

**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
INFORMATION SYSTEMS & TECHNOLOGY – SCHOOL OF MEDICINE**

Instructions for completing the Scheduling Department Request Sheet

- Select Activity:** *Indicate if Scheduling Department is being Added, Edited or Removed.*
- Heat Ticket#:** *Indicate Heat ticket number.*
- Scheduling Department Name:** *If this department is being added, indicate the name as it should appear in the IDX system dictionary. If the Scheduling Department is being edited or removed, indicate the department name as currently appears in Scheduling Dictionary 301.*
- Mnemonic:** *If this is an edit to an existing Scheduling Department, indicate the provider's mnemonic. Mnemonics for new departments will be assigned by IS&T.*
- Number:** *If this is an edit to an existing Scheduling Department, indicate the department's numeric code. Codes for new departments will be assigned by IS&T.*
- Corresponding Billing Area:** *Indicate either the IDX mnemonic or numeric code of the Billing Areas for this department. The mnemonic or code must be a valid code from Billing Dictionary 202.*
- Corresponding Billing Location:** *Indicate either the IDX mnemonic or numeric code of the Billing Location for this department. The mnemonic or code must be a valid code from Billing Dictionary 100. If there are multiple locations, this box should be left blank.*
- Corresponding Billing Division:** *Indicate either the IDX mnemonic or numeric code of the Billing Division for this department. The mnemonic or code must be a valid code from Billing Dictionary 102.*
- Address:** *Indicate the street address of this department.*
- City, State ZIP** *Indicate the City, State and ZIP for this department*

Appointment Types

- Scheduling Department:** *Indicate the Scheduling department for which you are adding or editing Appointment types.*
- Copy from another scheduling department:** *Indicate if you are copying appointment types from another department*
- Scheduling Department Name:** *Indicate the Scheduling Department from which you are copying the appointment types.*
- Copy All?:** *Indicate if you are copying the entire department's appointment types.*
- NEW APPT TYPES TO BE CREATED:** *Use this section to create NEW appointment types or to change the durations of existing appointment types.*
- Comments:** *Include any comments not covered within other sections of this form*