



AVEL

eSYNC

User Guide

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To Learn More:

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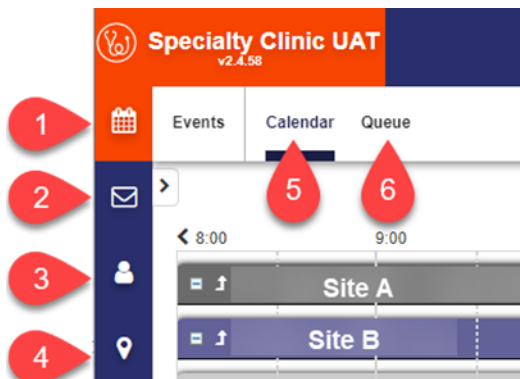
Initial Login

For initial login, user will receive an email from 'no-reply@avel-erx.com' with subject 'Avel Specialty Clinic eSync Application Invitation.' User will click on the link in the email, follow prompts and create a password. Username for future log-ins will be the user's email address.

eSYNC Navigation

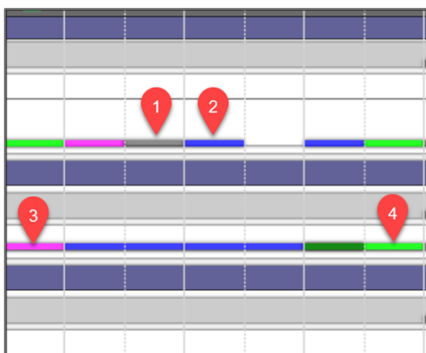
Home Screen

1. Event Calendar – Main calendar view
2. Dashboard
3. Patient Profile – patient demographics, past appointments etc.
4. Site – Site list
5. Calendar – calendar with provider schedules and appointments
6. Queue – launch point for the list of queued appointments



Appointment Color Code Guide

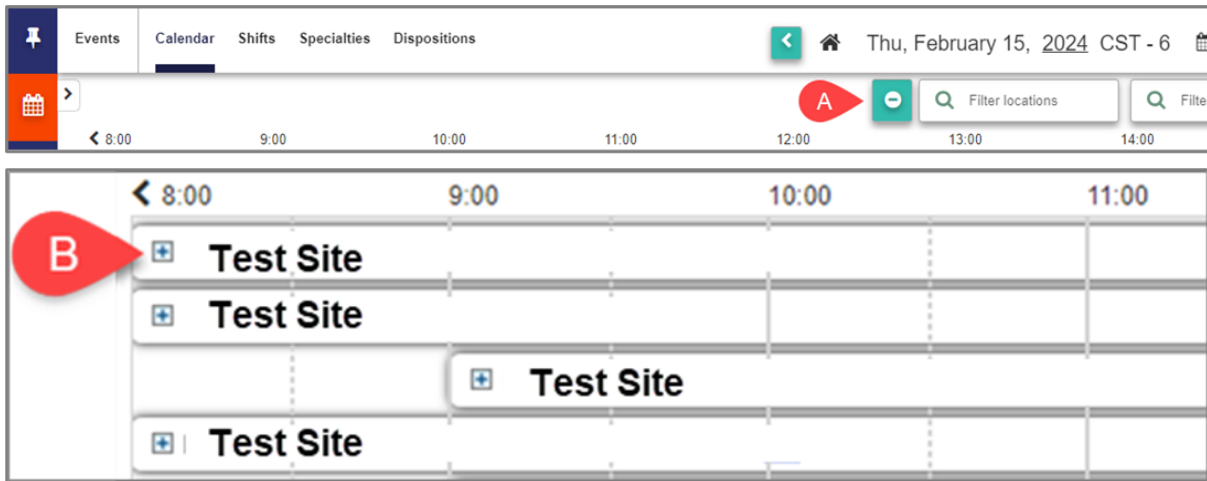
1. Black/Dark Grey – Scheduled Appointment
2. Blue – Complete
3. Fuchsia – No Show
4. Green – Canceled



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Collapse/Expand

- A. Collapse all by selecting the “-” sign
- B. Expand all by selecting the “+” sign



Calendar Filters

Search filter:

Search for the desired location, specialty, provider, or patient by typing in the free text field. This is a type ahead search meaning once you start typing the system will start filtering.



