

Viewing and Scheduling Using Outlook Radiology Research Scanner Calendars

JANUARY 2023

Using Outlook for Radiology Research Scheduling

Note: Research calendars are VIEW ONLY

- Appointments **cannot** be made directly on the Research calendars
- Appointment requests come from **YOUR OWN** Outlook calendar, just like scheduling any other meeting.



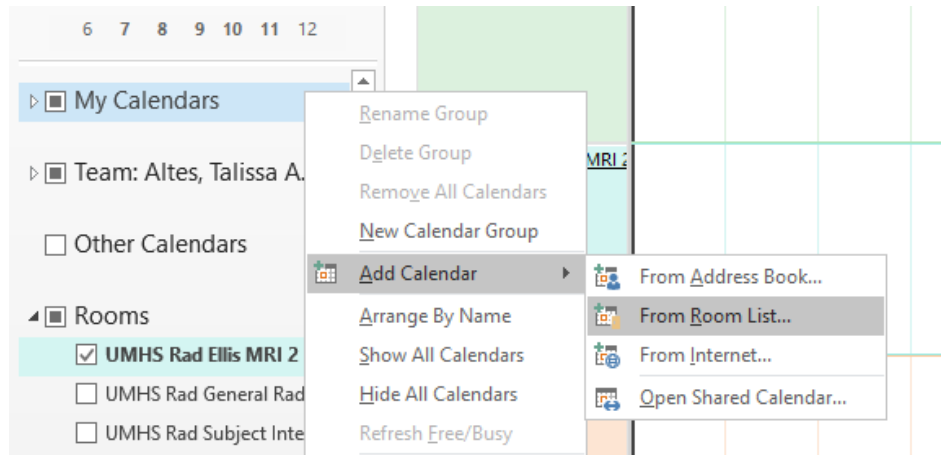
Viewing Research Calendars in Outlook

Viewing Research Calendars in Outlook: Process 1

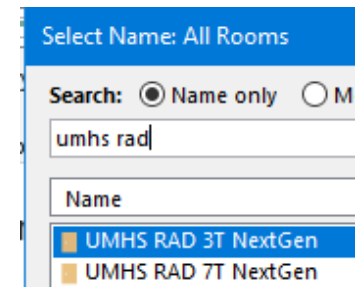
- In Outlook, select calendar view:



- Right Click on-> My Calendars-> Add Calendar → From Room List

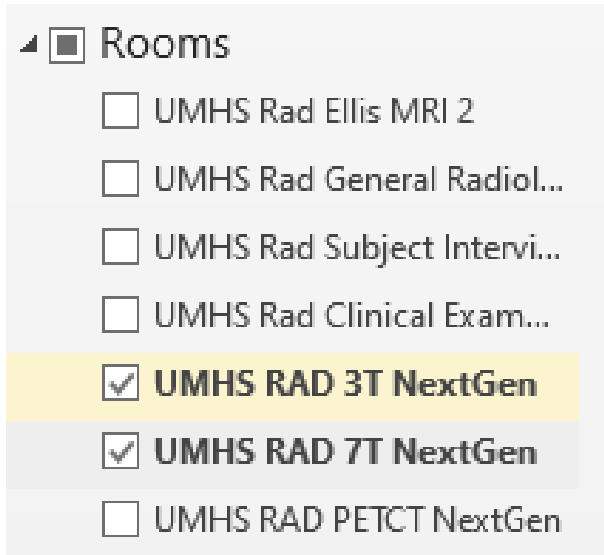


- Search Name Only: Type **UMHS RAD** and a list of rooms will populate.
- Double click on the calendar you would like to view



Viewing Research Calendars in Outlook: Process 1

- ▶ Now these Calendars should be added to your Rooms or under Shared Calendars
- ▶ Check mark the boxes to have them open in your Outlook next to your own calendar



- ❖ **Research Calendars are VIEW ONLY.**
- ❖ **No appointments/meetings can be scheduled directly on the calendar**

Viewing Research Calendars in Outlook: Process 2 (alternate)

The screenshot shows the Outlook interface. On the left, a calendar view for February 2022 is visible. The 'Add calendar' button is circled in purple. A menu is open, showing options like 'Add personal calendars', 'Add from directory' (circled in purple), 'Subscribe from web', and 'Upload from file'. The 'Add from directory' option is selected, showing a search for 'umhs rad next' (circled in purple). The search results list several calendars, with 'UMHS RAD 7T NextGen' (umhsrad7tnextgen@health.missouri.edu) highlighted in purple.

