



ORBIT User Guide

Office Scheduler

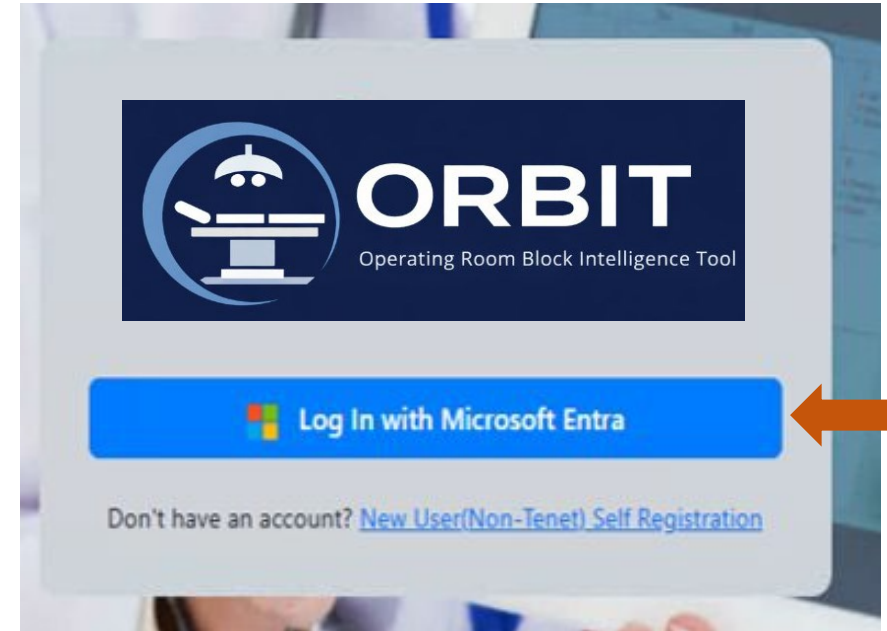
September 2026

Accessing Orbit

Accessing Orbit – Tenet & Existing Non-Tenet Users

New External Users (Non-Tenet)

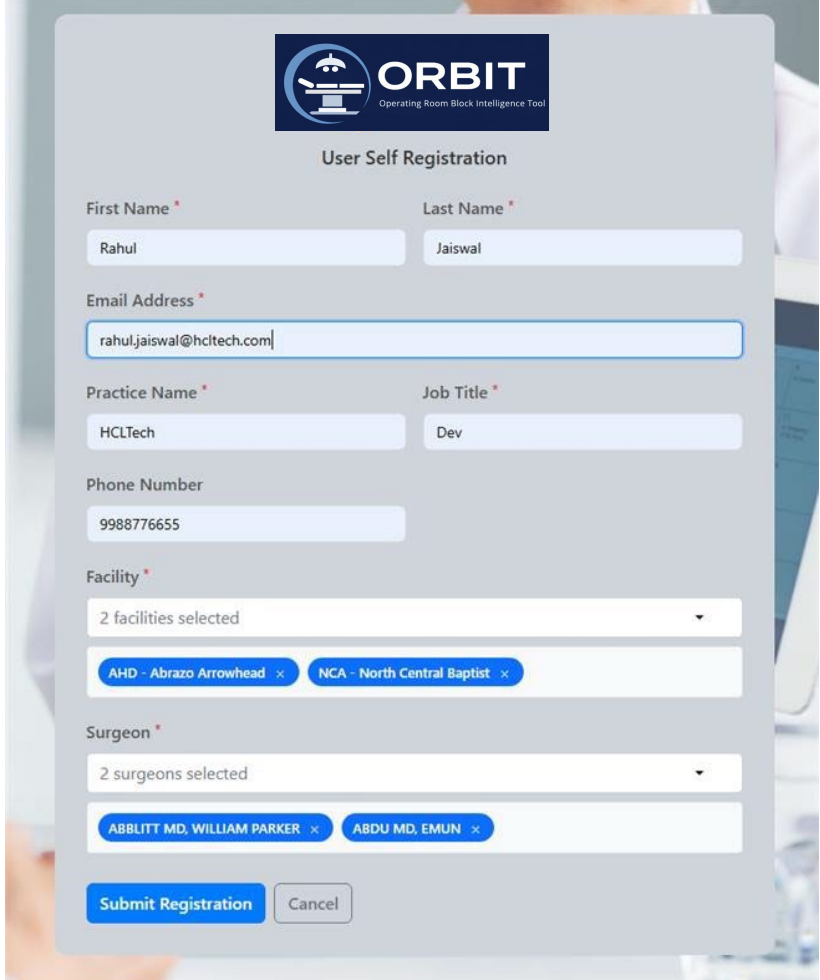
- 1 Go to the ORBIT login page at Orbitsurgery.com
- 2 Select **Login with Microsoft Entra ID**.
- 3 Tenet and non-Tenet users with an existing account can sign in using this option.



Accessing Orbit – New External Users (Non-Tenet)

New External Users (Non-Tenet)

- 1 Go to the ORBIT login page at Orbitsurgery.com
- 2 Select **New User (Non-Tenet) Self Registration**.
- 3 Complete all required fields in the self-registration form by inputting the facilities and surgeons you are aligned with.
- 4 After an ORBIT administrator approves your request, sign in using the Existing Users steps.
- 5 When approved, your role defaults to Surgeon Office Scheduler.



The screenshot shows the ORBIT User Self Registration form. At the top is the ORBIT logo with the tagline "Operating Room Block Intelligence Tool". Below the logo is the title "User Self Registration". The form contains several fields: "First Name" (Rahul), "Last Name" (Jaiswal), "Email Address" (rahul.jaiswal@hcltech.com), "Practice Name" (HCLTech), "Job Title" (Dev), "Phone Number" (9988776655), "Facility" (2 facilities selected, showing "AHD - Abrazo Arrowhead" and "NCA - North Central Baptist"), and "Surgeon" (2 surgeons selected, showing "ABBLITT MD, WILLIAM PARKER" and "ABDU MD, EMUN"). At the bottom are "Submit Registration" and "Cancel" buttons.

Accessing Orbit – Requesting Access in TenetOne

New Tenet User - TenetOne

- 1 Go to TenetOne.com and select **Access Request**.
- 2 Search for **ORBIT Access Request**.
- 3 Complete the request form by entering the user's name, requested role, and requested facility.
- 4 Select Order Now to submit the access request.
- 5 Once the request is approved, you can access ORBIT at Orbitsurgery.com and login using EntraID.

The screenshot shows the 'ORBIT Access Request' page in the TenetOne system. The breadcrumb trail at the top reads: Home > All Catalogs > Access Request Catalog > Hospital > ORBIT Access Request. The page title is 'ORBIT Access Request' with a sub-header 'ORBIT Access Request'. Below the title is a description: 'Website used for online OR scheduling requests and approvals. Access Request form for access to the ORBIT Access Request application. Please note that if you have an existing request that has yet to complete, you will be unable to submit an existing request for access to this application.' The ORBIT logo is displayed. The form includes a legend: '* Indicates required'. The 'Requested For' field is a dropdown menu. Below it is the 'Supervisor' field, also a dropdown menu. The 'Email' field is a text input. To the right of these fields is a section titled 'EMPLOYEE DETAILS:' which contains a list of fields: USER ID, EMP ID, JOB TITLE, JOB CODE, USER TYPE, USER STATUS, and IPAYROLL LOCATION. A hand cursor is pointing at the 'JOB TITLE' field in the 'EMPLOYEE DETAILS' section.

