

# Viewing and Scheduling Using Outlook Radiology Research Scanner Calendars

APRIL 2025

# 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.



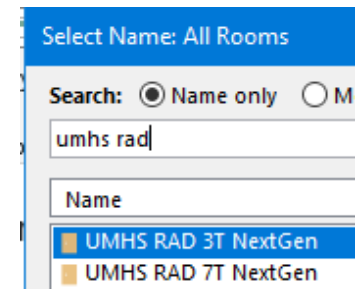
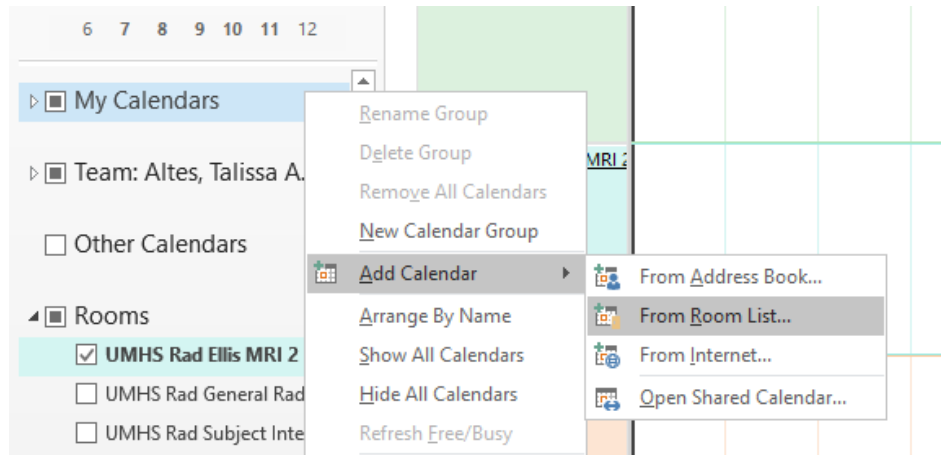
# Viewing Research Calendars in Outlook

# Viewing Research Calendars in Outlook: Process 1

- In Outlook, select calendar view:



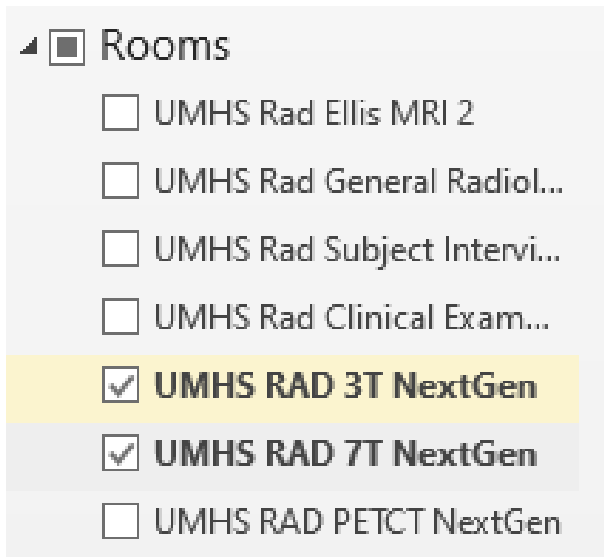
- Right Click on-> My Calendars-> Add Calendar → From Room List