Filter dropdown:

Select Filter, the default is to show all locations, specialties, and providers. If you would like to filter down uncheck the box next to the applicable field. This will pull up the filter overlay with all sites selected. Within this overlay there are options to deselect all locations/select all locations.

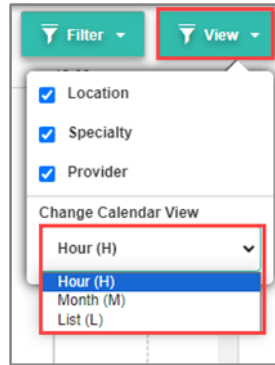
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Calendar Views

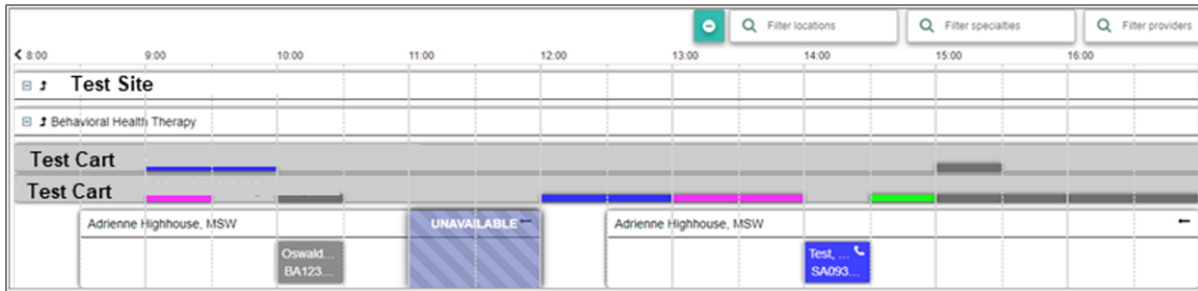
To change your calendar view, select the view filter, go to the dropdown on the bottom and select from the following options.

Or use the hot keys:

- type "h" to get to the hour view
- type "m" to get to the month view
- type "l" to get to the list view

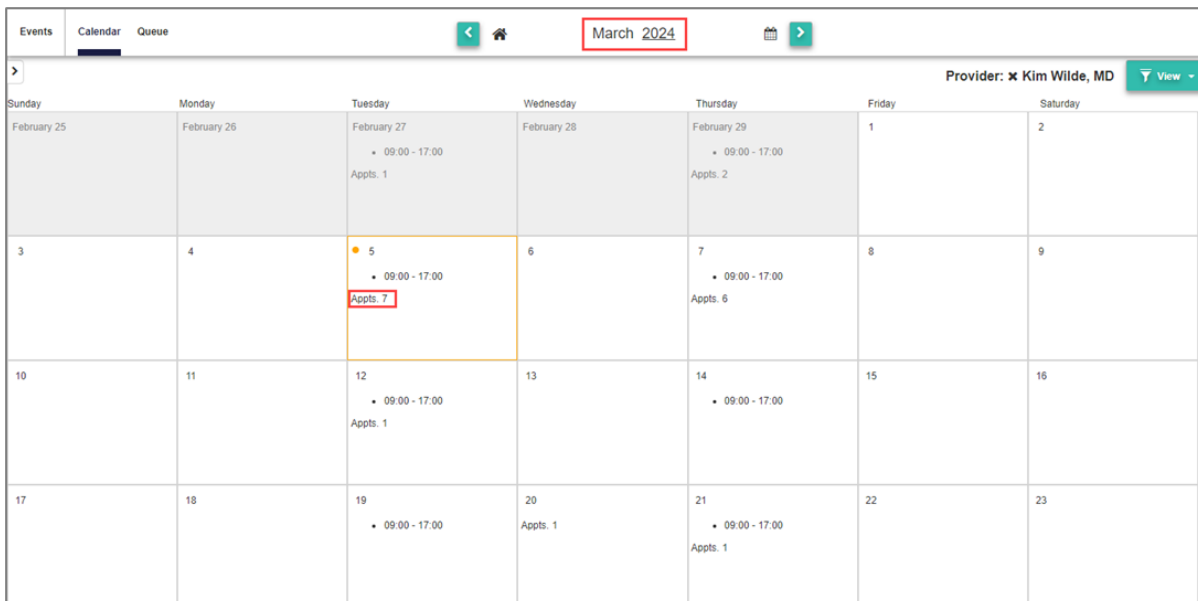


Hour – default view showing provider’s schedule and appointments by date and hour.