Account Types

Tenet Employees

- If you have a Tenet email address (@tenethealth.com), please use your etenet password to login to your ORBIT account

Users with Access to Tenet Physician Portal (TPP)

- Request access using your username@tenethealth.com address

Microsoft 365 Users

- If you use Microsoft Outlook for your work email, you are very likely a Microsoft Office enterprise user – use your Microsoft enterprise password to login
- If you are unsure of your password, please contact your local IT support to retrieve your Microsoft enterprise password

Non-Microsoft Enterprise Users

- If you are a non-Microsoft user, please use the steps on the following slides to setup access to ORBIT via the Microsoft Authenticator app

Account Setup for Non-Microsoft Enterprise Users

First-Time Login

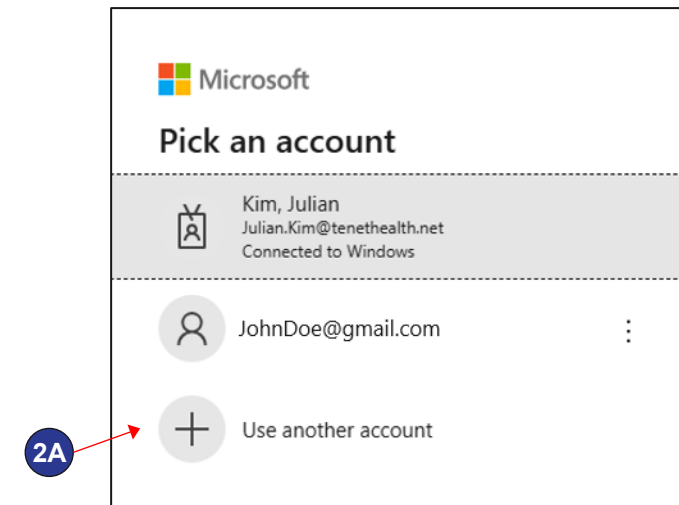
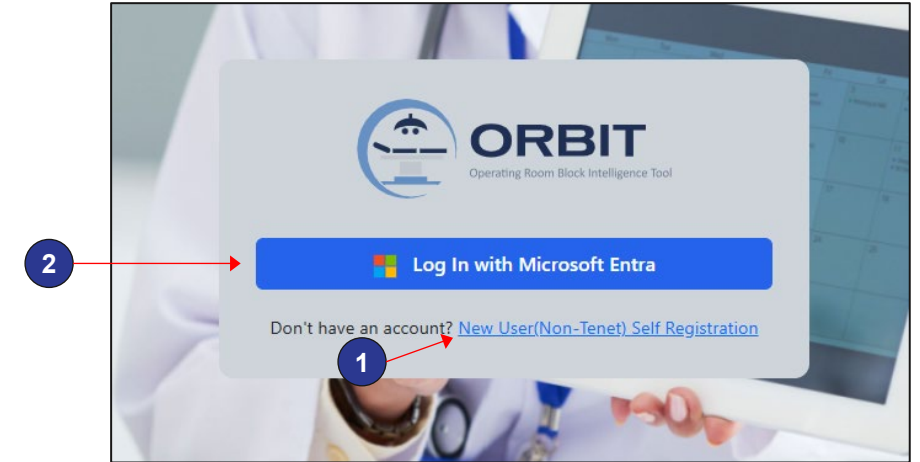
1 To create a new account, select the “Self Registration” link – please provide the requested information and submit for an account

2 Once your account has been created, please select the “Log In with Microsoft Entra” button

- If your email appears, select your email
- If your email does not appear on the list, select “Use another account”

2A If your email does not appear on the list, select “Use another account”

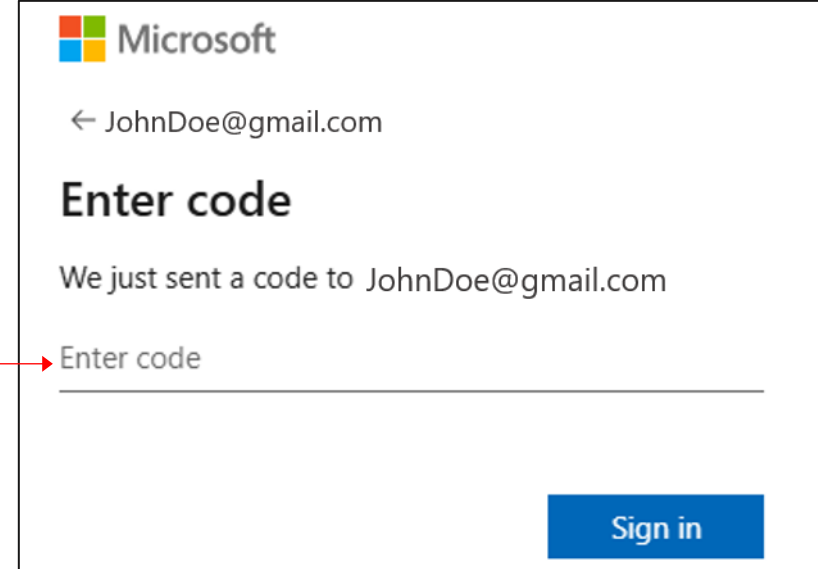
- If your email appears, select your email



Account Verification via Email

- 3** Once you've selected your email, you will be prompted to get a code to enter a code
- Please check your email for the code

3



Microsoft

← JohnDoe@gmail.com

Enter code

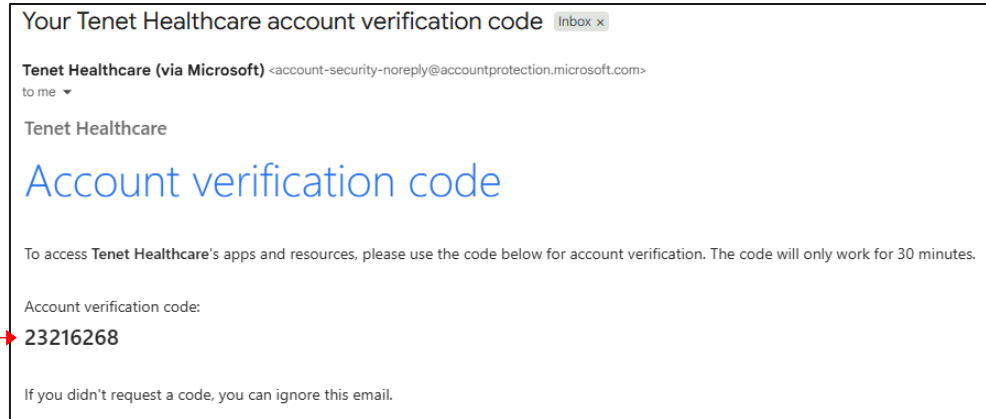
We just sent a code to JohnDoe@gmail.com

Enter code

Sign in

- 3A** Copy and paste the code from the email into the area shown in Step 3 (above)

3A



Your Tenet Healthcare account verification code [Inbox x](#)

Tenet Healthcare (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Tenet Healthcare

Account verification code

To access Tenet Healthcare's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

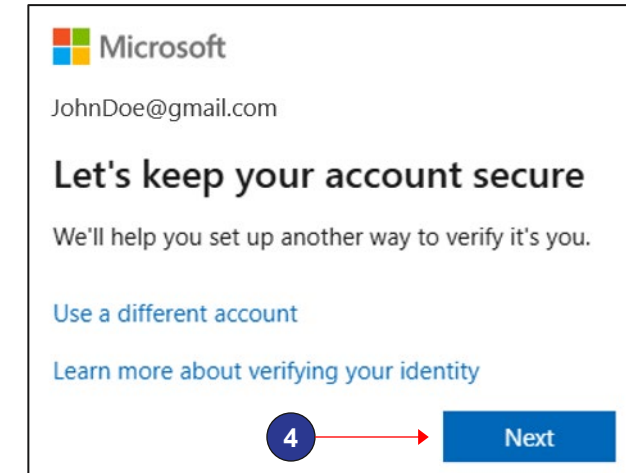
Account verification code:

23216268

If you didn't request a code, you can ignore this email.