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

# Viewing Research Calendars in Outlook: Process 1

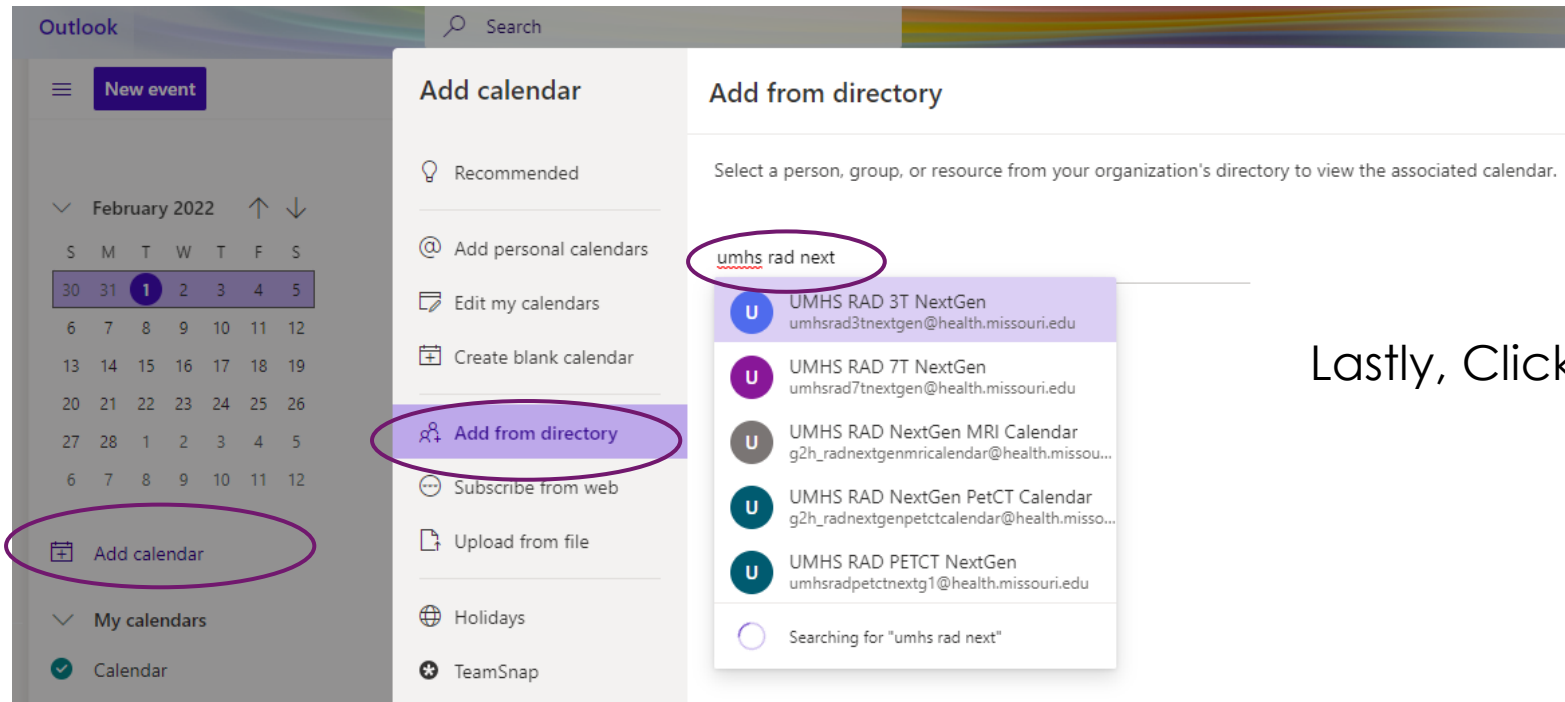
- ▶ Now these Calendars should be added to your Rooms or under Shared Calendars
- ▶ Check mark the boxes to have them open in your Outlook next to your own calendar



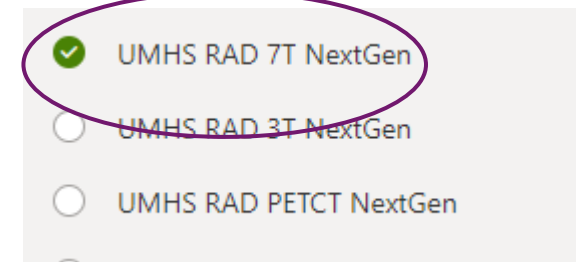
- ❖ **Research Calendars are VIEW ONLY.**
- ❖ **No appointments/meetings can be scheduled directly on the calendar**

# Viewing Research Calendars in Outlook: Process 2 (alternate)

Start with “Add Calendar” (pictured bottom left); then “Add from Directory”; then search for Calendar by typing “UMHS RAD”