Month – shows Provider’s schedule for the month listing the number of appointments for the day.

- In Provider field, remove auto-populated name and enter specific provider name



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Calendar Views

List – shows Provider’s list of patients for the selected day.

- In Provider field, remove auto-populated name and enter specific provider name

Time	Appointment Details	Test Site
8:30 AM - 9:00 AM	Morning, Good (01/03/1982) Reason for visit: testing (N) No Show	Nephrology LameDeer-MT-IHS-CartA-SC
1:00 PM - 2:00 PM	Oswaldtest, Birdie (05/10/2023) Reason for visit: testing (E) Cancelled	Nephrology LameDeer-MT-IHS-CartA-SC
1:00 PM - 1:30 PM	Man, Super (05/01/2000) Reason for visit: test (C) Completed	Nephrology LameDeer-MT-IHS-CartA-SC
3:30 PM - 4:00 PM	Test Patient (01/01/1951) Reason for visit: nephro flu (A) Scheduled	Nephrology LameDeer-MT-IHS-CartB-SC

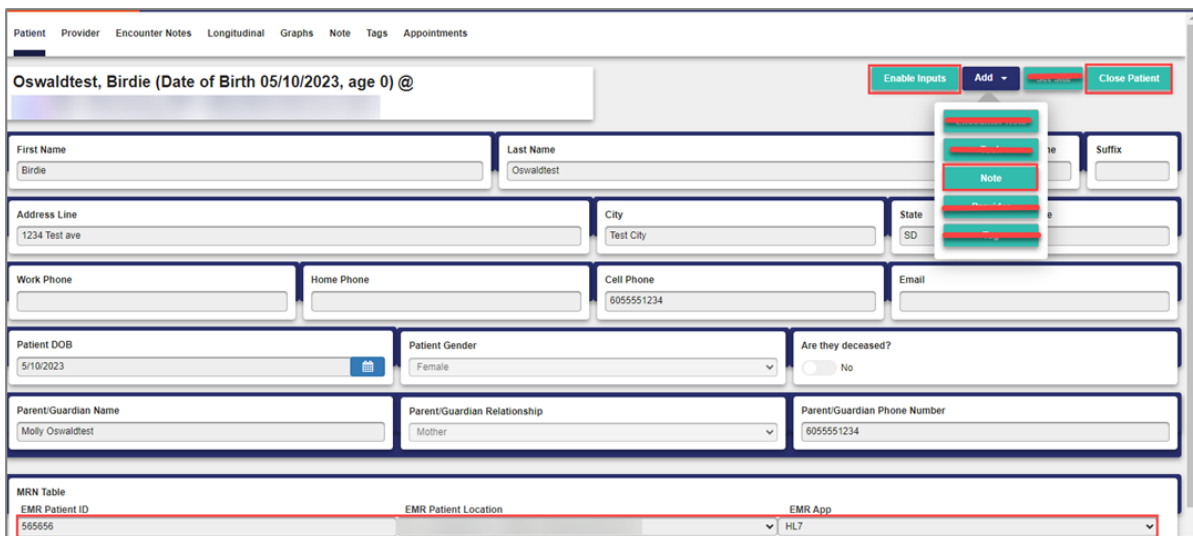
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Patient Profile General Navigation

1. Select the patient silhouette on the blue navigation bar.
2. Search for existing patients by name and/or date of birth. Need at least the first three letters of either the first or last name.
3. Existing patients that match the search will start populating in a dropdown. Select the correct patient.



