Perioperative Scheduling Updating Surgical Sessions



Digital Health Quick Reference Guide

Add Slots.

Remove Slots Release Slots

Slot Comments... View Slot Information.

FH Emerg Board [0]

Add Slots...

Remove Slots

This Quick Reference Guide will explain how to:

Change a theatre surgeon slot, or close a theatre, in Scheduling Appointment Book

Definitions:

Slot - A time block used to allocate resources in surgical locations

How to update Theatre Slots in Scheduling Appointment Book

1. Log into Scheduling Appointment Book, and open the Bookshelf of the desired theatre to change

2. Right-click the slot and select Slots > Remove Slots

Click Yes on the message that displays confirming if you would like to remove the selected slot.

3. The slot will disappear and display as a blank grey space. To add the new slot, right click and select Slots > Add Slots...

4. In the Add Slots screen that display ensure the 'Day begin:' and 'Day end:' times are correct for the slip.

5. expand the 'Slot Groups' shown under 'Slot groups and types:', and expand the 'SN Surgeon Groups' branch.

Locate the surgeon or block to add to the empty slot, click it and **drag it into the Schedule on the side**.

This is also where Slot types such as SN Emergency, SN Closed, SN Vacant and SN Block can be selected.



Actions Add New Appointmen

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Person

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Book Setting

Recur Appointment

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Slots

Actions Add New Appointment Book Request Confirm Request Remove Request

Inquiry

Report

Person Slots

Resources

Applications

Confirm Request Remove Request

Recur Appointment





6. Right-click on the slot added to the Schedule section, and select Slot Properties.

Update the Duration time to fill the slot, and click OK.

elect	Slot Properties			?	\times
	Mnemonic:				
	Talia Adrian/Orthopaedics				
	Description:				
	Talia Adrian/Orthopaedics				
	Display scheme:				
	SN Orthopaedics				~
	Flex string:				
	<none></none>				~
	Duration:				
	4 Hour(s)	Minutes	▲ Day		
	Contiguous				
	Appointment start time inter	val:			
	5 ~				
	Group slot count				
	1				
	Applied default schedules:				
	Template	Range		A	pplied
	FH OT6 Wk2 Tue AM	13/06/2023 12:00	AM - 14/06/2023 12:	00 AM S	estoso
	<				>
		ОК	Cancel	Default	s
Add Slots - FH OT 0	ĵ.			?	\times
Day begin:	Day end:	Schedule:			
1300	1700	1:00 PM 1:0	0 PM Talia Adria	o/Othonaedics	
Time interval:		1:15 PM		i/Onnopaedics	
15		1:30 PM			
Display slot properti	es when adding a new slot	2:00 PM			
Slot groups and types:		2:15 PM			
	Paediatrics Young Adults Diabetes Service	▲ 2:30 PM			
	ien's & Children's Slots	3:00 PM			
I Sleep Lat	on Groups	3:15 PM			
= Chior	h Joanne/General	3:30 PM			
Farag	jher lan/General wa Andraw (Acute Pain	3:45 PM			
Kaise	r Celina/Vascular	4:00 PM			
···· = Knigh	t Simon/Thoracics	4:15 PM			
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Talia	Adrian/Orthopaedics				<u>aaaada</u>
Thai	Duy/Orthopaedics				
Unni Beid	Raghavan/Orthopaedics Fiona/General				

7. The Slot will now display with the updated times and colours. Click OK to save this to the Bookshelf.

Handy Hint - Adding Comments to Slots

You can add a comment to a Slot by right-clicking, selecting Slot > Slot Comments, and entering any notes into the Comments section

Jacobs Rodnev/General

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Cancel