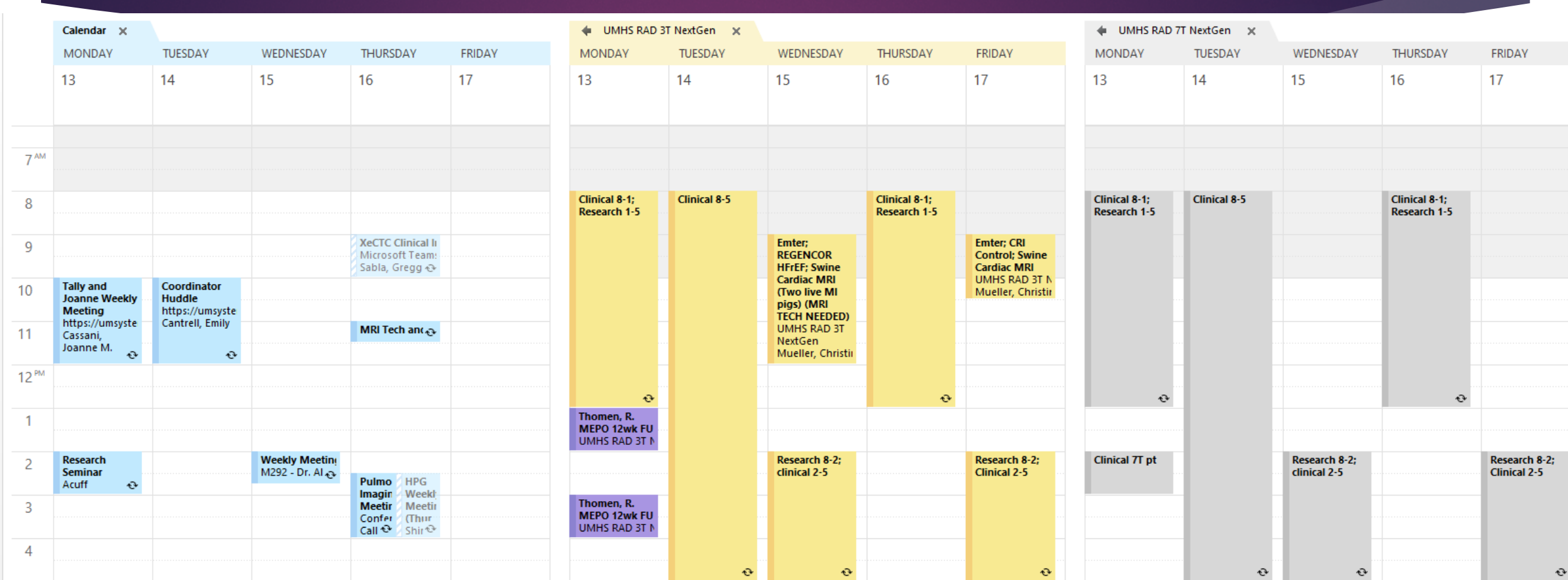


Lastly, Click “Add to My Calendars” -> ADD



# Calendar View (now added):

Here you see a personal calendar to the far left and the calendars for the 3T and 7T at NextGen side by side so you can easily compare your availability with the availability of the scanner you want to use.



In this snapshot, you can easily see the time slots that are already in use and the ones that are available for scheduling.

# 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



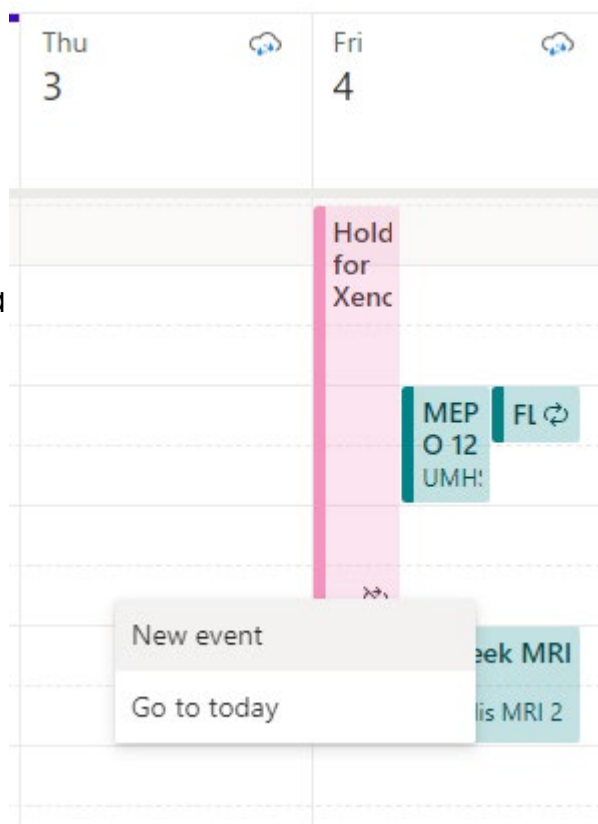
# Scheduling Research Appointments in Outlook

