

Perioperative Scheduling Elective Booking



This Quick Reference Guide will explain how to:

Schedule an Elective procedure in the EMR from an iPM Waiting List

Definitions:

SchApptBook – Scheduling Appointment Book, the application used for all EMR Scheduling activities

Inquiry – The view to be used for loading specific Request List Queues

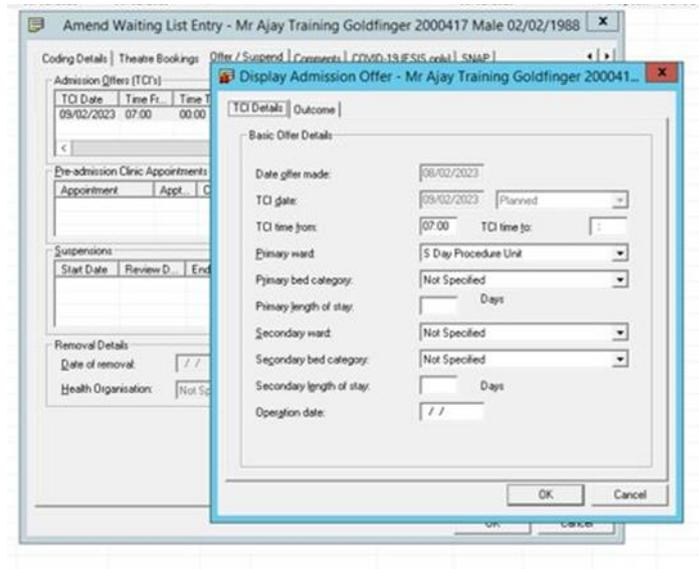
Add On – Indicates if the case is an Emergency Case

Completing the iPM Waiting List Entry

Waiting Lists will remain in iPM. They will be created and updated as per current practice, however you will need to make sure the TCI date is added to the entry BEFORE the procedure can be scheduled in the EMR.

Both the TCI Date and the Operation Date must always be entered, even when they are the same, for reporting purposes.

The Hospital/Health Org set on the Waiting List dictates which EMR Request List the patient will be placed on.



Completing the EMR Scheduling

With the Admission Offer added to the waiting list entry, details for scheduling will be sent to the relevant Elective request list. The following steps detail how to complete the scheduling.

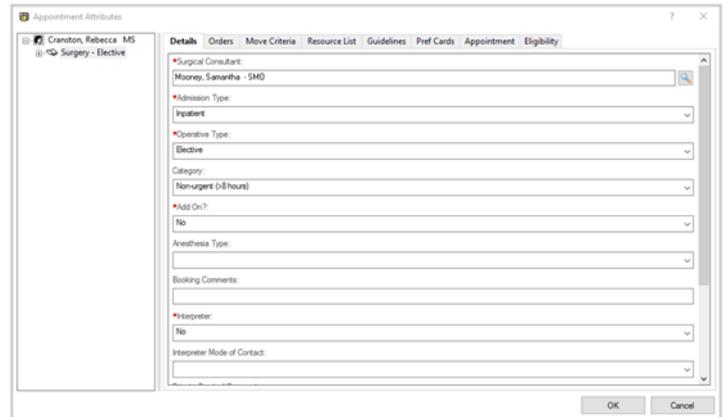
1. Log into SchApptBook, and open the Request List screen
2. Select the Inquiry appropriate for the type of cases being scheduled, and click Find to return results
3. Locate your patient ready for scheduling, right click and select Complete Request





4. The **Appointment Attributes** screen will open. Complete any mandatory fields designated with a red Asterisk (*) then proceed to the Orders Tab

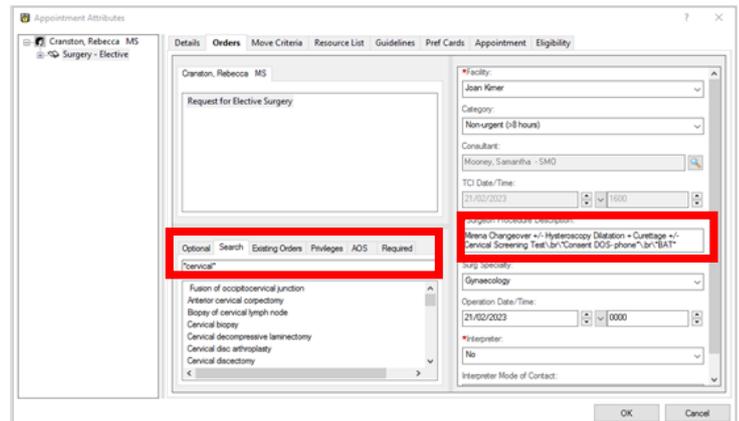
Note: Add On should be defaulted to No – please do not change this field



5. The **Orders Tab** is where you will add the procedures being performed. The Procedure Booking Comments from iPM will be shown under Surgeon Procedure Description. Ensure a Site and Side is documented if valid. Use this text to search for the procedure/s to add