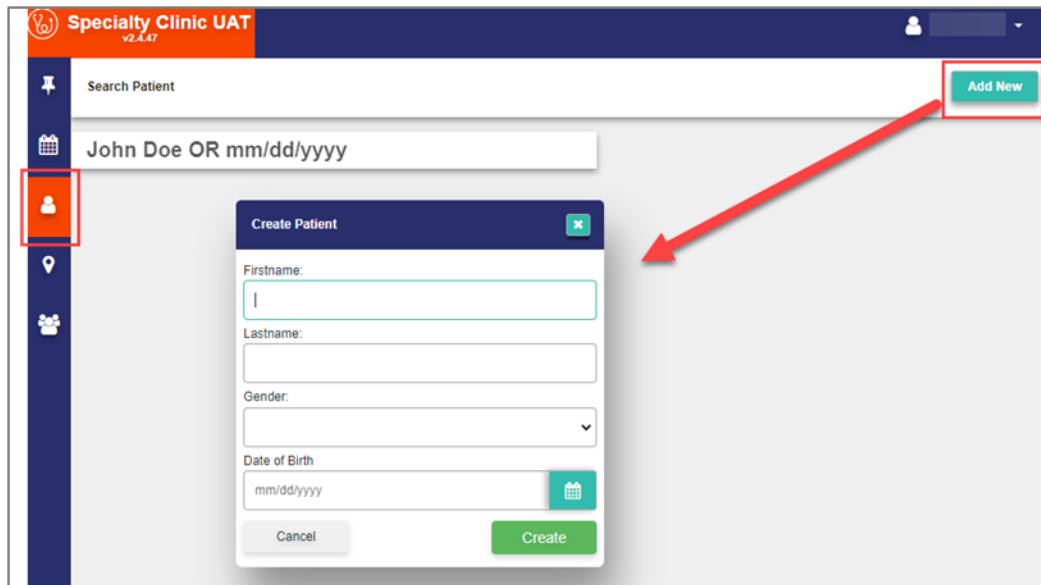
4. Upon selecting the patient, you will default to the patient demographics screen.
5. To edit demographics select Enable Inputs and update fields accordingly.
6. Select Add to add a note to the patient profile.
7. When finished select Close Patient.
8. To see a full list of appointments select "Appointments". This will pull in the patient's appointments.



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Create New Patient

1. Navigate to the patient profile in the blue navigation bar.
2. Search for the patient .
3. If patient is not populating in search, select new in the right-hand corner.
4. The Create Patient overlay will launch.
5. Enter First and last name, gender, and date of birth.
6. Select Create.
7. Enter patient demographics then close patient.

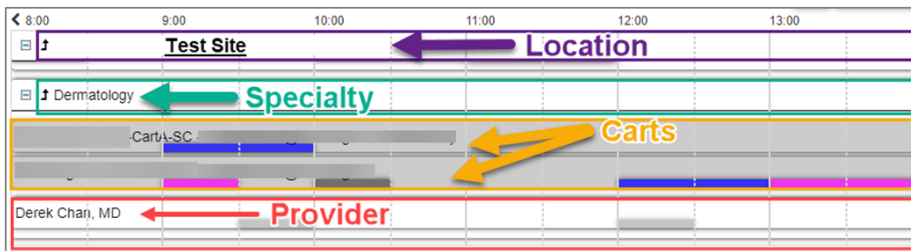


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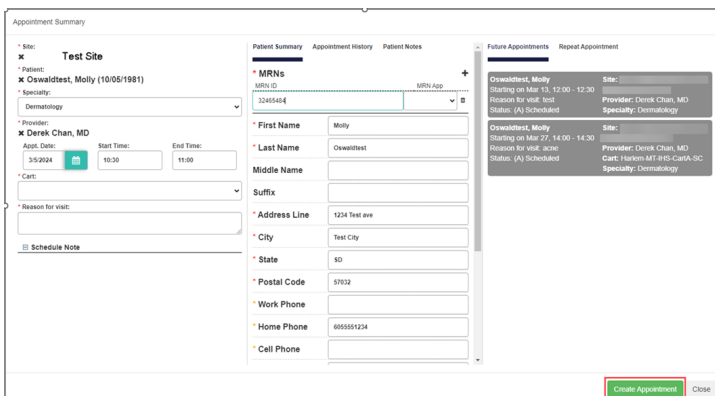
Scheduling Appointment

Clinic Appointment

1. Select event calendar and navigate to the desired location.
2. Verify you are within the correct location (**Purple**).
3. Verify you are within the correct specialty (**Green**).
4. Review cart(s) for openings (**Orange**).
5. Compare to providers schedule (**Red**).



