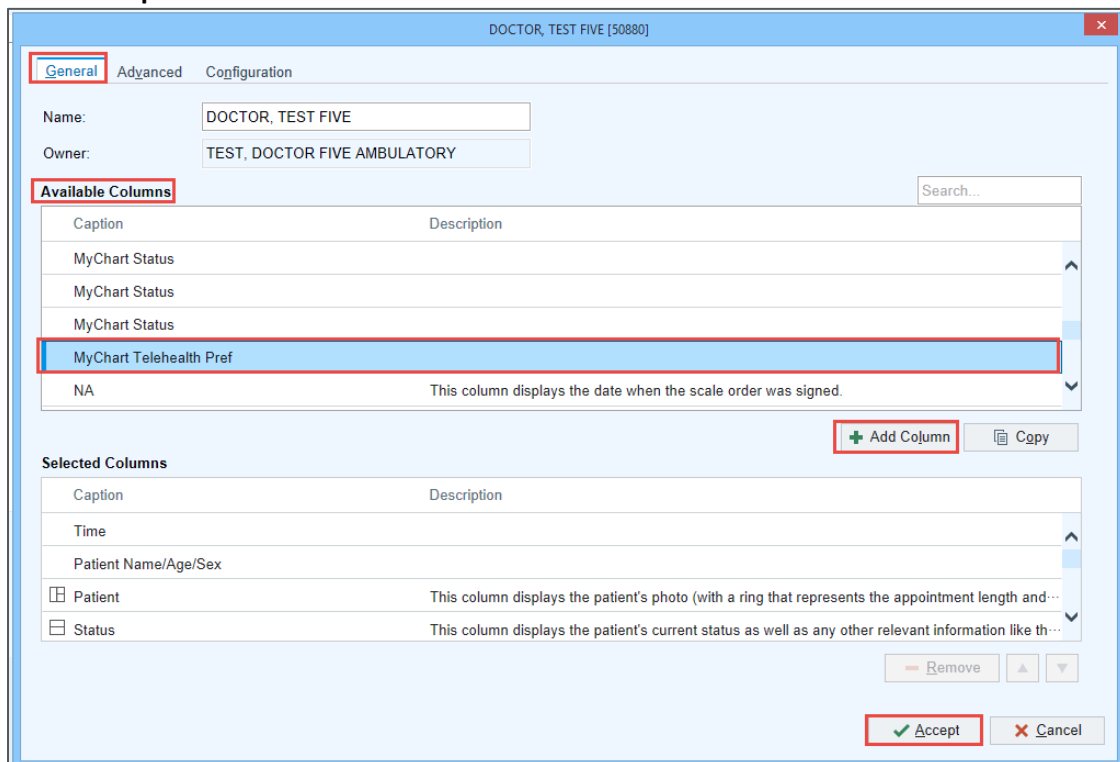
5. You will now see the **MyChart Telehealth Pref** column in the Schedule.

Please note – you only need to configure your schedule once.