Then Click "Add to My Calendars"-> ADD

A close-up of the search results for 'umhs rad next'. The first result, 'UMHS RAD 7T NextGen' (umhsrad7tnextgen@health.missouri.edu), is selected with a green checkmark and circled in purple. Other results include 'UMHS RAD 3T NextGen', 'UMHS RAD NextGen MRI Calendar', 'UMHS RAD NextGen PetCT Calendar', and 'UMHS RAD PETCT NextGen'. A search bar at the bottom shows 'Searching for "umhs rad next"'. The 'Add to My Calendars' button is circled in purple.

Calendar View (now added):

Calendar x					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
13	14	15	16	17	
7 AM					
8					
9			XeCTC Clinical I Microsoft Team: Sabla, Gregg ↻		
10	Tally and Joanne Weekly Meeting https://umsyste Cassani, Joanne M. ↻	Coordinator Huddle https://umsyste Cantrell, Emily ↻		MRI Tech an ↻	
11					
12 PM					
1					
2	Research Seminar Acuff ↻	Weekly Meeting M292 - Dr. Al ↻			
3			Pulmo Imagin Meetir Confer Call ↻	HPG Week Meetir (Thur Shir) ↻	
4					

← UMHS RAD 3T NextGen x					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
13	14	15	16	17	
7 AM					
8	Clinical 8-1; Research 1-5 ↻	Clinical 8-5 ↻	Clinical 8-1; Research 1-5 ↻		
9			Emter; REGENCOR HFref; Swine Cardiac MRI (Two live MI pigs) (MRI TECH NEEDED) UMHS RAD 3T NextGen Mueller, Christin ↻	Emter; CRI Control; Swine Cardiac MRI UMHS RAD 3T M Mueller, Christin ↻	
10					
11					
12 PM					
1	Thomen, R. MEPO 12wk FU UMHS RAD 3T M ↻				
2			Research 8-2; clinical 2-5 ↻	Research 8-2; Clinical 2-5 ↻	
3	Thomen, R. MEPO 12wk FU UMHS RAD 3T M ↻				
4					

← UMHS RAD 7T NextGen x					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
13	14	15	16	17	
7 AM					
8	Clinical 8-1; Research 1-5 ↻	Clinical 8-5 ↻		Clinical 8-1; Research 1-5 ↻	
9					
10					
11					
12 PM					
1					
2	Clinical 7T pt ↻		Research 8-2; clinical 2-5 ↻		Research 8-2; Clinical 2-5 ↻
3					
4					

Did you try to schedule directly on the Scanner Calendar?