6. Double click or right click > schedule event on the desired time within the provider bar to schedule an appointment.
7. This will launch the appointment summary overlay.
8. Verify the correct site is listed.
9. Search for patient.
10. Verify the correct specialty is listed.
11. Verify the correct provider is listed.
12. Verify/change appointment date/time.
 - **Appointments default to 30 minutes. Adjust accordingly**
13. Select cart from the dropdown menu.
14. Enter Reason for Visit.
15. Under patient summary, verify or enter the patient's MRN number and demographics.
 - For Pediatric patients, enter Parent/Guardian information.
16. Select appointment history to view past appointments.
17. Select patient notes to view any notes unique to this patient.
18. Future appointments will be displayed on the right-hand panel to review.
19. Select Create Appointment when finished.



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Home Visit

1. Follow steps to schedule an appointment.
2. Within the “Cart” dropdown select Home Visit.
3. The Home Visit Section will populate below. Complete the required fields.
4. Finish steps to schedule appointment.

Scheduling from Queue

1. Select “Queue” from in the left-hand corner.

2. Select the check box next to “Display all follow-ups” to launch all queued appointments regardless of location.

3. Search for a specific location within the Lookup Location field. The locations will start appearing once you begin typing. Select desired location.

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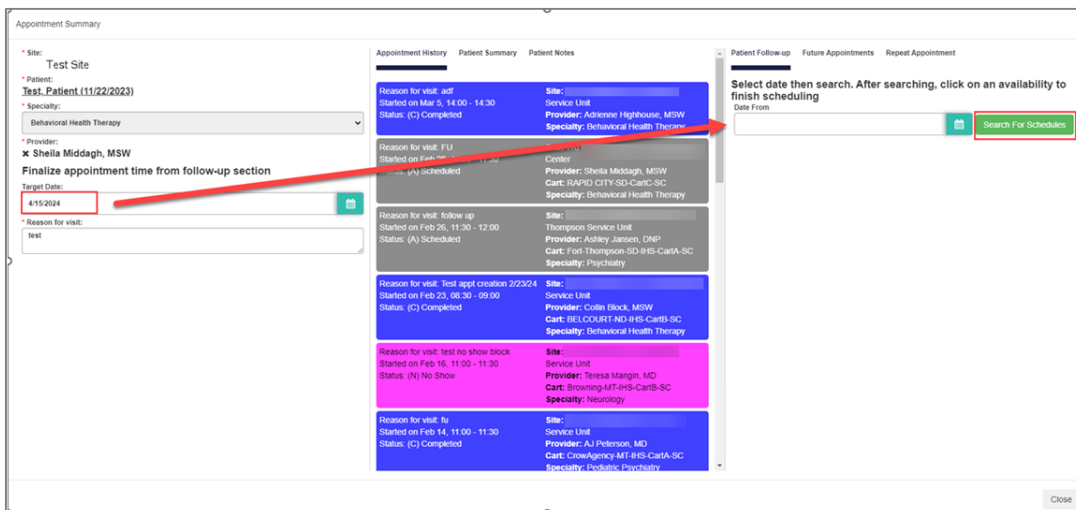
Scheduling from Queue

4. Right click anywhere within the black row of the patient you want to schedule and select edit.



5. This will launch the patient summary screen.

6. Verify correct site/patient/specialty/provider. Review target date and enter date in the date field under Patient Follow-up in the right-hand panel. Then Search for Schedules.



7. This will populate a month view based on the date you selected. Example: Date enter April 15th, the month view with provider's availability will display.

