HOW TO OPEN THE BRAINHEALTH IMAGING SCANNER (“BHIC”) SHARED CALENDAR

Click on the calendar icon at the bottom left corner of home screen. User will be redirected to calendar function in Outlook.
CLICK ON "OPEN CALENDAR" ICON

SELECT "FROM ROOM LIST"

A SEARCH BOX WILL POP UP
TYPE "BHIC" IN THE SEARCH FIELD
TWO **SCANNER** CALENDARS ARE AVAILABLE:
BHIC – MEADOWS SCANNER (1.620B)
BHIC – SCANNER 2 (1.620A)

**RECOMMENDATION:** users should open these 2 calendars using these instructions so they stay available to view for future scheduling.

As well as TWO additional room calendars:
BHIC – BRAIN RESET ROOM (1.418)
BHIC – CONSENT AND MEETING SPACE (1.413)

*It is not necessary to open these 2 calendars using these instructions as users will be able to schedule these rooms by selecting the room in the meeting planner (without “saving” the calendar)*

**DOUBLE CLICK ON THE DESIRED ROOM**
(OR highlight the appropriate room & click “Rooms”)

**ROOM APPEARS IN THE SELECTED BOX**
CLICK “OK”
Room Calendars now appear next to user’s calendar
Each calendar can be turned off/on by clicking the box next to the calendar name.
HOW TO BOOK SCANNER TIME USING THE BHIC SCANNER SHARED CALENDARs

**THE DEFAULT ACTION TO SCHEDULE A MEETING MIGHT BE TO DOUBLE CLICK ON THE DESIRED CALENDAR – PURPOSELY, THE PROPERTIES OF THE SCANNER CALENDARS DO NOT ALLOW THIS FUNCTION >> PLEASE USE THE FOLLOWING INSTRUCTIONS TO BOOK TIME ON EITHER THE MEADOWS SCANNER OR SCANNER 2**

With the desired calendar(s) box checked
CLICK “NEW MEETING W/ ALL”

**please make sure the desired calendar is in “TO” and the “LOCATION”**
CURRENTLY, users are asked to include Jason Grubb AND Angela Plata on the meeting planner when booking scanner time.

Jason will ensure that the appropriate study requirements are collected prior to accepting the meeting and Angela will ensure eventual billing documentation is retrieved.

To add a person or additional meeting room to the meeting planner, simply CLICK “TO” to search the Outlook directory.

When selecting a ROOM calendar, it will also be added to “Resources” portion of the planner.

**Before clicking “Send” please ensure that the appropriate DATE & TIME are selected**
USERS MUST include the agreed upon study name and if appropriate, whether COINS will utilized

***FOR BILLING PURPOSES***

USERS MUST attach the “MRI Billing Form” to the meeting planner

MRI_BillingForm.pdf

Form can also be found on the Center for BrainHealth website at
> Research > Imaging Center > Policies & Forms

OR

via the BrainHealth shared drive > S:\BrainHealth Imaging Center\