1. Next, click on the blue link for change Visits Selection (?) (Fig. 4.1).

2. Star Panel provides three options for setting up the work queue: Provider(s), Location and Provider(s), or Location. Select the appropriate option by clicking on the radio button beside the one you wish to use (Fig. 5.1).

A. Provider and Location - this option allows you to pull appointments by provider and Epic department. This would be beneficial if some of the providers in your department also work/have patients scheduled under multiple department numbers, allowing you to specify the department number for your clinic area.

B. Provider(s) - allows you to enter provider numbers or names for individual providers. Enter the ID number or last name, first name of the provider in the Add a provider field and press enter. When you select this option, the search box for Location(s) will disappear.

C. Location - by entering the Epic department number or name of the Epic department specific to your clinic area, appointments scheduled with providers in those departments will display. To enter multiple numbers simply press the Space Bar after each entry. When you select this option, the search box for Provider(s) will disappear.

"What do I do if I enter the wrong provider name/number (or department name/number)?"

To remove a department or provider entered in error, simply click on the name/number of the one you want to remove. You will then be asked if you want to remove the name selected. Click Yes to remove the name or No to go back to the Outpatient Visits Selector.
If you enter multiple providers and/or department numbers, the text will wrap around so you will see all the items entered (Fig. 5.2).

3. Filter the work queue to display the visit types and appointment statuses you will be working by clicking on the checkboxes beside Filter by appointment type and Filter by appointment status & select the appropriate visit type(s) and statuses (Fig. 6.1).

4. Select the date range for appointments to display (Fig. 7.1). By date will default, which will display the current date’s appointments. To specify a date range beginning with the current date, enter an ending date in the Ending on field. To view the next three, seven, or fourteen days, select Today and the next (Fig. 7.2).

5. You can create and save multiple work queues. To name the work queue you just created, click on the link labeled delete/rename/create (Fig. 8.1) and on the next screen select the option to Rename this selection (Fig. 8.2). The name assigned to the work queue will be “undefined” if no name is created for the queue.

Clicking on the delete/rename/create link also provides the opportunity to delete a work queue or create a brand new work queue. If you create multiple work queues and you need to find a specific one, click on the drop down arrow and select the work queue you wish to view (Fig. 8.3). The work queues created will be listed in alphabetical order.
6. After naming the work queue, click **Apply (this will also save your preferences/filters just created)** in the upper right corner (Fig. 9.1). If you click the X in the left corner, no settings will be saved. Clicking the — will minimize the Outpatient Visit Selectors box. After clicking **Apply**, Star Panel will refresh and the framework of the work queue will display.

7. Next, add the Pre-Appointment Checklist and Indicator columns to the display by clicking **Customize** (Fig. 10.1), then select **Columns** (Fig. 10.2).

8. Select **Pre-appt** and **Indic** from the list of columns by clicking on each item, then click **Apply** to add the columns to the work queue.

9. Now that the Pre-Appointment and Indicator columns have been added, you must indicate which checklist/work queue you will be using. To do so, click on the **Change Indicators** link (Fig. 12.1), and then select **Customize** (Fig. 12.2).

10. All Indicators will display in the middle section of the screen. Using the scroll bar, scroll to the bottom of the screen where the Pre-Appointment work queue indicators are located, and select the appropriate indicator for your clinic by clicking in the box beside the indicator (Fig. 13.1).