- a. Unavailable will have the diagonal lines within the box (red box below)
- b. Available will be white (green box below)

Mar 31	1	2	3	4	5	6
	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
7	8	9	10	11	12	13
	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
14	15	16	17	18	19	20
	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
21	22	23	24	25	26	27
	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
28	29	30	May 01	May 02	May 03	May 04
	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
Monday, 4/15/2024 ✕						

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Scheduling from Queue

- Select the available date you would like to schedule on and scroll down. Verify site, select home visit or the appropriate cart. Then click on an available spot within the provider row. Confirm date and time populated to the appropriate fields. Edit timeframe if need within the time slots, then select Schedule.

Monday, 4/15/2024 ✕

BA - Browning, MT - Blackfeet Service Unit

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00

* Home Visit

* Browning-MT-IHS-CartA-SC

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00

* Browning-MT-IHS-CartB-SC

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00

Sheila Middagh, MSW

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00

Date to schedule: 4/15/2024 Time to schedule: 10:00 End time: 11:00 Schedule

- This will take you back to the queue and display a pop-up confirming appointment with a launch point to view appointment in the calendar. Click the green confirmation message to jump to scheduled day.

Display all follow-ups

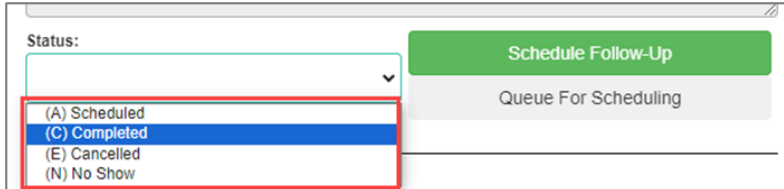
Filter patients

Follow up scheduled at Mar, 08 2024
Click to jump to day

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Cancelling Appointment

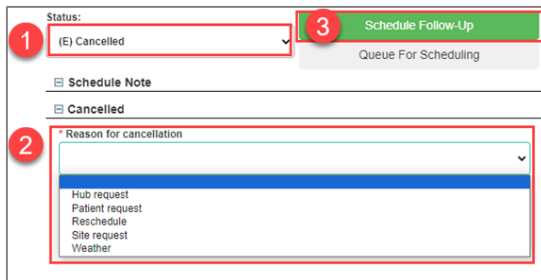
1. Open the appointment.
2. Within the patient summary screen, change status and select close in the bottom right-hand corner.



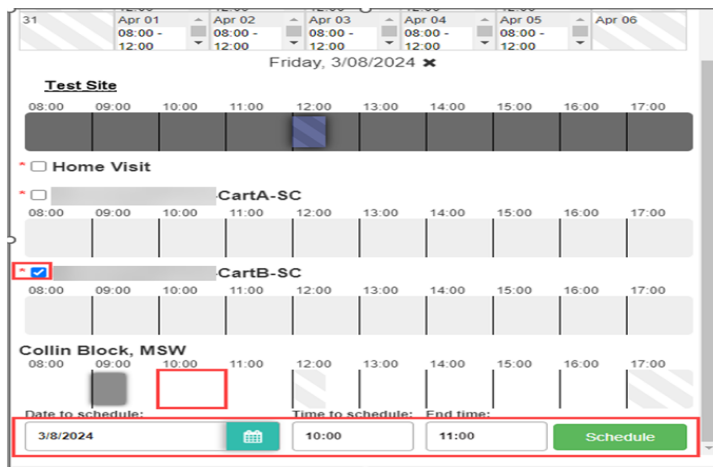
Editing Appointment

Reschedule/Follow up

1. Open the appointment and change status to Cancelled.
2. The Reason for cancellation will appear. Select reason from the drop down.
3. Select Schedule Follow-Up



