

Perioperative Scheduling – Rescheduling Procedures



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Reschedule a 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



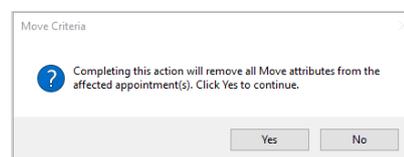
Important – Cases cannot be rescheduled once checked-in

- After case check-in, it cannot be rescheduled as the check-in remains with the rescheduled case
- To remove the check-in, the case must be cancelled, then rescheduled from the iPM waiting list

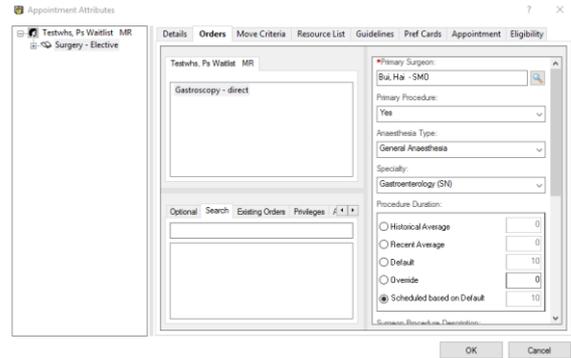
Rescheduling Perioperative procedures in Scheduling appointment Book

If it is identified that a procedure needs to be changed to another date, or to a different facility, it will need to be rescheduled in Scheduling Appointment Book (SchApptBook). If it is an Elective procedure, the iPM waiting list will need to be manually updated after rescheduling.

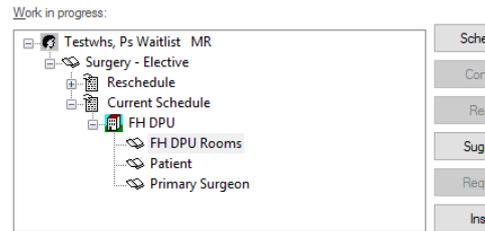
1. Log into SchApptBook from the PowerChart Toolbar
2. Using the calendar to the left of the bookshelf, select the date the procedure is scheduled for
3. Open the appropriate bookshelf and locate the booking in the theatre or procedure room. Right click and select Actions > Reschedule
4. A message will display warning that completing the action will remove all Move attributes. Click Yes on that message



5. The Appointment Attributes screen will display to confirm the appropriate procedure is attached. You may amend the procedure if required, or click OK

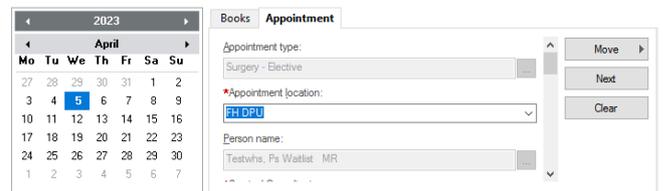


6. The procedure will now show in the work in progress (WIP) section for rescheduling



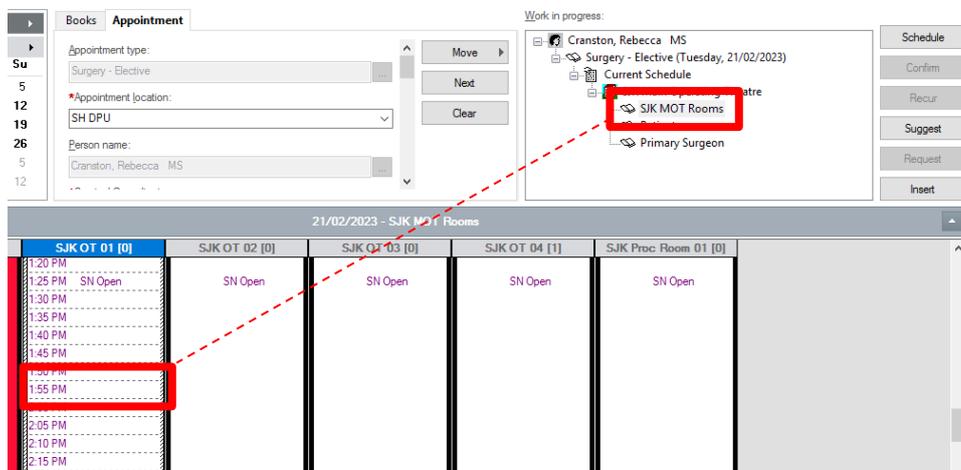
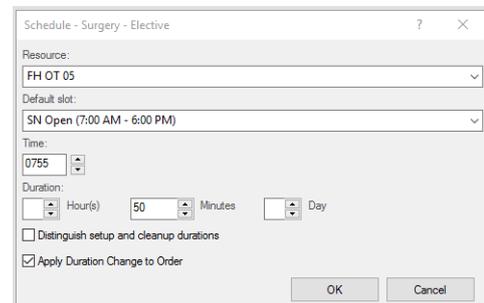
7. Select the correct date on the calendar to the left of the Appointment tab.

