SOP 103 Scheduling

Resources that are available for scheduling:

**SC2:**
- Skyra 3T
- PET/MR 3T
- Magnetom 7 T whole body
- Neuro Testing Room
- MR Simulator Room (Mock MR)
- Clinical Exam Room

**SC1 (Preclinical):**
- Bruker 7T
- Bruker 9.4T
- Procedure Room 1
- Dose Room
- Gamma Counter Room 1
- (For scanning on the IVIS Spectrum or micro Ultrasound, Please contact: Yu Zhou at 212-824-8547 or yu.zhou@mssm.edu)
Before you can schedule a scan you need to have all IRB and or IACUC paperwork ready. If this is a new study, please create a new project on Calpendo (see Project Creation).
Once the project is created and approved you can start scheduling scan time.

In order to schedule time on one of the resources please use the online Calpendo calendar system

For additional information about Calpendo please contact Daniel Samber (Daniel.samber@mssm.edu) or Edmund Wong (Edmund.wong@mountsinai.org).

Because of the Hospital requirement that every research subject receive at least a limited read for incidental finding, all subjects need to be scheduled with a Medical Record Number (MRM).

The following steps outline the process to access the CERNER program that allows for viewing and creating an MRN (Medical Record Number) for a subject.

**CERNER Training**
Everyone that views or creates an MRN must undergo training from the Mount Sinai CERNER Applications Team in order to gain access to the CERNER applications program. Contact Ailyn Villereal (ailyn.villereal@mountsinai.org) or Donna Baer (donna.baer@mountsinai.org) to schedule a training session.

**Obtaining an MRN number for a subject**
In order to use CERNER, you must have the latest update of a Java enabled browser such as Firefox or Internet Explorer. If you do not have this, please download the latest version of Java (http://java.com/en/download/index.jsp).

In your browser, type the URL: http://intranet1.mountsinai.org/radiology
Then select “HOSPITAL DESKTOP.” You may be prompted for permission to run Java. Select “Run” if necessary.
Note: This site may only be accessed within the Mount Sinai network. As such, Mount Sinai CERNER applications may not be used at any other locations.

**Step 1:** Log in with your Mount Sinai Username and Password. It should be the password that is used to access your Mount Sinai email account.
**Step 2:** You will be prompted to log in again. Your username and password should have been issued to you in an email upon completion of the CERNER training. If you need help, contact CERNER.

![Log in](image1)

**Step 3:** Once logged in, click on “Cerner Application.” If the icon is not available, contact CERNER for support.

![Click here](image2)
**Step 4:** After logging into “Cerner Applications” a toolbar should appear at the upper left-hand side of the window. Click the rocket ship icon.

![Toolbar appears](image1)

**Step 5:** In the new window that appears, highlight “Assign MRN to Person without visit” then click “OK.”

![Highlight, then click "OK"](image2)
Step 6: In the new window, enter all known and relevant information of the subject then press “Search.” This query determines whether the subject has an MRN. If the desired subject is not already in the database, click “Add Person.” If the subject has an MRN, you can continue onto scheduling.
**Step 7:** Enter all necessary information about the patient. Click "OK." In the pop up window, the MRN will be present. Copy the number.

Note: For accuracy, it is recommended that all relevant information be copied and pasted directly from CERNER to Calendo.

Once an MRN is acquired, you can proceed onto scheduling your subject.
Calendo

Step 1: Prior to using Calendo, make sure that you have the most recent version of your current browser. In your browser, type the URL: https://tmii.mssm.edu/calendar/ then press enter.

Step 2: If you have never used Calendo previously, click “Register New User,” otherwise skip step 2, and continue to Step 3.

Registering a New User
Upon clicking “Register New User” fill out the following form.

You will not be able to use Calendo until your registration has been approved! The approval may take up to a few days. Once you have received approval, continue to Step 3.

Step 3: If necessary, reenter the original URL: https://tmii.mssm.edu/calendar/ then enter the Username (Login Name) and Password specified in the “New User Registration” form. When the correct Username and Password have been entered, click “Login.”
Step 4: The first time that you log into Calpendo, you will be unable to schedule. The user must be registered under an approved project. In order to create a project, click “Projects,” then “Create Project.” In order to review any projects that you are currently assigned to, choose “My Projects.” You may be assigned to multiple projects at a time. If you have already been approved for the project that you wish to schedule for, go to Step 5.

Creating a Project

Step 4a: General
Fill out the following form.
May be obtained from PI Specimen being scanned

This is a text field only, go to "Users" to give others the right to schedule for this project. Step 4c

Length of the entire project, not the time needed for each scan

For Human Studies Only

For Animal Studies Only

### General
- **GCN**: XXX-XXXX
- **Type**: Other
- **Status**: Requested
- **Project Title**: Sample Project for Tutorial
- **Principal Investigator**: John Smith
- **PI Phone Number**: XXX-XXXX-XXXX
- **PI Email**: john.smith@msam.edu
- **Other Investigators**: 
- **Department**: TMII
- **Funding Source**: Other
- **Fund Number**: XXXXXXX
- **Duration Of Project**: 3 years
- **Total Imaging Sessions**: 
- **Proposed Start Date**: Jun 10 2013
- **Please list any peripherals needed for your scans**: 
- **Special Patient Care, Imaging, or Equipment Needs**: Nurse, Changing Room

### FOR PILOT PROJECTS ONLY: if data is to be used for a grant application, provide potential funding source and application deadline.

### Name of physician responsible for incidental findings
- **Physician Name**: 

### For Animal Studies Only
- **MRI Session (Pre-Clinical)**: 
- **ACUP (animal projects only)**: 

**Additional forms to: tmii.scheduling@gmail.com**
Step 4b: Project Resources Settings
Click Project Resource Settings on the upper-left-hand side. Then Click “Choose Resources.”

Then, highlight the resources needed, and click the arrow to select and move the resource. Once all needed resources have been selected, click “OK.”

Step 4c: Users
Select the Users that should have the ability to schedule and reserve resources for your project. Note that these additional Users must already have a Calpendo Account. If they do not, refer the desired persons to Steps 1-2.
Once all of Steps 4 (Steps 4a-4c) are complete, click “Submit Project Proposal.” You will not be able to schedule until your project has been approved! The approval may take up to a few days. Once your project is approved, continue to Step 5.

Step 5: If necessary, reenter the original URL: https://tmii.mssm.edu/calendar/ then enter the Username (Login Name) and Password specified in the “New User Registration” form. Any areas in green are areas that are available for scheduling. Any other areas in pink may not be used for scheduling purposes.

In order to schedule, click, and drag the time slot that you wish to use. Keep in mind that particular resources have timing restriction imposed. Fill out the window that appears after releasing the mouse then click “Create Booking.”

In order to locate the MRN #, refer to CERNER. In order to ensure that your booking is successful, it is recommended that all relevant information be copied and pasted directly from CERNER.
If you have any additional questions, contact Daniel Samber (Daniel.Samber@mssm.edu) or Edmund Wong (edmund.wong@mountsinai.org).