

Perioperative - Requesting Emergency and Elective Surgery



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Request emergency and elective surgery.

Requesting Emergency Surgery



Important

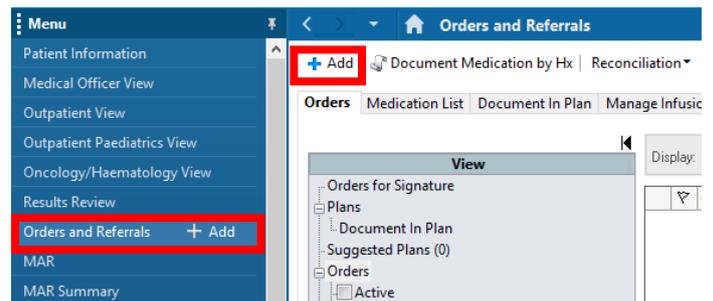
- Emergency surgery will now be requested through an EMR order.
- This will replace the current process of adding the patient to the acute list in iPM.
- It does not replace the need for verbal communication about the procedure.
- Consent will remain on paper.
- If surgery needs to happen immediately, it can be scheduled without an order – speak to the Theatre IC.

To order emergency surgery for a patient:

1. Navigate to *Orders and Referrals* in the Table of Contents and click on **+ Add**.

2. Search for the order “Request for Emergency Surgery” and select.

3. Fill in all mandatory fields, any required optional fields, and then click *Sign*.



Details for **Request for Emergency Surgery**

Details | Order Comments | Diagnoses

+ Add

*Emergency Category:	<input type="text"/>	*Surgical Area:	<input type="text"/>
*Target Date/Time:	<input type="text"/> AEST	*Consultant:	<input type="text"/>
*Surgeon Procedure Description:	<input type="text"/>	Anaesthesia Type:	<input type="text"/>
Booking Comments:	<input type="text"/>	*Interpreter:	<input type="text"/>
Interpreter Mode of Contact:	<input type="text"/>	*Clinician Callback Number:	<input type="text"/>



Handy Hint

- **Target Date/Time:** this is the date and time you would like the procedure to be performed. To quickly add the current date and time, type “t” in the date field and “n” in the time field.
- **Surgeon Procedure Description:** this free text procedure description will appear on the tracking boards and is used by nursing staff for scheduling.
- **Booking Comments:** add anything you would like other staff to be aware of e.g., if II is required.
- **Anaesthesia Type:** suggest an anaesthesia type for the procedure if desired.



Requesting Elective Surgery

- The process for requesting elective surgery will not change.
- Please **continue to fill in the paper forms** relevant to the procedure being requested e.g., WHAD32 Request for Elective Admission, WHAD179a Gastrointestinal Endoscopy Referral, WHAD32.7 Elective Caesarean Section Booking and Clinical Information Sheet.

Blue print indicates essential information that must be completed by the Doctor requesting admission

Western Health
Request for Elective Admission
Please tick choice of site for admission and forward completed booking forms to booking office

Western Hospital Williamstown Hospital
 Sunshine Hospital Sunbury Day Hospital

Booking Enquires: 8345 1947
Bookings Fax: 8345 6205
Bookings Email: electivebookings@wh.org.au

Admission Referred by: Emergency OPD Rooms

Urgency Category

Category 1
Admission within 30 days is expected for a condition that has the potential to deteriorate quickly to the point that might become emergency.

Category 2
Admission within 90 days is expected.

Category 3
Admission within 365 days is expected.

PATIENT DETAILS OR IDENTIFICATION LABEL
 male female

WH UR: _____
SURNAME: _____
FIRST NAME: _____
DOB: _____ (eg. 1/Feb/1975)
***Must be alphanumerical as shown above
Address: _____
Phone: _____
Email: _____
Medicare No: _____

Nominated Consultant Only
Unit Consultant
Fellow/Registrar
Available on short notice Yes No
Interpreter Required Yes No



Handy Hint

Elective cases will be visible in the EMR once they have been scheduled.
Surgical waitlists will continue to remain in IPM.