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. Press OK on the Appointment Attributes window when it shows to confirm the requested procedures



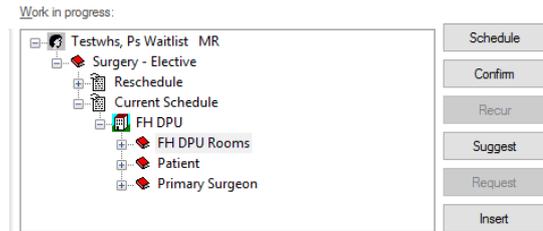
8. You can now either click the room from WIP section and drag it into the slot to book, or click into the theatre and select Schedule.

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



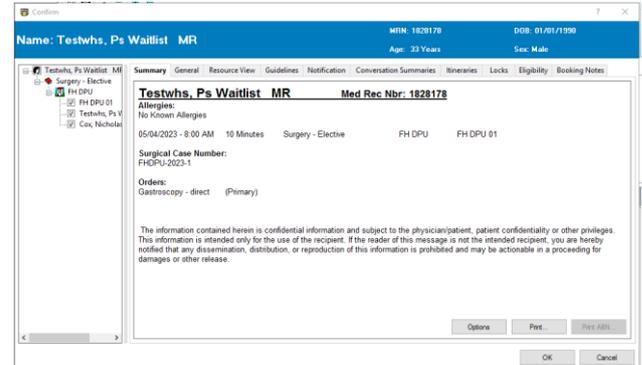


9. Once all details have been completed including the time and location, the small red books in the WIP will show as closed, indicating there are no conflicts. Click Confirm to complete the scheduling



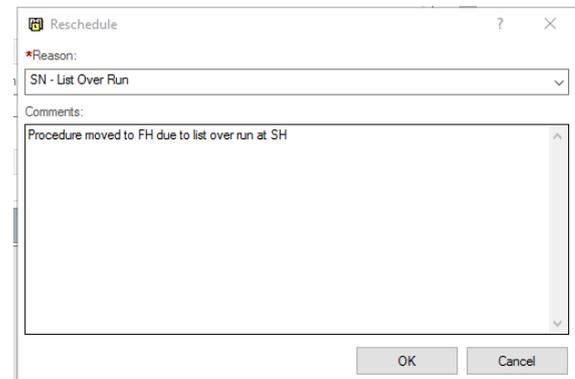
10. The confirmation screen will display – this is the final opportunity to cancel and amend any details.

If all details shown are correct, click OK



11. The Reschedule screen will display. Select the reschedule reason, selecting a surgical reason starting with the SN prefix.

Any notes can be added under the Comments section



12. Pressing OK will complete the reschedule action and the booking will disappear from the theatre or procedure room



Important follow up actions

- iPM waiting lists need to be updated after cancelations or reschedules for all Elective procedures
- The admission offer can be closed, with the patient remaining on the waiting list if they are to be rescheduled at a later date
- If the patient was on the Cancellation Tracking Board, they will automatically drop off the board after the rescheduling is completed