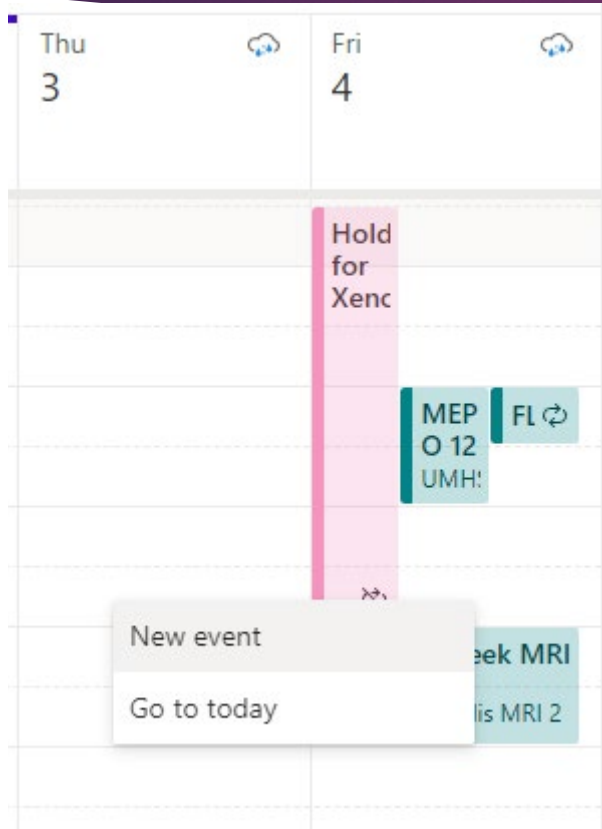
- ▶ You may get a message that says “you are not authorized to book this resource” if you tried to schedule an appt directly on the scanner calendar.
- ▶ Instructions for booking your appointment from your own Outlook calendar are on the following slides.
 - ▶ Note: Include Research Calendar as an invitee/attendee.
 - ▶ NextGen: UMHS Rad 3T NextGen, or UMHS Rad 7T NextGen, or UMHS Rad PETCT NextGen
 - ▶ Ellis: UMHS Rad Ellis MRI 2
 - ▶ All Others: UMHS Rad General Radiology Research



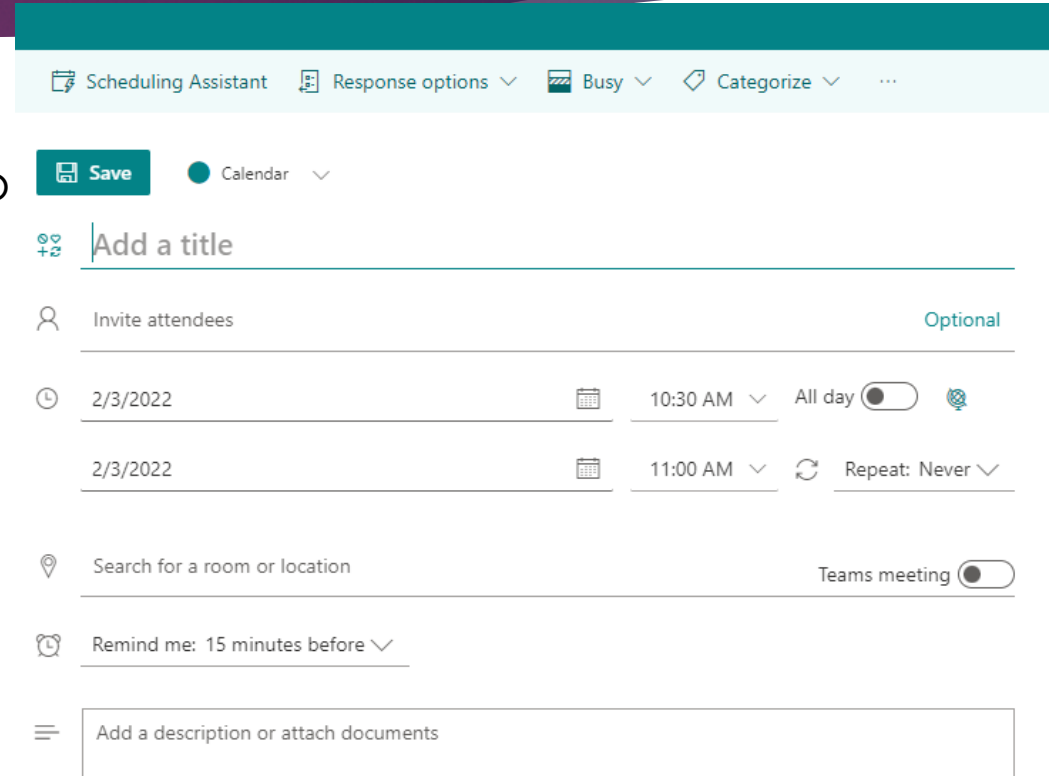
Scheduling Research Appointments in Outlook

Scheduling Appointments from your Outlook calendar:

From your own Outlook Calendar, make an appointment like usual (right click on a time slot)



Get a popup to make the appointment →



Scheduling Appointments from your Outlook calendar

Scheduling Assistant Response options Busy Categorize ...