## SCHEDULING GUIDELINES

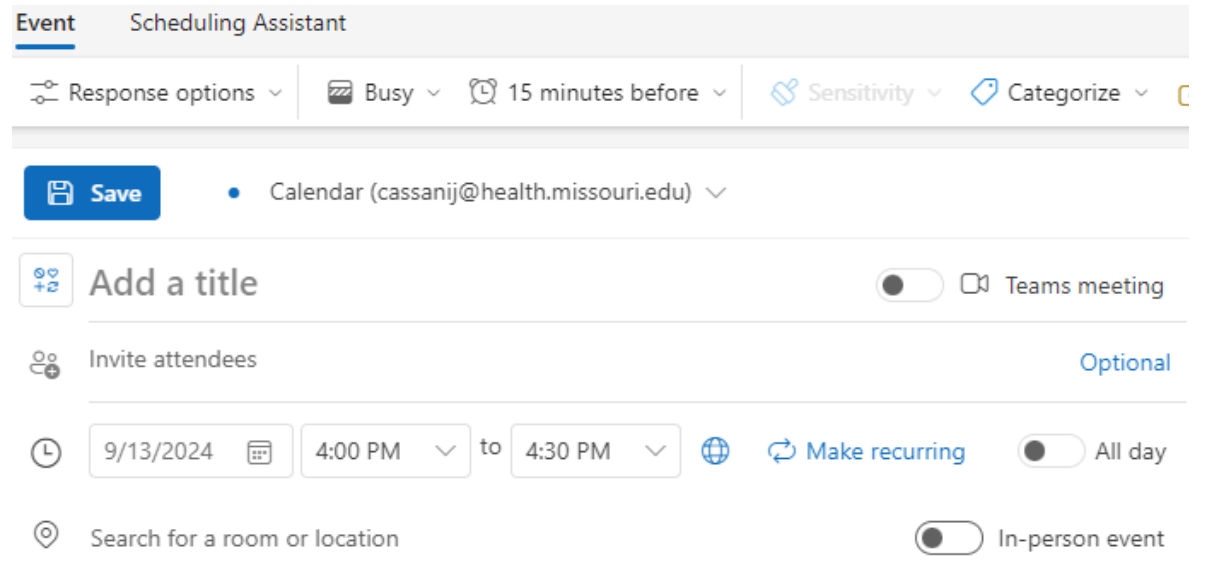
- Invitations should include adequate time for study prep/set up prior to, and complete cleanup after scan.
- *Animal studies MUST add an additional 30 minutes to invitation to allow for necessary post-scan cleanup*

# 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

Invite the UMHS RAD calendar as attendee →


In Title **add PI Last Name, First Initial, Short Study Name, Subject ID, Mo Code, and (MRI Tech Needed or NO MRI Tech)**

The screenshot shows the Outlook meeting creation interface. At the top, there is a field for "Add a title" with a "Teams meeting" toggle. Below this, the "Attendees" section shows "UMHS RAD N" with an "Optional" status. A dropdown menu is open, displaying two options: "UMHS RAD 3T NextGen" (umhsrad3tnextgen@health.missouri.edu) and "UMHS RAD 7T NextGen" (umhsrad7tnextgen@health.missouri.edu). Below the dropdown is a "Search Directory" field. To the right of the dropdown, there are icons for "Make recurring" and "All day", and a toggle for "In-person event".




# Scheduling Appointments from your Outlook calendar


Invitation should look like this:

Thomen, R.; General Xenon; Xe-00XX; Mo Code: ABC12 (MRI Tech Needed)

 UMHS RAD 3T NextGen

← Add other invitees if needed

 9/13/2024  4:00 PM  to 4:30 PM   [Make recurring](#)

 [Find a Time >](#)

**\* DO NOT Include any patient information as these Outlook calendars are accessible to any individual with an MU email account.**

# Scheduling Appointments from your Outlook calendar: Another view of Outlook

The screenshot shows the Outlook Meeting scheduling interface. The title bar reads "Thomen, R. General Xenon, Xe-00XX (MRI Tech Needed) - Meeting". The ribbon includes "File", "Meeting", "Scheduling Assistant", "Insert", "Format Text", "Review", and "Help". The "Meeting" ribbon has several groups: "Actions" (Delete, Forward), "Teams Meeting" (Teams Meeting), "OneNote" (Send to OneNote), "Attendees" (Cancel Invitation, Address Book, Check Names, Response Options), "Options" (Show As: Busy, Reminder: 15 minutes, Recurrence), and "Categories".