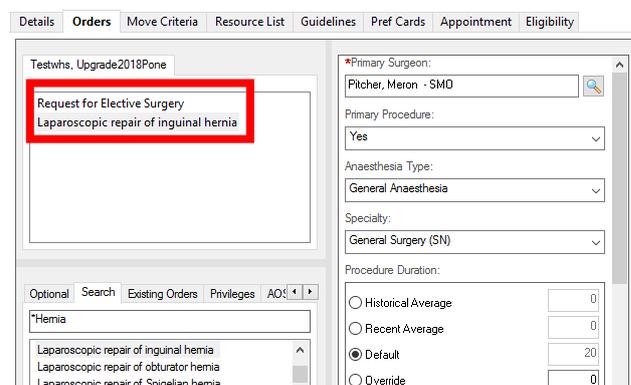
An Asterisk (*) can be used as part of a wildcard search to find the procedure.

Double click the procedure to add it to the order



6. With the order attached to the request, procedure details can be updated.

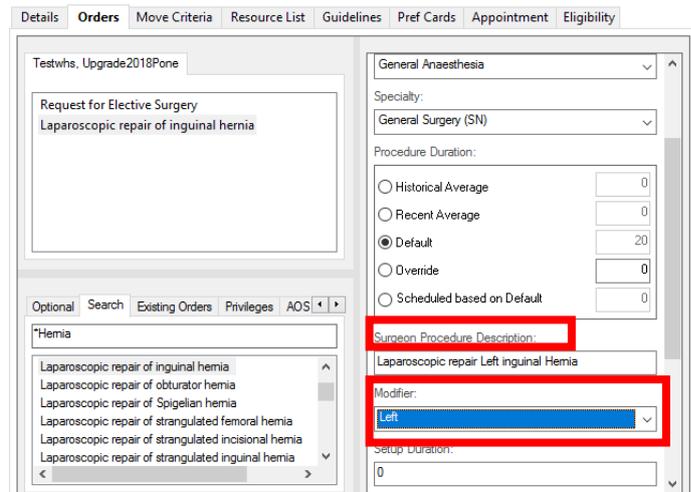
If known, the Anaesthesia details, primary consultant, and surgical specialty can be changed or updated



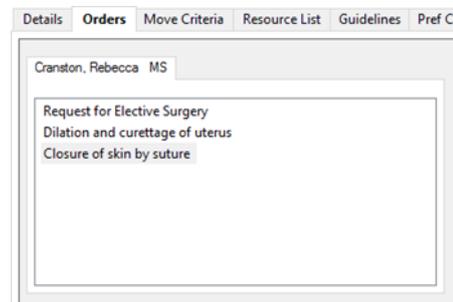
7. Update the procedure details checking the **Surgeon Procedure Description** includes site and side of procedure.

Add Modifier from drop down box.

- Select Side

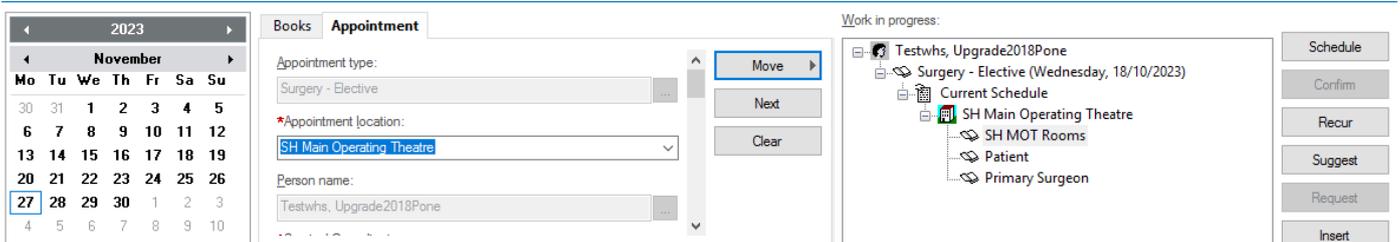


8. If required multiple procedures can be added. The procedure details can be changed for each procedure by selecting the order, then updating for each on the right, however there can only be one primary procedure.



Click OK once all orders have been attached to close the Appointment Attributes screen

9. The patient details now show on the Appointment Tab, and in the Work In Progress (WIP) section. If the requested location needs to be updated, i.e. from DPU to a Main Operating Theatre, use the Appointment location drop-down menu, and select the required area, pressing Move. Press OK on the Appointment Attributes window when it shows to confirm the requested procedures



10. You can now either click the room from WIP section and drag it into the slot to book, or click into the theatre and select Schedule.

Click OK on the Schedule – Surgery – Elective screen once the correct room and time are set

11. Once all details have been completed including the time and location, the small red books in the WIP will show as closed, indicating there are no conflicts. Click Confirm to complete the scheduling



Important – Always complete any required Modifiers (Side or Site) in the booking.

- It is only possible to add one modifier for Side or Site. For these cases it is preferable to add the Site.
- However, **BOTH** must be included in the Surgeon Procedure Description.