Invite the UMHS RAD calendar as attendee →

Save Calendar

Add a title

← In Title add PI last name, Short Study Name, and (MRI Tech Needed or NO MRI Tech)

umhs rad 7

Optional

- UMHS RAD 3T NextGen
umhsrad3tnextgen@health.missouri.edu 10:30 AM All day
- UMHS RAD 7T NextGen
umhsrad7tnextgen@health.missouri.e... 11:00 AM Repeat: Never
- Search Directory
- Search for a room or location Teams meeting

Send

Calendar

Thomen, General Xenon (MRI Tech Needed)



U

UMHS RAD 7T NextGen

Optional

Suggested times

Preferences

Thu 2/10

10:00 AM - 10:30 AM

Available: Everyone

Thu 2/10

10:30 AM - 11:00 AM

Available: Everyone

Thu 2/10

1:00 PM - 1:30 PM

Available: Everyone

← Add other invitees if needed

*** DO NOT Include any patient identifiers or PHI!!!**



2/8/2022



12:30 PM

All day



2/8/2022



1:00 PM



Repeat: Never



Search for a room or location

Teams meeting



Remind me: 15 minutes before

Scheduling Appointments from your Outlook calendar: Another view of Outlook

The screenshot displays the Outlook 'Meeting' window for a meeting titled 'Thomen, General Xenon (MRI Tech Needed)'. The interface includes a ribbon with various options like 'Send', 'Cancel Invitation', and 'Add a Zoom Meeting'. A purple circle highlights the 'Send' button, with an arrow pointing to a box containing the text 'Hit SEND!'. A purple box highlights the 'Add other invitees if needed' text, with an arrow pointing to the 'Add to Meeting' button in the ribbon. Another purple box highlights the 'Add a description if clarification is needed' text, with an arrow pointing to the description field.

Meeting Title: **Thomen, General Xenon (MRI Tech Needed)**

Attendees: UMHS RAD 7T NextGen; Cantrell, Emily |

Start time: Thu 01/27/2022 10:00 AM

End time: Thu 01/27/2022 10:30 AM

Location: UMHS RAD 7T NextGen

Annotations:

- Hit SEND!
- ← Add other invitees if needed
- ← Add a description if clarification is needed

If you received a “DECLINED” notice:

Declined **Thomen, General Xenon (MRI Tech Needed)**




UMHS RAD 7T NextGen

Wed 1/26/2022 4:11 PM

To: Cantrell, Emily

 Declined: Xenon Gas Dog Knees

 Thu 1/27/22 **Thomen, General Xenon (MRI Tech Needed)**

 UMHS RAD 7T NextGen

 UMHS RAD 7T NextGen has declined this event

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[UMHS RAD 7T NextGen](#) - Thursday, January 27, 2022 8:00:00 AM to Thursday, January 27, 2022 1:00:00 PM

This means that the date and time requested is not available.

If you receive a "TENTATIVE" notice:

Tentative: Thomen, General Xenon (MRI Tech Needed)





UMHS RAD 7T NextGen

Wed 1/26/2022 4:18 PM

To: Cantrell, Emily

 **Tentative: Thomen, General Xenon (MRI Tech Needed)**

 Fri 1/28/2022 1:00 PM - 1:30 PM

 UMHS RAD 7T NextGen

 UMHS RAD 7T NextGen has tentatively accepted this event

Your request was received and is pending approval.

Sent by Microsoft Exchange Server 2016

[Reply](#) | [Forward](#)

This means that the date and time requested is available.

Researchers will receive “Accepted” notice when verified by Radiology coordinator staff.