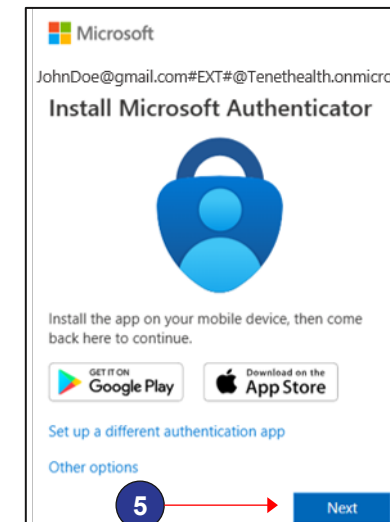
Microsoft Authenticator Setup

4 After inputting the emailed code, Microsoft will prompt you to establish multi-factor authentication (MFA) – please select “Next” in the pop-up box



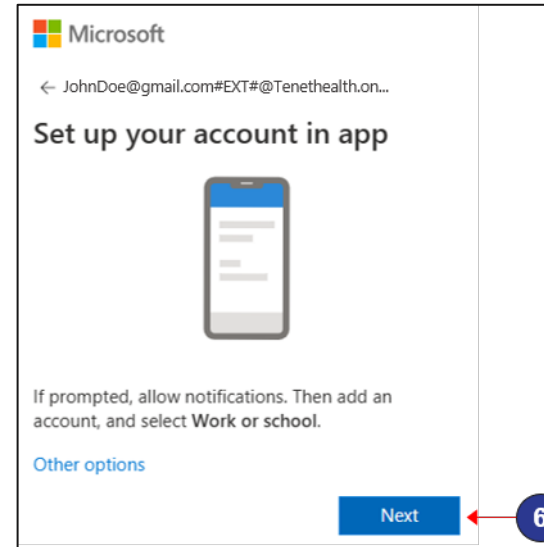
5 If you already have the application called “Microsoft Authenticator” installed on your phone, please hit “Next”

- If you don't have “Microsoft Authenticator”, please go to your appropriate app store and download the Authenticator app BEFORE hitting the “Next” button

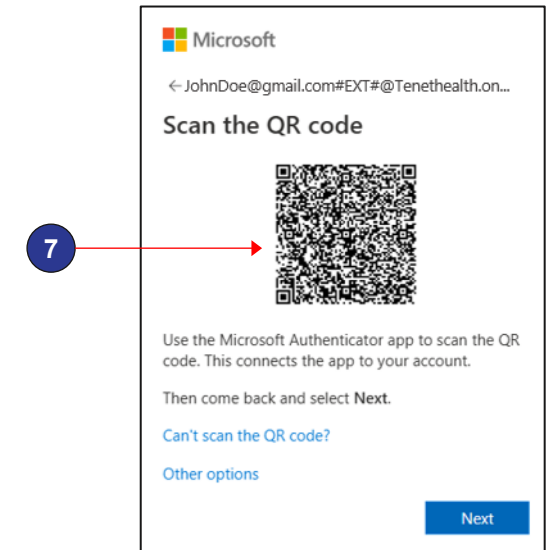


Microsoft Authenticator Setup

- 6 Please hit “Next” to begin associating your ORBIT account to the Authenticator app

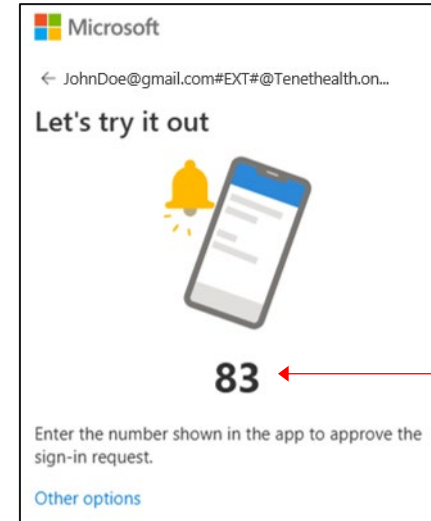


- 7 Using the camera function on your phone, scan the provided QR code – this will open your Authenticator app

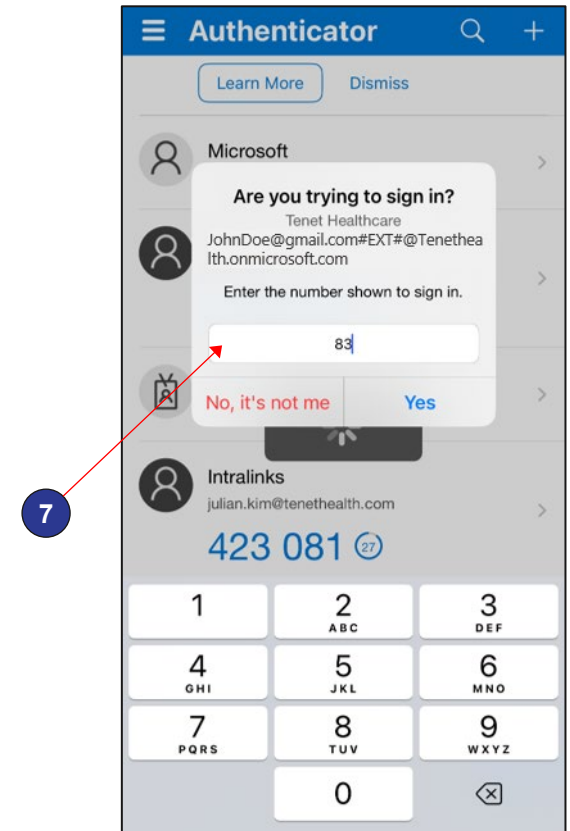


Microsoft Authenticator Setup

- 8 After scanning the QR code, your computer screen should show a verification number – this code will be inputted into your Authenticator application



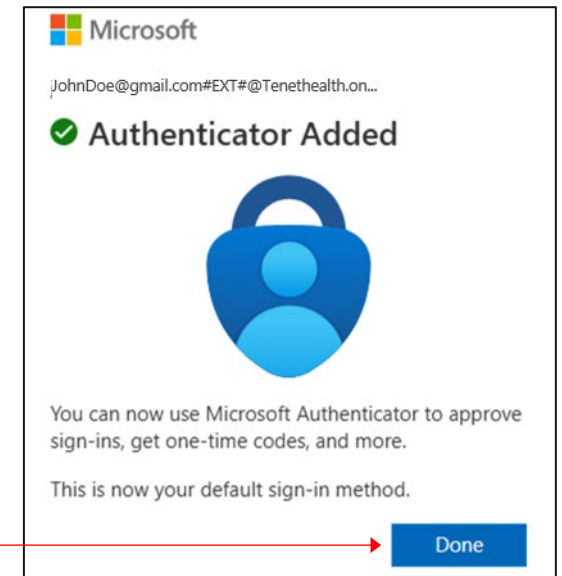
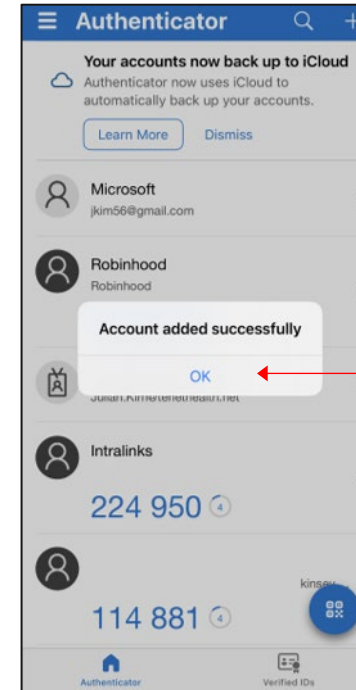
- 9 Input the provided verification number (from step 7) into the Authenticator app



