Perioperative Scheduling Elective Booking



Digital Health Quick Reference Guide

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.

dmission Offers (TCTs)	Display Admission Offer	- Mr Ajay Training Goldfinger 20004
TO Date Time Fr. Time T 19/02/2023 07:00 00:00 in admission Clinic Appointments Appointment Appt. C supervisions Start Date Review D., End emovel Details Date of removel. 7 / 7 Health Organisation: Not Sc	TCI Detable Dutcome Basic Otter Detable Date gifter made: TCI gate: TCI gate: TCI time joon: Pinnay ward Pjinnay bed category: Pinnay jength of stay: Secondary length of stay: Designin date:	00/00/2023 (28/00/2023) Panned 07:00 TD1 line jo: S Day Procedue Unit Not Specified Days Not Specified Days Not Specified Days Int Specified Days 7 /
		OX O

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

I 🐄 🛞 🖴 🔝 🛞 I 🕫	
Request List Inquiry	
Request List	
loguing:	
Surgical Elective Request List	~
Request List Queues:	
SN Elective RL SJK	\sim

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 Asterix (*) then proceed to the Orders Tab

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

Cranston, Rebecca MS	Details Orders Move Criteria Resource List Guidelines Pref Cards Appointment Eligibility	
Image: Surgery - Elective	Surgical Consultant:	2
	Mooney, Samantha - SMO	9
	*Admission Type:	
	Inpatient	~
	*Operative Type:	
	Bective	~
	Category:	
	Non-urgent (>8 hours)	Ý
	*Add On?:	
	No	~
	Anesthesia Type:	
		~
	Booking Comments:	
	*interpreter:	
	No	~
	Interpreter Mode of Contact:	
		~
	La	

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 Asterix (*) 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

. Surgery - Elective	Details Orders Move Criteria Resource List Guidelines	Pref Cards Appointment Eligibility	
	Cranston, Rebecca MS	*Facity:	
		Joan Kimer	~
	Request for Elective Surgery	Category:	
		Non-urgent (>8 hours)	~
		Consultant:	
		Mooney, Samantha - SMO	9
		TCI Date/Time:	
		21/02/2023	
		ourgeon modeoure besurption.	
	Optional Search Existing Orders Privileges AOS Required	Mrena Changeover +/- Hysteroscopy Dilatation + Curettage + Cervical Screening Test\br*Consent DOS-phone*\br*BAT	:
	"cervical"	Sug speciaty:	
	Fusion of acceptoremical lumitors	Gynaecology	~
	Anterior cervical corpectomy	Operation Date/Time:	
	Biopey of cervical lymph node	21/02/2023	
	Cervical decompressive laminectomy	*interpreter:	
	Cervical disc arthroplasty Carried decentery	No	~
	Con Ficial Globoschilly	*	

Details Orders Move Criteria Resource List Guidelines Pref Cards Appointment Eligibility

Festwhs, Upgrade2018Pone	*Primary Surgeon:	
	Pitcher, Meron - SMO	6
Request for Elective Surgery	Primary Procedure:	
	Yes	~
	Anaesthesia Type:	
	General Anaesthesia	~
	Specialty:	
	General Surgery (SN)	~
	Procedure Duration:	
Optional Search Existing Orders Privileges AO	O Historical Average	J
Hemia	C Recent Average	j
Laparoscopic repair of inguinal hemia	Default	5
Laparoscopic repair of obturator hemia		ā



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

Testwhs, Upgrade2	018Pone			General Anae	sthesia		~	^
Request for Elec	tive Surge	ry	_	Specialty:	ery (SN)			
Laparoscopic re	pair of ing	uinal herni	a	Procedure Dur	ration:		¥	÷
				Trocedure Da	duori.			
				O Historical	Average		0	
				O Recent Ar	verage		0	
				Default			20	
				O Verride			0	
Optional Search	Existing O	rders Privil	eges AOS · ·	🔾 Schedule	d based on Def	ault	0	
*Hemia				Surgeon Proce	adure Descriptio	on:		
Laparoscopic repa	air of inguina	al hemia	^	Laparoscopic	repair Left ingu	inal Hemia		
Laparoscopic repa	air of obtura	tor hemia		Modifier:				1
Laparoscopic repa Laparoscopic repa	air of Spigel air of strang	ian nemia ulated femor	al hemia	Left			~	
Laparoscopic repa	air of strang	ulated incisio	onal hemia	Setup Duration	1:			4
Laparoscopic reparation (air of strang	ulated inguir	nal hemia ♥ >	0				
								*
	Details	Orders	Move Criteria	Resource List	Guidelines	Pref C		
	_							
	Cranst	on, Rebecc	a MS					
	Requ	uest for Ele	ctive Surgery					
	Dilat	ion and cu	rettage of uterus					
	Clos	ure of skin	by suture					

Details Orders Move Criteria Resource List Guidelines Pref Cards Appointment Eligibility

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

•			202	23			•	Books Appointment			Work in progress:	
4		ľ	love	mbe	r		•	Appointment type:	^	Move ▶	Testwhs, Upgrade2018Pone	Schedule
Mo	Tu	We	Th	F	r S	a	Su	Surgery - Elective		Next	Gurrent Schedule	Confirm
6	7	8	2	1	, . 01	4 1	5 12	*Appointment location:		Clase	i→ III SH Main Operating Theatre i→ SH MOT Rooms	Recur
13	14	15	16	1	71	8	19 20	SH Main Operating Theatre	~	Cical		Suggest
20	21	22 29	23 30	2	4 2 1	ວ 2	2 6 3	<u>P</u> erson name: Testwhs, Upgrade2018Pone				Request
4	5	6	7	1	3	9	10		¥			Insert

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10. You can now either click the room from WIP section and drag it into the the theatre and select Scho

Click OK on the Schedule once the correct room and

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40 PN 45 PN 50 PM

r click the room from	WIP		Schedule - Surgery - Elective	? ×
the slot to book, or c	lick into		Resource:	
,			Default elet:	`
Schedule.			SN Open (12:00 AM - 8:30 AM)	~
lulo Surgery Elect	ive coreen		Time: 0830 Duration:	
iule – Sulgely – Eleci	ive screen		Hour(s) 45 Minutes	Day
and time are set			Distinguish setup and cleanup durations	
			Apply Duration Change to Order	
				OK Cancel
Books Appointment		Work in pr	ogress:	
Appointment type:	^	Move	Cranston, Rebecca MS Surgery - Elective (Tuesday, 21/02/2023)	Schedule
Surgery - Elective		Next	in im Current Schedule	Confirm
*Appointment location:		~	SIK Main Operating Theatre	Recur
SH DPU	~	Uear	Patient	Suggest
Person name:		· · · · · ·	 Primary Surgeon 	Request
Cranston, Rebecca MS	····· •			
· · · · · ·				Insert
	21/02/2023 - SJK MOT H	iooms		A
JK OT 01 [0] SJK OT 02 [0]	SJK OT 03 [0]	SJK OT 04 [1]	SJK Proc Room 01 [0]	^
I SN Open SN Open	SN Open	SN Open	SN Open	
ve been completed in	aludina	Work in progress:		

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

		Schedule
		Confirm
BH Main Operating Theatre BH MOT Rooms		Recur
		Suggest
	_	Request
		Insert

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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. •