An information message states: "You haven't sent this meeting invitation yet." Below this, the meeting details are shown:

- Title:** Thomen, R.; General Xenon; Xe-00XX; Mo Code: ABC12 (MRI Tech Needed)
- Required:**  UMHS RAD 3T NextGen
- Optional:**
- Start time:** Fri 09/13/2024, 4:00 PM, Central Time (US & Cana)
- End time:** Fri 09/13/2024, 4:30 PM, Central Time (US & Cana)
- Location:** UMHS RAD 3T NextGen

Annotations include a purple circle around the "Send" button (with a paper plane icon) and a purple arrow pointing from a box labeled "Hit SEND!" to the "Send" button. The "Send" button is currently disabled.

# If you received a “DECLINED” notice:


Fri 09/13/2024 12:34 PM

○ UMHS RAD 3T NextGen

**Declined** Thomen, R.; General Xenon; Xe-00XX; Mo Code: ABC12 (MRI Tech Needed)

When Friday, September 13, 2024 4:00 PM-4:30 PM (UTC-06:00) Central Time (US & Canada).

Location

 UMHS RAD 3T NextGen has declined this meeting.

**Your request was declined because there are conflicts.**

The conflicts are:

**Organizer and Time of Conflicting Meeting**

[UMHS RAD 3T NextGen](#) - Friday, September 13, 2024 2:00:00 PM to Friday, September 13, 2024 5:00:00 PM

[UMHS RAD 3T NextGen](#) - Friday, September 13, 2024 3:00:00 PM to Friday, September 13, 2024 5:00:00 PM

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

# If you receive a “TENTATIVE” notice:


Fri 09/13/2024 12:45 PM

○ UMHS RAD 3T NextGen

**Tentative:** Thomen, R.; General Xenon; Xe-00XX; Mo Code: ABC12 (MRI Tech Needed)

When Thursday, September 26, 2024 2:00 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).

Location UMHS RAD 3T NextGen

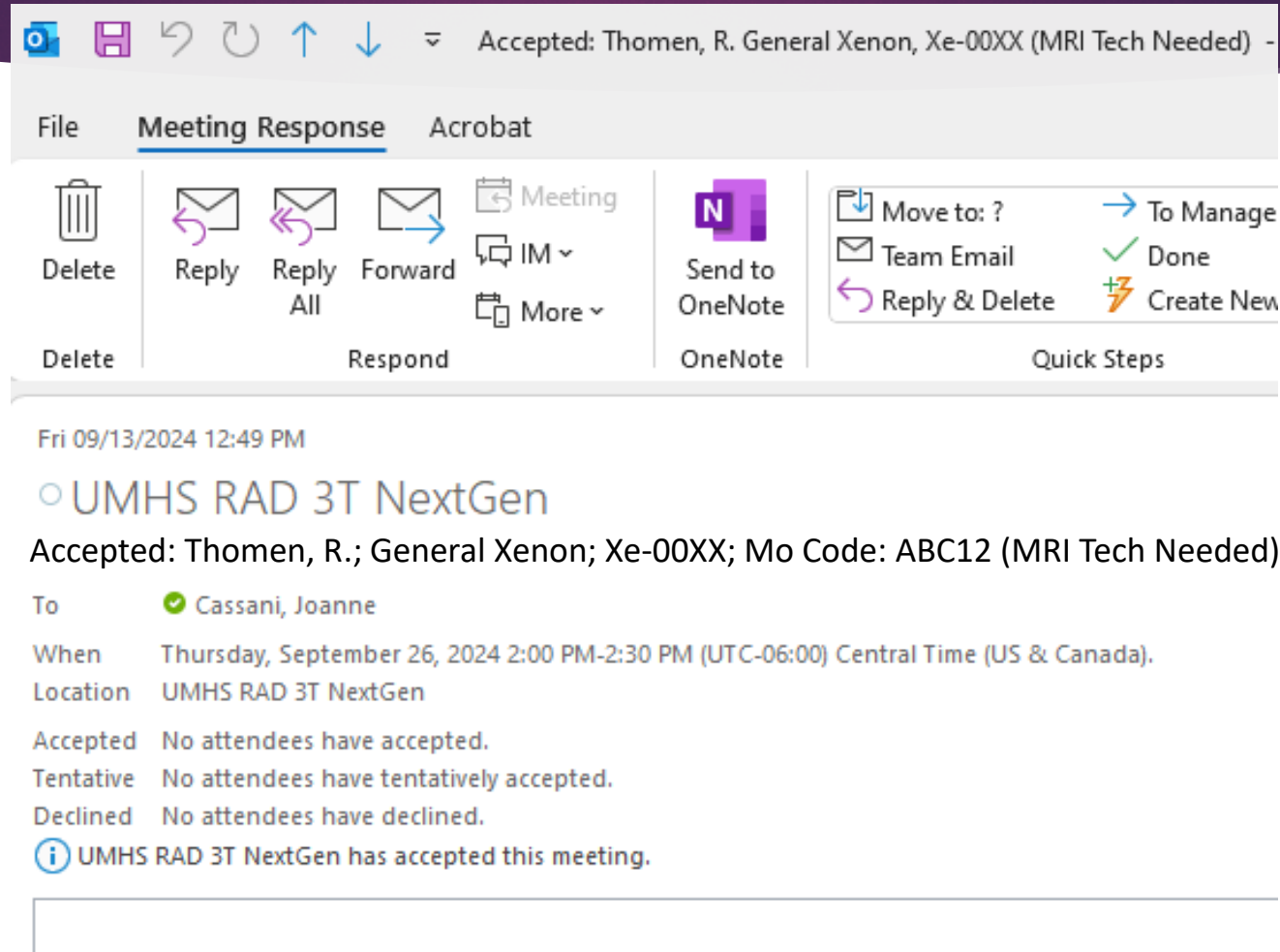
 UMHS RAD 3T NextGen has tentatively accepted this meeting.