Microsoft Authenticator Setup

- 10 Once you've inputted the correct verification phone into the Authenticator app, you should receive a confirm in the app – please select “OK”

- 11 You should also receive a confirmation on your computer screen – please select “Done”



Adding Multi-Factor Authentication (MFA) to Your Microsoft Profile & Linking The Authenticator App

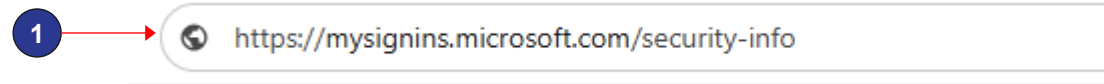
Authenticator App

If you are unable to log in using the method on the previous slides, follow these instructions to add MFA and link the Authenticator app on your phone to your Microsoft profile

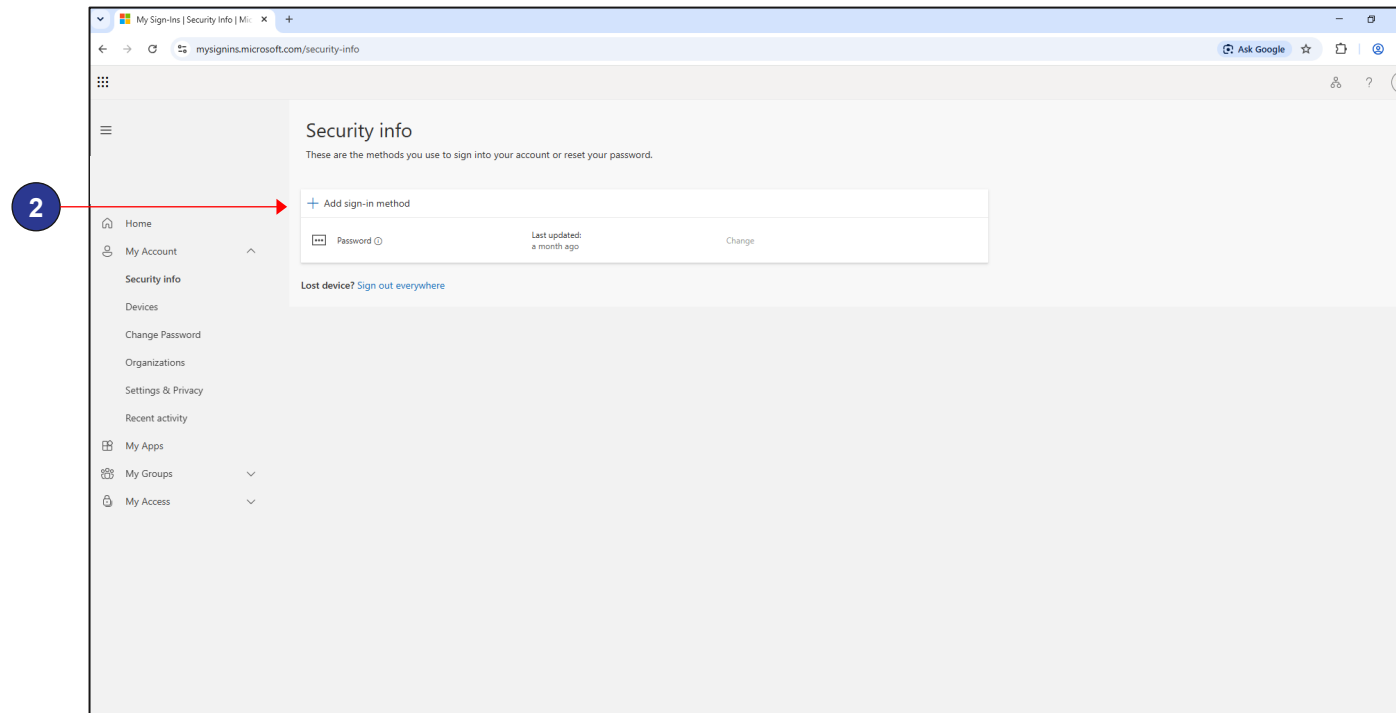
1 Follow this link to your Microsoft profile

[My Sign-Ins | Security Info | Microsoft.com](https://mysignins.microsoft.com/security-info)

<https://mysignins.microsoft.com/security-info>



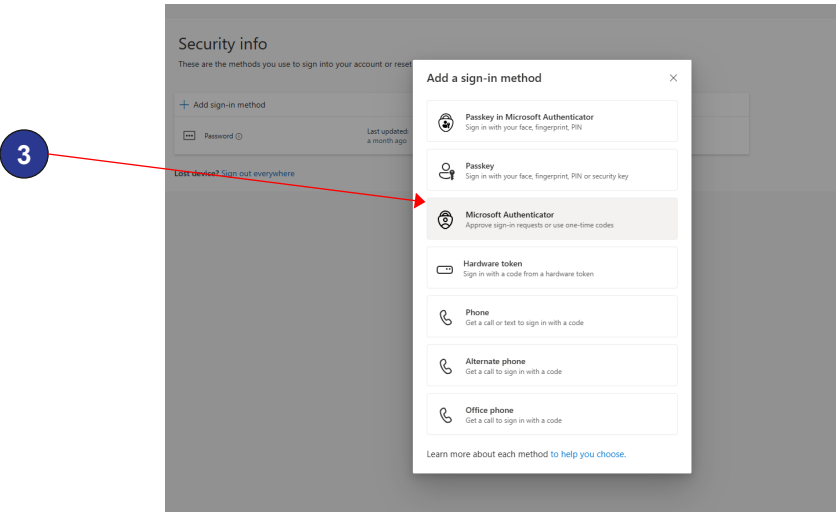
2 Click “Add a Sign On Method”



