

Scheduling – Electronic Wait List (EWL) Setup Checklist

| ACTIVITY | STATUS | RESPONSIBLE | COMMENTS |
|---|--------|-------------|----------|
| | | | |
| 1. Responsible person will utilize the Wait List Parameter option on the Wait List (Sch/PCMM) Menu to setup clinics/specialties for use of the Electronic Wait List package. | | | |
| A. A multidisciplinary group will need to determine what clinics and/or specialties will be setup for EWL use. | | | |
| B. User will utilize the Wait List (Sch/PCMM) Parameter Enter/Edit option to identify clinics/specialties determined to be used. | | | |
| C. Select one of the following 1) Wait List Service/Specialty (409.31) 2) Wait List Clinic Location (409.32) The clinic or specialty will be entered with an activation which should be the date of the opening of the facility | | | |
| 2. SECURITY KEY A. SDWL MENU B. SDWL WAIT | | | |
| 3. SDWL MENU – Wait List (Sch/PCMM) Menu A. Inquire Wait List (Sch/PCMM) B. Enter/Edit Wait List (Sch/PCMM) C. Disposition Wait List (Sch/PCMM) Entry D. Wait List (Sch/PCMM) Reports ... E. Wait List (Sch/PCMM) Parameter Enter/Edit | | | |
| 4. MAILGROUPS A. SD EWL BACKGROUND UPDATE B. SD WAIT LIST TRANS TO AAC C. SDWL-TRANSFER-ADMIN | | | |
| 5. BACKGROUND JOBS A. SD WAIT LIST TRANS TO AAC B. SD EWL BACKGROUND JOB | | | |