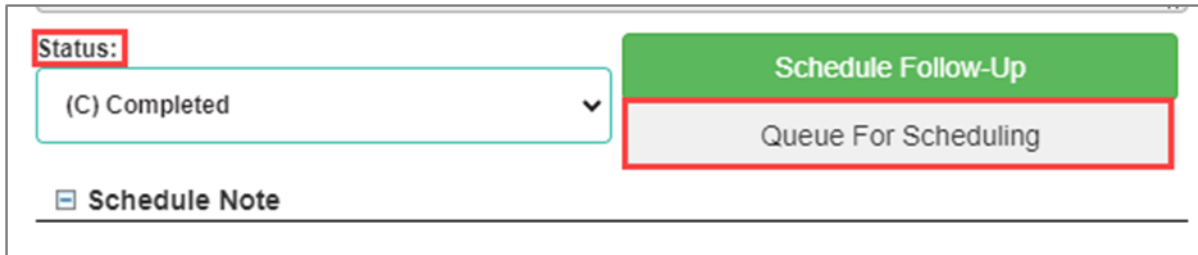
4. In the right-hand panel under Patient Follow-up select the Date to be rescheduled and Search For Schedules.
5. Review cart and provider's schedule for availability.
6. Select cart or home visit.
7. Select the time of appointment within the provider's row.
8. Verify date and time. **Appointments will default to 30 minutes. Adjust accordingly by clicking in the time field, backspace and enter new time**
9. Select Schedule.



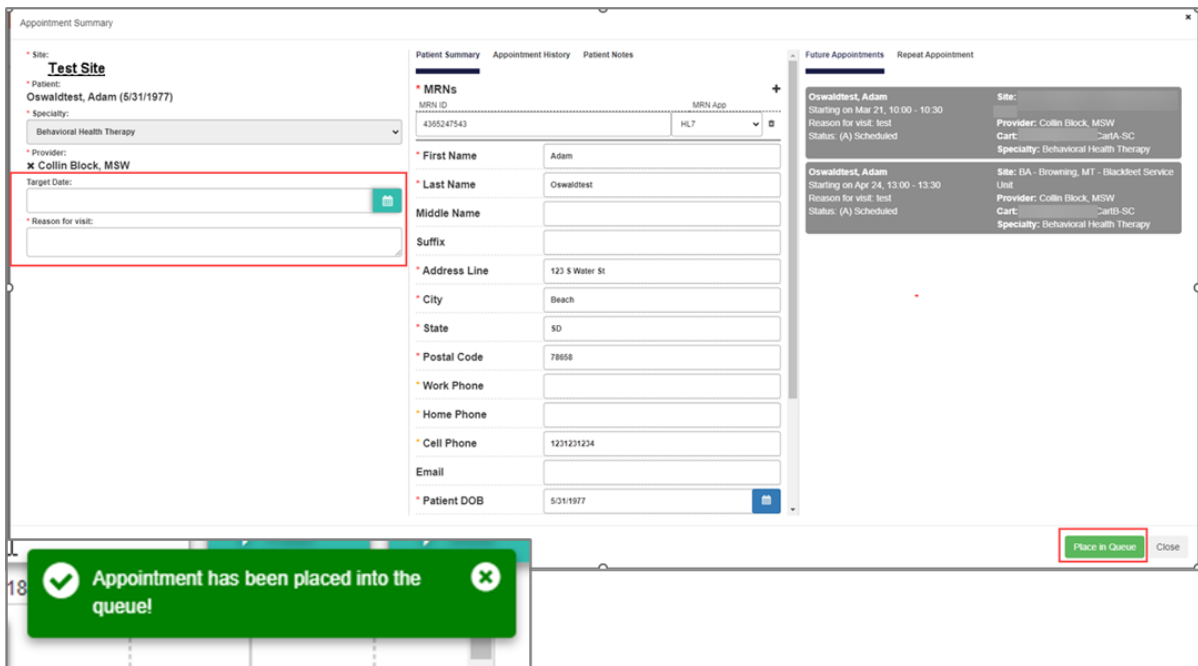
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Adding Patient to Queue

1. Open the appointment and change status from active to cancelled.
2. Cancelled and No-Show appointments will populate required fields. Complete requirements.
3. Select Queue For Scheduling.



4. The appointment summary overlay will appear. Enter a target date and reason for visit. Verify patient demographic and select Place in Queue in the bottom right-hand corner. You will receive a pop-up confirmation when completed.



Appointment Time Frames

Initial appointments (New Patient):

- Peds Psych – 90 min
- All other Specialties – 60 min

Existing/ Follow-up appointments:

- BH Therapy: 60 min
- All other Specialties – 30 min