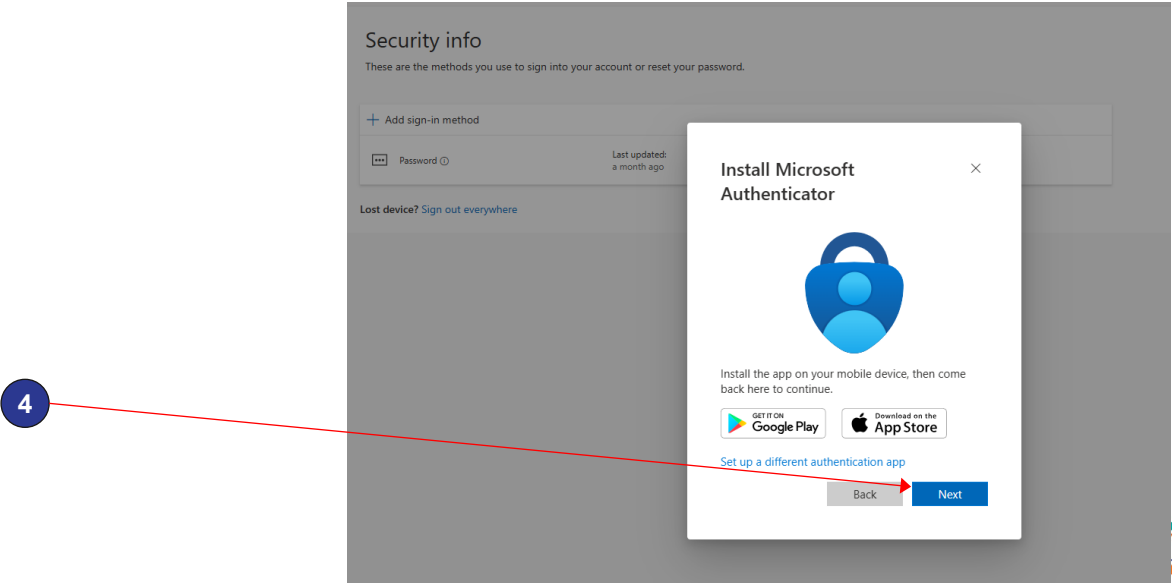
Logging into ORBIT

If you are unable to log in using the method on the previous slides, follow these instructions to add MFA and link the Authenticator app on your phone to your Microsoft profile

3 Click “Microsoft Authenticator”



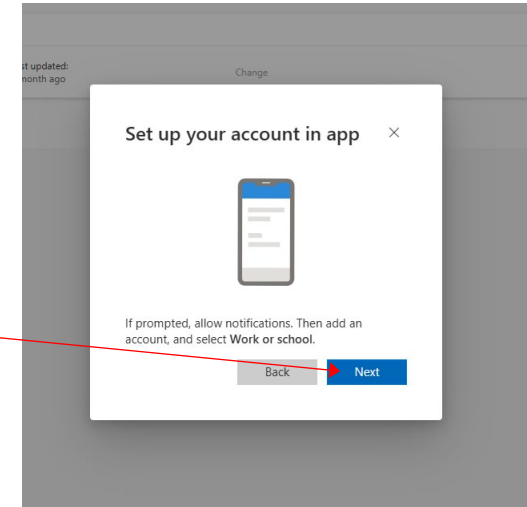
4 Download the Authenticator App and click “Next”



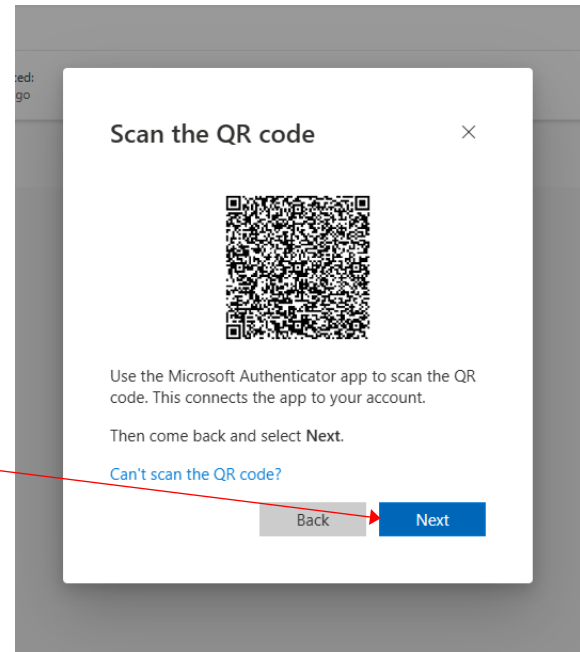
Logging into ORBIT

If you are unable to log in using the method on the previous slides, follow these instructions to add MFA and link the Authenticator app on your phone to your Microsoft profile

5 Click “Next” again



6 Scan the QR code with the Authenticator app. This links the app to your Microsoft profile. Then click “Next” and follow an additional on-screen prompts.

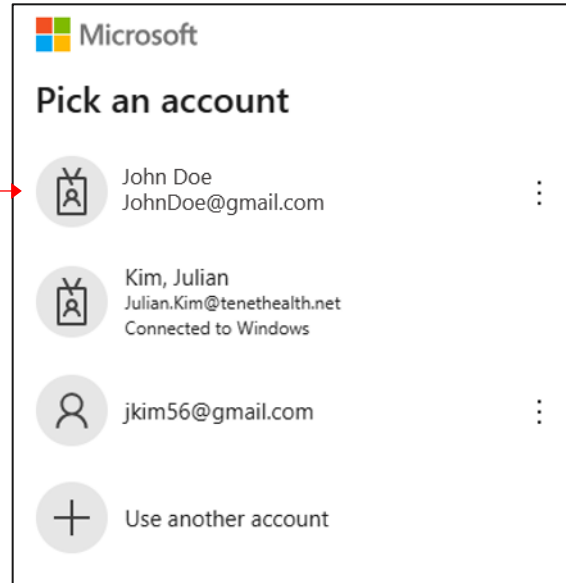


Logging into ORBIT with Microsoft Authenticator

Logging into ORBIT

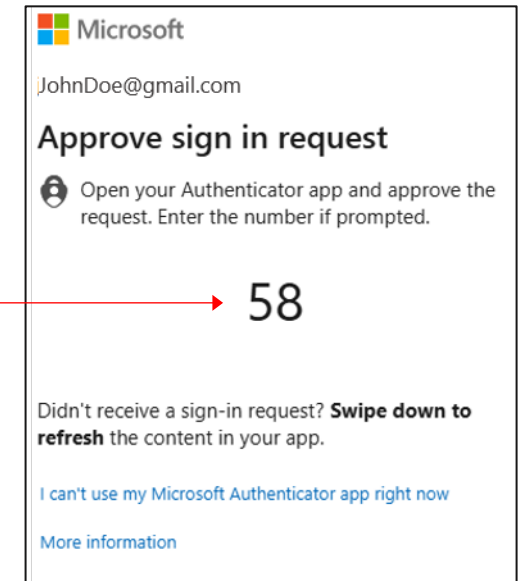
1 Select the email that has been registered for ORBIT access

1



2 A verification number will appear on your screen – this number will be inputted into the Microsoft Authenticator app

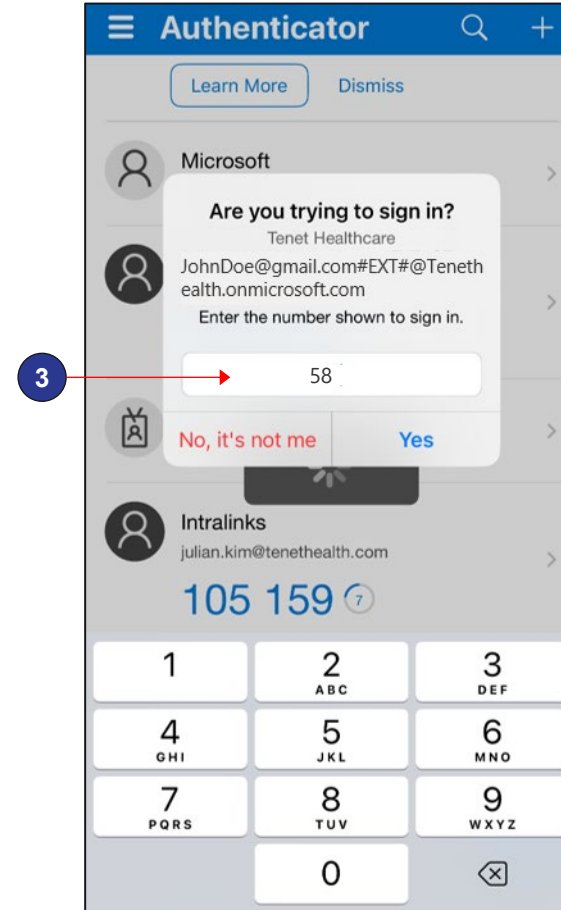
2



Logging into ORBIT

- 3 Open the Authenticator app on your phone and input the verification number provided in step 2