**Your request was received and is pending approval.**

Sent by Microsoft 365

**This means that the date and time requested is available.**

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




The screenshot shows an Outlook email window with the title bar "Accepted: Thomen, R. General Xenon, Xe-00XX (MRI Tech Needed)". The ribbon is set to "Meeting Response" under the "Acrobat" group. The ribbon contains several groups of icons: "Delete" (trash icon), "Respond" (Reply, Reply All, Forward), "Meeting" (Meeting, IM, More), "OneNote" (Send to OneNote), and "Quick Steps" (Move to?, Team Email, Reply & Delete, To Manage, Done, Create New).

Fri 09/13/2024 12:49 PM

○ UMHS RAD 3T NextGen

Accepted: Thomen, R.; General Xenon; Xe-00XX; Mo Code: ABC12 (MRI Tech Needed)

To  Cassani, Joanne


When Thursday, September 26, 2024 2:00 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).

Location UMHS RAD 3T NextGen

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 UMHS RAD 3T NextGen has accepted this meeting.



# Timing of requests for research time:

- ▶ MRI invitations must be sent at least one week before appointment.
- ▶ PET/CT invitations must be sent at least two weeks before appointment, to enable adequate time for obtaining radiotracer.
- ▶ Unused Research time is released for clinical patient use one week in advance.

# Research Calendar Example:

UMHS RAD 7T NextGen

Mon	Tue	Wed	Thu	Fri
7	8	9	10	11

Week of Feb 7-11:

3T calendar is full and all research hours have been released for clinical scheduling

UMHS RAD 3T NextGen

Mon	Tue	Wed	Thu	Fri
7	8	9	10	11

Clinical 8-1; Research 1-5	Clinical 8-5	Released for Clinical	Clinical 8-1; Research 1-5	Released for Clinical
Released for Clinical			Released for Clinical	
		Research 8-2; clinical 2-5		Research 8-2; Clinical 2-

UMHS RAD 7T NextGen

Mon	Tue	Wed	Thu	Fri
14	15	16	17	18

Week of Feb 14-18:

3T calendar still has open spots for research

UMHS RAD 3T NextGen

Mon	Tue	Wed	Thu	Fri
14	15	16	17	18

Clinical 8-1; Research 1-5	Clinical 8-5		Clinical 8-1; Research 1-5	
		Research 8-2; clinical 2-5		Research 8-2; Clinical 2-

# Research appointment cancellations:

- ▶ No shows/cancellations occurring less than 48 business hours prior to reserved scan time will be charged an administrative fee of 50% of the usual charge.
- ▶ Cancellations made more than 48 business hours prior to scan will not be charged.
- ▶ In the event that the subject withdraws *before* starting the scan, charge will be 50% of the usual charge.
- ▶ If an issue occurs on the subject's or the study team's end after the scan has begun that results in the scan ending prematurely, charge will be the full usual charge.
- ▶ If an issue occurs on Radiology's side after the scan has begun, there will be no charge.

# Cancellation Procedures:

- ▶ From your Outlook calendar, cancel the study meeting in the same manner as cancelling any other meeting.
- ▶ Studies cancelled less than 48 business hours prior to reserved time will be charged 50% of the usual modality fee.
- ▶ Studies cancelled 48 business hours (or more) prior to reserved time will not be charged.