

## CERNER FLASH

## 6-18-2018

## SCHEDULING PREFERENCES

Ensure that preferences are set to use best encounter logic. This will prevent discharged and historical encounters from displaying when adding an encounter during scheduling.

- 1. Within SchApptBook, go to View > Options.
- 2. On the Appointment tab, make sure the use best encounter filters is selected.



Update the Encounter Selection window to display appropriate information.

- 1. Within the Encounter Selection window, right click on the column header and select Preferences. The Encounter Selection window can only be accessed while scheduling an appointment.
- 2. Move Available Columns and Selected Columns to reflect the below configuration.

FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Preni	Provider Name	Reg Date
7000000062101	Prereg	Preferences		ain	LN06 Pain	Attending Physician	Bez, DO, Douglas M	





DOING WHAT'S BEST.