Once you have successfully inputted the verification number into the authenticator app, the website will automatically log you in to ORBIT



Office Scheduler Dashboard

Office Scheduler Dashboard



Dashboard

New User Access

Modify User Access

Room Availability

Release Block

Case Audit History

Collapse

Operating Room Block Intelligence Tool

Thursday, June 25, 2026
Hello, Jasmine
OfficeScheduler

Dashboard

STATUS *

All Status

FACILITY *

All Facilities

SURGEON *

All Surgeons

PATIENT NAME *

All Patients

PROCEDURE DATE

mm/dd/yyyy

mm/dd/yyyy

Apply Filter

Clear

Case #80

APPROVED

Patient:

DEL - Delray Medical Center

Surgeon: ESKENAZI MD, MARK

Procedure Date: 2026-07-08

Procedures: POSTERIOR LUMBAR INTERBODY FUSION

Case #79

SUBMITTED

Patient

WBO - West Boca Medical Center

Surgeon: SCHLAGER MD, AVRAHAM J

Procedure Date: 2026-07-01

Procedures: Port Removal

Case #78

DECLINED

Patient

SPW - THOP Transmountain

Surgeon: ZAMUDIO M.D., JOSE M

Procedure Date: 2026-07-10

Procedures: Fallopian Tube Ligation Robotic

Case #77

DECLINED

Patient:

SPW - THOP Transmountain

Case #76

SUBMITTED

Patient:

SPW - THOP Transmountain

Case #75

APPROVED

Patient:

SPW - THOP Transmountain

Office Scheduler Dashboard

The **Office Scheduler Dashboard** lets you edit cases, upload and view documents, and request reschedules. Use the filters at the top of the page to narrow results by:

- Status
- Facility
- Surgeon
- Patient name
- Date Range

Tenet Health

ORBIT

22

Editing a Case

How to Edit Case Details

- 1 Select  **Edit** on the case row you want to update.
- 2 Update the patient information, procedure details, and/or scheduling notes.
- 3 Select **Update** to save changes the record.

Case #6

APPROVED

Patient: Doe, John

Delray Medical Center

Surgeon: ROBERTS MD, JOHN

Procedure Date: 2026-05-19

Procedures: Thoracoscopy

Scheduler

I Levine

ian.levinern@gmail.com

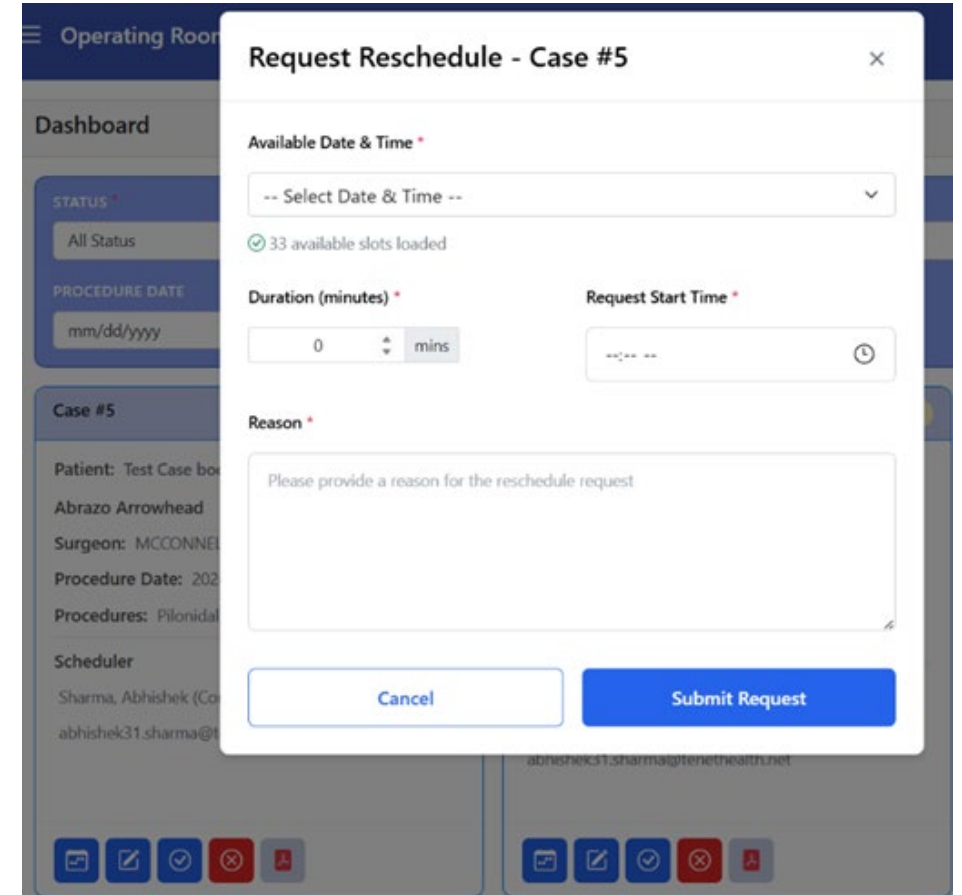


Click to Edit

Rescheduling a Case

How to Reschedule a Case

- 1 Select  **Reschedule** and choose a new date and time.
- 2 Review the room-availability validation results.
- 3 Select **Submit Request** to finalize the reschedule request.



The screenshot shows a web application interface for rescheduling a case. A modal dialog titled "Request Reschedule - Case #5" is open over a background dashboard. The dashboard includes sections for "Operating Room", "Dashboard", "STATUS" (with an "All Status" button), "PROCEDURE DATE" (with a "mm/dd/yyyy" input), and "Case #5" details (Patient: Test Case box, Abrazo Arrowhead, Surgeon: MCCONNE, Procedure Date: 202, Procedures: Pilonidal, Scheduler: Sharma, Abhishek (Co, abhishek31.sharma@)). The modal dialog contains the following fields:

