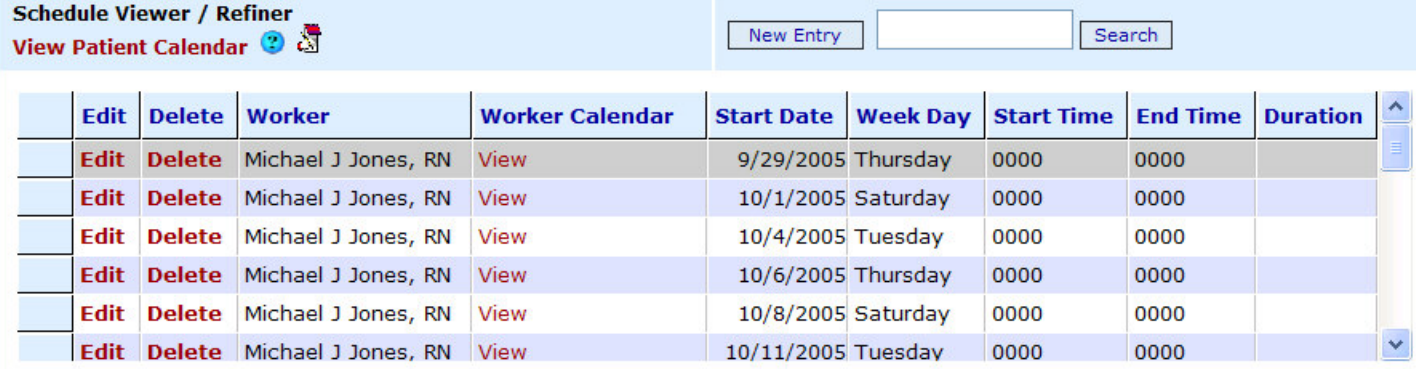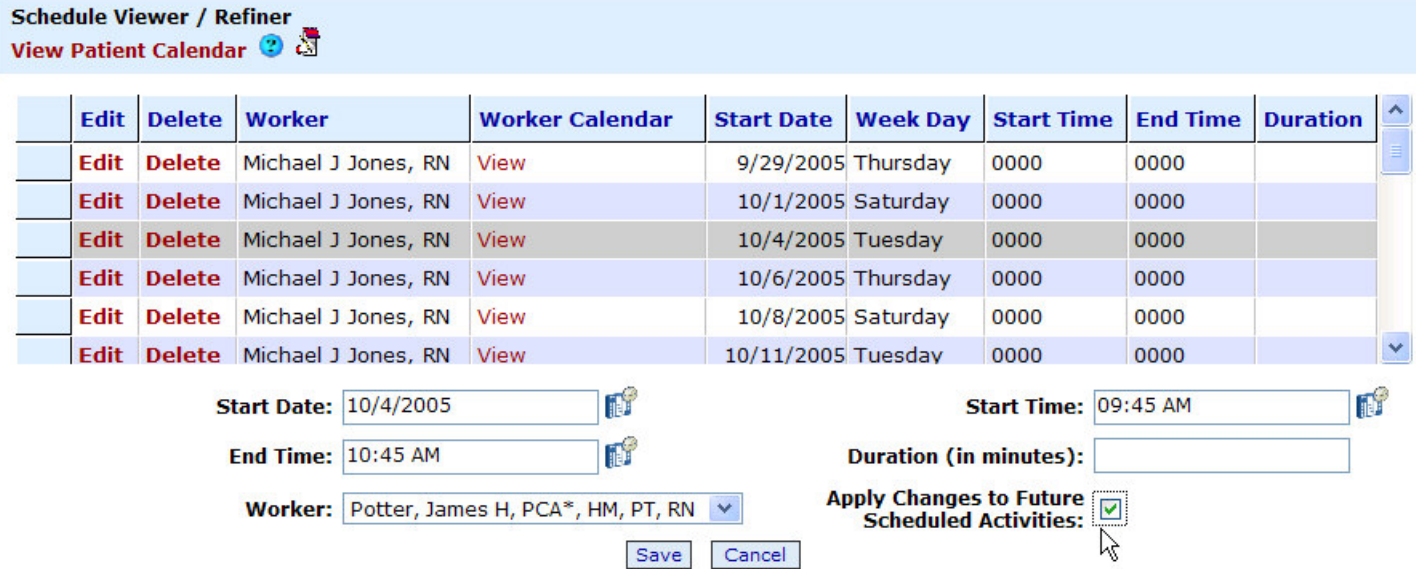# Instructions for applying changes of a single scheduled visit to all remaining scheduled visits

| Action / Instruction | Screen Shot |
|---|---|
| **Scenario:** An existing patient schedule needs to be changed as of a certain visit forward for all remaining scheduled visits ||

| Action / Instruction | Screen Shot |
|---|---|
| 1. CLINICAL – Patient Profile – Orders: select appropriate discipline, frequency / duration so that the desired existing schedule is displayed in Schedule Viewer / Refiner | **Schedule Viewer / Refiner** <br> **View Patient Calendar**    New Entry   Search <br><br> Edit / Delete / Worker / Worker Calendar / Start Date / Week Day / Start Time / End Time / Duration <br> Edit Delete Michael J Jones, RN View 9/29/2005 Thursday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/1/2005 Saturday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/4/2005 Tuesday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/6/2005 Thursday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/8/2005 Saturday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/11/2005 Tuesday 0000 0000 |
| 2. Click **Edit** on scheduled visit that represents the first visit needing change. The fields are displayed below the grid. In this example, the start and end times are entered and the worker is changed from Michael Jones to James Potter. Be sure to check the box to **"Apply Changes to Future Scheduled Activities"**. Click [Save]. | **Schedule Viewer / Refiner** <br> **View Patient Calendar** <br><br> Edit / Delete / Worker / Worker Calendar / Start Date / Week Day / Start Time / End Time / Duration <br> Edit Delete Michael J Jones, RN View 9/29/2005 Thursday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/1/2005 Saturday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/4/2005 Tuesday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/6/2005 Thursday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/8/2005 Saturday 0000 0000 <br> Edit Delete Michael J Jones, RN View 10/11/2005 Tuesday 0000 0000 <br><br> Start Date: 10/4/2005    Start Time: 09:45 AM <br> End Time: 10:45 AM    Duration (in minutes): <br> Worker: Potter, James H, PCA*, HM, PT, RN    Apply Changes to Future Scheduled Activities: ☑ <br> Save   Cancel |

| Action / Instruction | Screen Shot |
|---|---|
| 3. You now see that the schedule has been changed as of 10/4/2005 forward to all remaining scheduled visits. | **Schedule Viewer / Refiner**<br>**View Patient Calendar** 🔵 📄    New Entry [    ] Search<br><br>| | Edit | Delete | Worker | Worker Calendar | Start Date | Week Day | Start Time | End Time | Duration |<br>|---|---|---|---|---|---|---|---|---|---|<br>| | Edit | Delete | Michael J Jones, RN | View | 9/29/2005 | Thursday | 0000 | 0000 | |<br>| | Edit | Delete | Michael J Jones, RN | View | 10/1/2005 | Saturday | 0000 | 0000 | |<br>| | Edit | Delete | James H Potter, PCA | View | 10/4/2005 | Tuesday | 0945 | 1045 | |<br>| | Edit | Delete | James H Potter, PCA | View | 10/6/2005 | Thursday | 945 | 1045 | |<br>| | Edit | Delete | James H Potter, PCA | View | 10/8/2005 | Saturday | 945 | 1045 | |<br>| | Edit | Delete | James H Potter, PCA | View | 10/11/2005 | Tuesday | 945 | 1045 | | |