



This Quick Reference Guide will explain how to:

Cancel a scheduled procedure in the Scheduling Appointment Book application

Definitions:

Cancellation Tracking Board – A Perioperative Tracking Board designed as a communication tool for cases requiring cancellation and rescheduling by the Elective Booking Office

Bookshelf – The visual display for Perioperative locations including theatres and procedure rooms

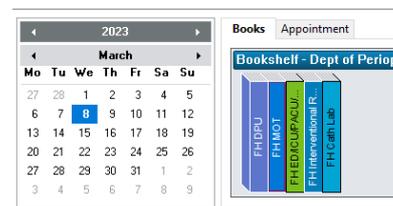
Cancelling Perioperative procedures in Scheduling Appointment Book

If it is identified that a procedure is no longer required or is not going ahead, it will need to be cancelled in Scheduling Appointment Book (Schapptbook). If it was an Elective procedure, the iPM waiting list will need to be manually updated after cancellation; Emergency cases require no further action after cancellation.

1. Log into Schapptbook from the PowerChart Toolbar

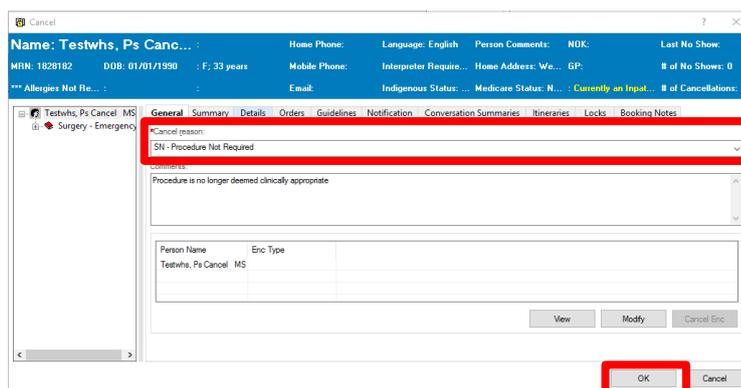


2. Using the calendar to the left of the bookshelf, select the date the procedure is scheduled for



3. Open the appropriate bookshelf and locate the booking in the theatre or procedure room. Right click and select Actions > Cancel...

4. The cancel screen will display. Under the General tab, select the Cancel reason, selecting a surgical cancellation reason starting with the SN prefix. Any cancellation notes can be added under the Comments section



5. Pressing OK will complete the cancellation and the booking will disappear from the theatre or procedure room



Important follow up actions

- iPM waiting lists need to be updated after cancellations or reschedules
- The admission offer can be closed, with the patient remaining on the waiting list if they are to be re-scheduled at a later date
- If the patient was on the Cancellation Tracking Board, they will automatically drop off the board after the cancellation is completed