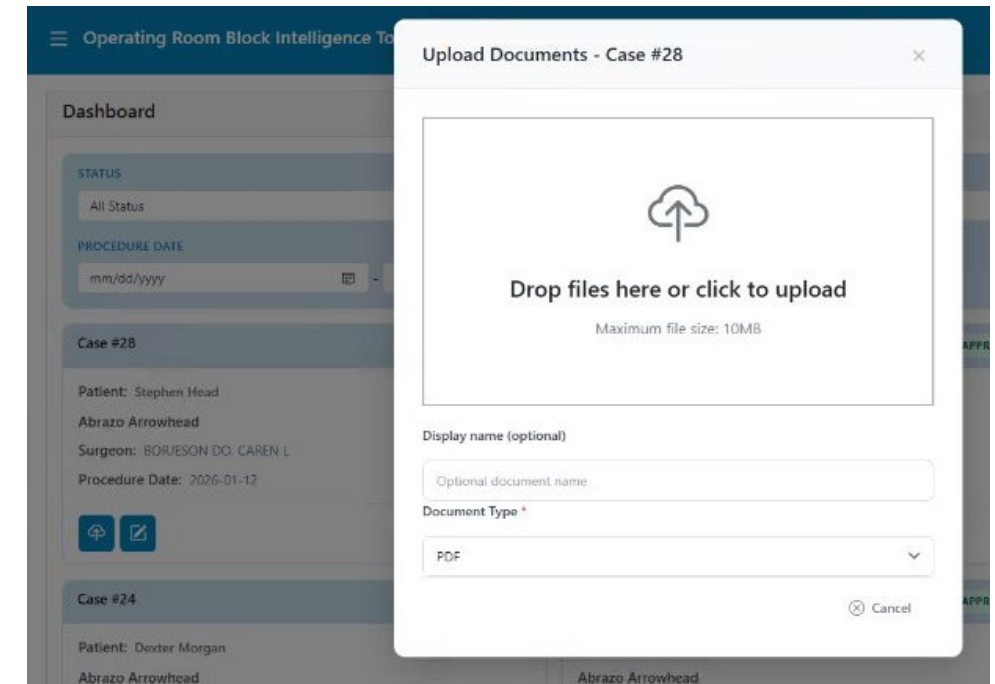
- Available Date & Time ***: A dropdown menu showing "-- Select Date & Time --". Below it, a status message says "33 available slots loaded".
- Duration (minutes) ***: A numeric input field with "0" and a "mins" unit.
- Request Start Time ***: A time selection field showing "--:-- --" with a clock icon.
- Reason ***: A text area with the placeholder "Please provide a reason for the reschedule request".
- Buttons**: "Cancel" and "Submit Request".

At the bottom of the dashboard, there is a row of icons: a calendar, a pencil, a checkmark, a red X, and a red document icon.

Uploading a Document

How to Upload a Document

- 1 Select  **Upload Document** on the desired case to attach your file.
- 2 Drag and drop or choose the file from your device.
- 3 Select the appropriate **Document Type**.
- 4 Select **Submit** to upload the document.
- 5 You will receive a confirmation message that the upload was successful.



Note:

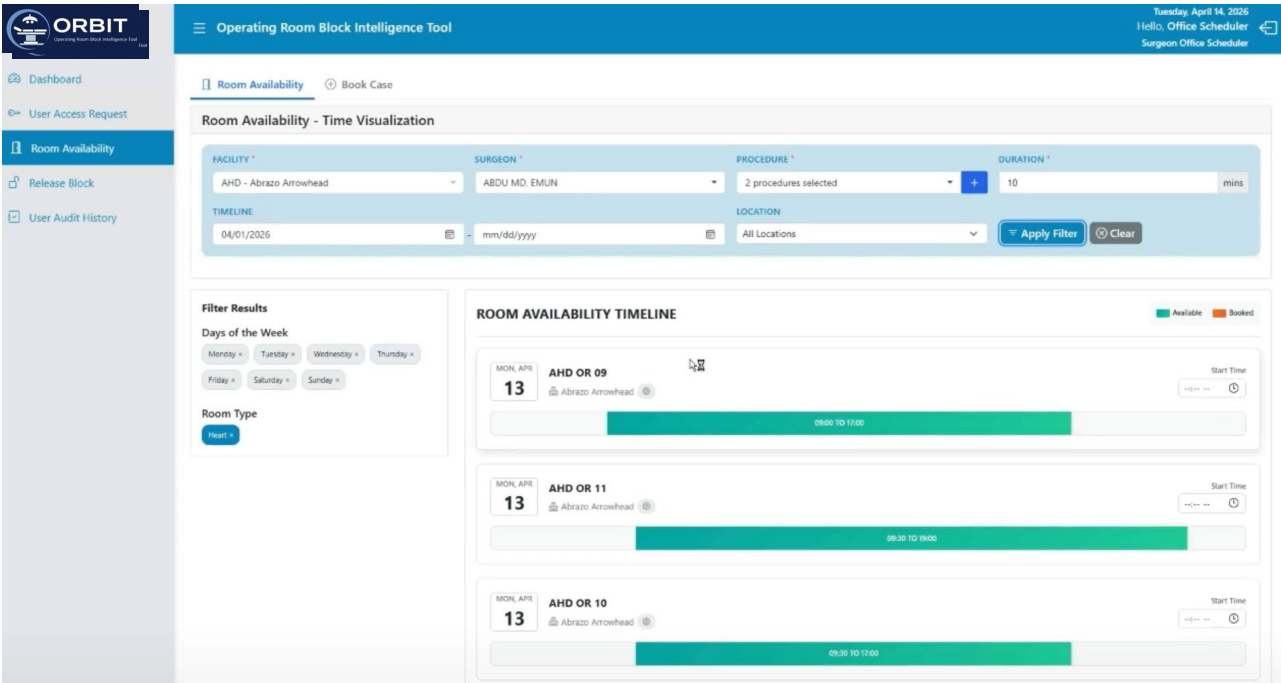
- Uploaded files are attached to the case record and are visible to all authorized users.
- Supported formats: PDF, DOC, DOCX

Room Availability

Viewing Room Availability

How to View Room Availability

- 1 Enter your criteria using the filters (facility, surgeon, procedure, duration, and date range).
- 2 Select **Apply Filter** to display available rooms and time blocks.
- 3 Review the results. Available rooms appear with a **green** timeline showing open time for that room. **Orange** bars indicate block times that are unavailable because a surgery is already scheduled during that time.



Note:
Block times shown belong to the requesting surgeon. Office schedulers will only be able to see the block time associated with their surgeon.

Booking a Case – Selecting a Room and Time

How to Select an Available Room and Time

- 1 Navigate to the Book a Case tab
- 2 Select a room that meets the case requirements and facility specifications.
- 3 Select the Start Time for the chosen room.
- 4 Choose a start time within the room's available window (shown in green).
- 5 Select the green availability block to confirm the time. If you select a time outside the available window, ORBIT displays an error. Choose a time that fits within the green block and accounts for the procedure duration.
- 6 You are redirected to the booking page to complete the case request.

The screenshot displays the ORBIT booking interface. At the top, it shows 'THU, APR 30' and 'AHD OR 04' with a building icon and a gear icon. Below this, there are two availability blocks: a small green block labeled '09:00 TO 09:30' and a larger green block labeled '13:00 TO 17:00'. On the right side, there is a 'Start Time' selector with a clock icon. A red box highlights the 'Start Time' selector, and an orange arrow points from a dark blue button labeled 'Click to select start time' to the 'Start Time' selector.

Booking a Case – Finalizing Booking

Finalizing Booking a Case

1

Fields from your Room Availability filters are pre-populated on the form.

2

Complete all required fields.

3

You can add additional procedures to the procedures section by selecting from the dropdown list.

4

Available CPT codes based on the selected procedures will appear automatically. You can select the codes you want to add or enter CPT codes manually as needed.

5

After completing the form, upload the provider's signature by clicking on **Choose File**

6

Click **Submit** the booking request to finalize booking. Once submitted, you can view, edit, reschedule, and upload documents for the case through the dashboard section.

The screenshot displays the ORBIT Operating Room Block Intelligence Tool interface. The top navigation bar includes the ORBIT logo and the title 'Operating Room Block Intelligence Tool'. The left sidebar contains a menu with options: Dashboard, New User Access, Modify User Access, Room Availability, Release Block, Case Audit History, and Administration. The main content area is titled 'Book Case' and features a 'Book Case' section with a 'Book Case Sheet' toggle. Below this, the form is divided into three steps: Step 1 - Facility, Step 2 - Surgeon & Procedures, and Step 3 - Patient. Step 1 includes fields for Facility (AHD - Abruzzo Arrowhead) and Selected Room (AHD OR 07). Step 2 includes a Surgeon field (MCCONNELL MD, ELIZABETH J), a Procedures dropdown (Coronary Artery Bypass Graft), and a section for Available CPT Codes (33510, 33511, 33512, 33513, 33514, 33515, 33516). Step 3 includes fields for Last Name, First Name, DOB, Patient Phone, SSN, and Gender. The form also includes a 'Procedure Date' field (06/22/2026) and a 'Procedure Time' field (09:30 AM).