Accepted: [Thomen, General Xenon \(MRI Tech Needed\)](#)





UMHS RAD 7T NextGen


Wed 1/26/2022 4:21 PM

To: Cantrell, Emily

 Accepted: [Thomen, General Xenon \(MRI Tech Needed\)](#)

 Fri 1/28/2022 1:00 PM - 1:30 PM

 UMHS RAD 7T NextGen

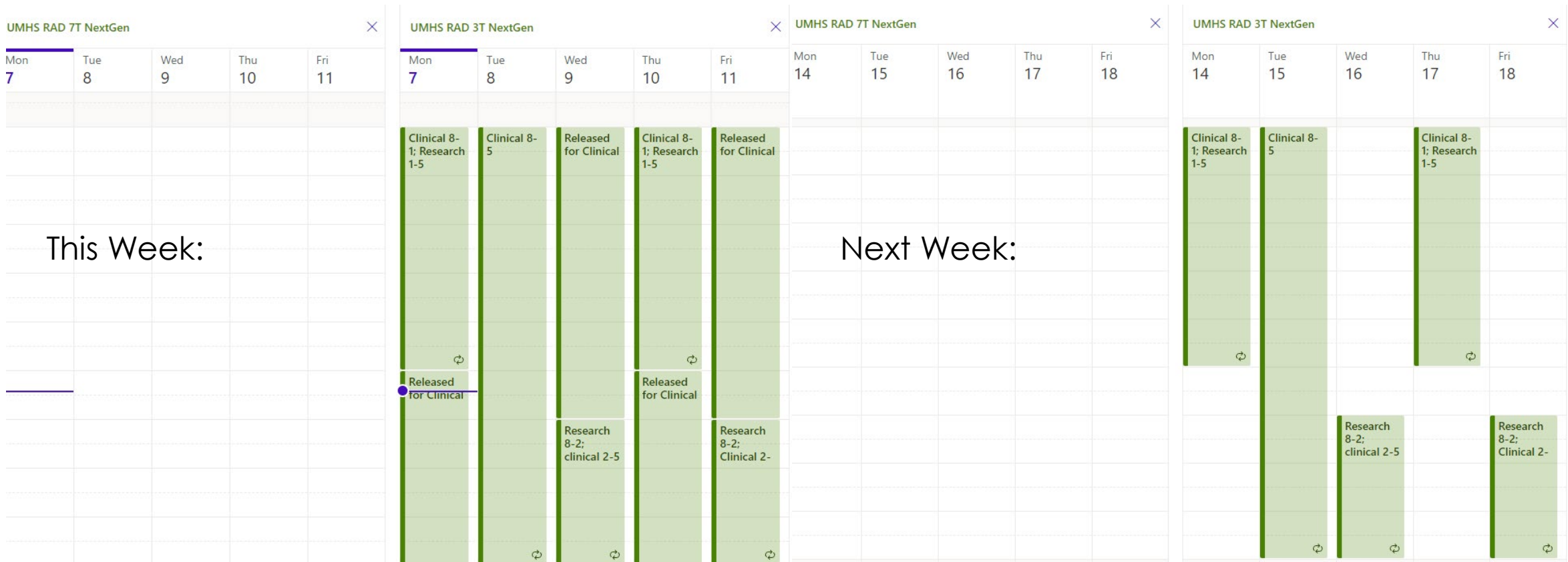
 UMHS RAD 7T NextGen has accepted this event

[Reply](#) | [Forward](#)

Timing of requests for research time:

- ▶ Requests need to be made one week before appointment.
 - ▶ PET/CT requests should be made at least 2 weeks in advance, to enable adequate time for obtaining radiotracer.
- ▶ Unused Research slots are released to clinical patients one week in advance.

Example:



Research appointment cancellations:

- ▶ No shows/cancellations within 48 hours of scan time will be charged an administrative fee of half the usual charge.
- ▶ Cancellations more than 48 hours prior to scan will not be charged.
- ▶ If subject decides to back out before starting the scan, charge will be half the usual charge.
- ▶ If study started but an issue occurs on the subject's or the study team's end, charge will be full usual charge.
- ▶ If study started but an issue occurs on Radiology's side, there will be no charge.

Cancellation Procedures:

- ▶ Go to your calendar, cancel the study meeting. Same as cancelling any other meeting.
- ▶ Provide a reason for cancellation.
- ▶ Calendar managers may contact MRI team to release those times for clinical patients or reschedule.