Booking a Case – Upload An Existing Booking Sheet

Populating Case Information From Existing Booking Sheet

- 1 Click on **OCR Booking Sheet** at top of page
- 2 Drag and drop a PDF booking sheet or click to browse and upload PDF booking sheet. Click **Extract Fields from PDF**
- 3 ORBIT will pull information from the PDF to populate the electronic booking sheet.
- 4 Confirm / edit information that ORBIT has extracted from the uploaded booking sheet.
- 5 Finalize and submit request per the instructions in the “Finalizing Booking” section

The screenshot displays the ORBIT Operating Room Block Intelligence Tool interface. The top navigation bar includes the ORBIT logo, the title 'Operating Room Block Intelligence Tool', and user information: 'Thursday, June 18, 2026', 'Hello, Tuffy, Michael', and 'SystemAdmin'. The left sidebar contains a menu with 'Dashboard', 'New User Access', 'Modify User Access', 'Room Availability', 'Release Block', 'Case Audit History', and 'Administration'. The main content area is titled 'Book Case' and features a section for 'OCR Booking Sheet' with a toggle switch. Below this is a large dashed box for uploading a PDF, with the text 'Drop PDF here or click to browse' and a file icon. A button labeled 'Extract Fields from PDF' is positioned below the upload area. At the bottom, there are fields for 'Step 1 - Facility' and 'Selected Room *'.

Release Block

Release Block Dashboard

Release Block Dashboard

The release block section is used to view and release any time slots that are reserved for any surgeon.

ORBIT
Operating Room Block Intelligence Tool

Dashboard

New User Access

Modify User Access

Room Availability

Release Block

Case Audit History

Administration

<

Collapse

Operating Room Block Intelligence Tool

Monday, June 22, 2026
Hello, Tully, Michael
SystemAdmin

Release Block - Manage Blocked Rooms

FACILITY

All Facilities

BLOCK OWNER

All Block Owners

TIMELINE

mm/dd/yyyy

mm/dd/yyyy

Apply Filter

Clear

☐ Select all on this page

☐ Mon, Jun 22, 2026

BORJESON DO, CAREN L

AHD - Abrazo Arrowhead | AHD Endo 01

17:00 - 18:00

7:00

17:00-18:00

20:00

☐ Wed, Jun 24, 2026

BHAMRAH MD, MANJIT S

AHD - Abrazo Arrowhead | AHD Endo 01

09:30 - 11:00

7:00

09:30-11:00

20:00

☒ Wed, Jun 24, 2026

BORJESON DO, CAREN L

AHD - Abrazo Arrowhead | AHD Endo 01

12:00 - 16:00

7:00

12:00-16:00

20:00

☐ Wed, Jul 1, 2026

BHAMRAH MD, MANJIT S

AHD - Abrazo Arrowhead | AHD Endo 01

09:00 - 11:00

7:00

09:00-11:00

20:00

☐ Wed, Jul 1, 2026

BORJESON DO, CAREN L

AHD - Abrazo Arrowhead | AHD Endo 01

12:00 - 16:00

7:00

12:00-16:00

20:00

Release Block

How to Release a Block

- 1 Click on the desired time block in **green**.
- 2 Click on **Release Selected Block** at the bottom of the page.
- 3 Confirm the hours to release, reason, and add any additional notes in the text box.
- 4 Confirm block release to finalize.

Wed, Jun 24, 2026

BORJESON DO, CAREN L

AHD - Abrazo Arrowhead | AHD Endo 01

12:00 - 16:00

7:00

12:00-16:00

Click to select block

Confirm Block Release

Review and configure release details for selected blocks:

You can release the **full block** or adjust the time range to **partially release** a block. Provide a release reason for each block. This action cannot be undone.

Block Details	Time Range	Release Reason
Wed, Jun 24, 2026 BORJESON DO, CAREN L AHD - Abrazo Arrowhead AHD Endo 01	START 12:00 PM END 04:00 PM	Select Reason Optional notes...

* Notes: Maximum 500 characters per block

Cancel

Confirm Release

User Access Request

User Access Request

The screenshot shows the 'User Access Request' form in the ORBIT system. The form is titled 'User Access Request' and is part of the 'Operating Room Block Intelligence Tool'. It includes a sidebar with navigation links: Dashboard, User Access Request (selected), Room Availability, Release Block, and User Audit History. The form is divided into three main sections: Personal Information, Access Details, and Additional Information. The Personal Information section contains fields for Full Name (Tapan Kumar Pati), Email (tapan.pati@hctech.com), and Phone Number (123 123 1233). The Access Details section contains a dropdown for Role Requested (System Admin), a dropdown for Facility (All Facilities (Admin)), and a dropdown for Surgeon(s) booking for (1740 surgeons selected). The Additional Information section contains a text area for Message (optional) with the placeholder text 'Additional information or special requests'. At the bottom of the form are 'Submit' and 'Back' buttons. The top right of the form shows the date 'Tuesday, April 7, 2026', the user 'Hello, Hariharan B', and the role 'Surgeon Office Scheduler'.

ORBIT
Operating Room Block Intelligence Tool

Operating Room Block Intelligence Tool

Tuesday, April 7, 2026
Hello, Hariharan B
Surgeon Office Scheduler

Dashboard

User Access Request

Room Availability

Release Block

User Audit History

User Access Request

Personal Information

Full Name *
Tapan Kumar Pati

Email *
tapan.pati@hctech.com

Phone Number *
123 123 1233

Access Details

Role Requested *
System Admin

Facility
All Facilities (Admin)

Select the facility you will be working with (5 facilities available)

Surgeon(s) booking for
1740 surgeons selected

Select a facility first, then choose surgeons. Can't find your surgeon? Add them using the textbox above.

Additional Information

Message (optional)
Additional information or special requests

Submit Back

Requesting Access

Use **User Access Request** to request ORBIT access for another user (for example, a new scheduler or provider's office staff).

- Enter the user's name and contact information.
- Select the facility and role needed.
- Submit the request for administrator review and approval.

Note: Access is granted only after approval. The requester and/or requested user may be contacted if additional information is needed

User Audit History

User Audit History

User Audit History

This section shows the users history of all actions performed, including booking, approving, rescheduling, and editing cases.



ORBIT
Operating Room Block Intelligence Tool

Dashboard

User Access Request

Room Availability

Release Block

User Audit History

Surgeon Office Scheduler

Case Audit History

View audit trail for all cases with action and date

Case #	Action Name	DateTime	Action By	Remarks
27	Case Created	Apr 6, 2026, 05:40 AM	AHDOOffice Scheduler	New case created for patient: Joseph sean, Patient: Joseph sean
26	Case Created	Apr 6, 2026, 05:17 AM	AHDOOffice Scheduler	New case created for patient: Stephen Head, Patient: Stephen Head
24	Case Created	Apr 3, 2026, 10:28 AM	AHDOOffice Scheduler	New case created for patient: Dexter Morgan, Patient: Dexter Morgan
23	Case Created	Apr 2, 2026, 04:41 AM	AHDOOffice Scheduler	New case created for patient: Joseph sean, Patient: Joseph sean Encounter: 35

Showing 1 to 4 of 4 entries

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