

# Perioperative Scheduling Procedure from Request List



## This Quick Reference Guide will explain how to:

Schedule an Anaesthesia Procedure from the request lists.

### Definitions:

**Anaesthesia Procedure** – a non-surgical procedure requiring only an Anaesthetist that may occur outside of theatre

**Emergency Procedure** – a surgical procedure requiring a theatre or procedure room booking for a critical patient not suitable for the elective process

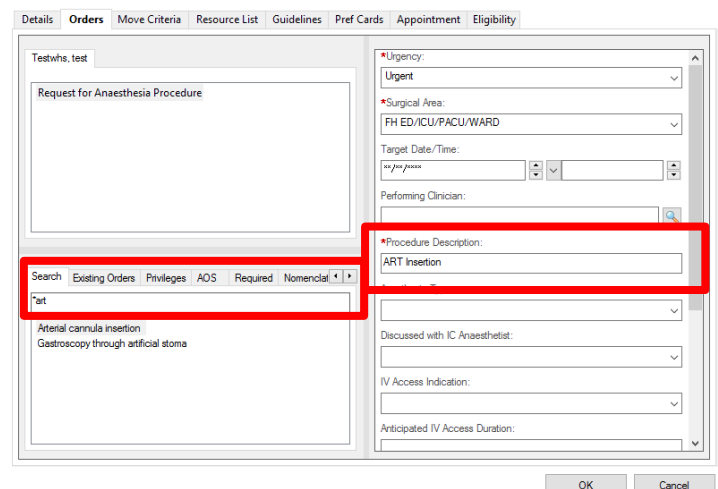
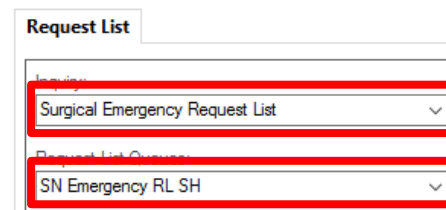
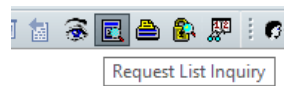
**SchedApptBook** – Scheduling Appointment Book, the application used for EMR scheduling

## Request List Booking

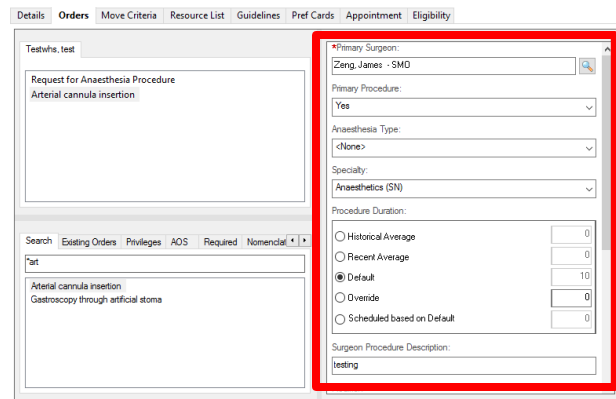
When a Medical Officer (MO) has identified patients in need of a procedure, if the urgency is Cat 1 or higher they may place a request for the procedure using PowerChart before calling to discuss. These requests may be a Request for Emergency Surgery or a Request for Anaesthesia Procedure. will be placed on the Emergency Request List.

## Scheduling from the Request List

1. Log into SchedApptBook, and open the Request List screen
2. Select the Inquiry appropriate for the location 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 to the Orders Tab to add the procedures being performed. The requested procedure will be listed under Surgeon Procedure Description - 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

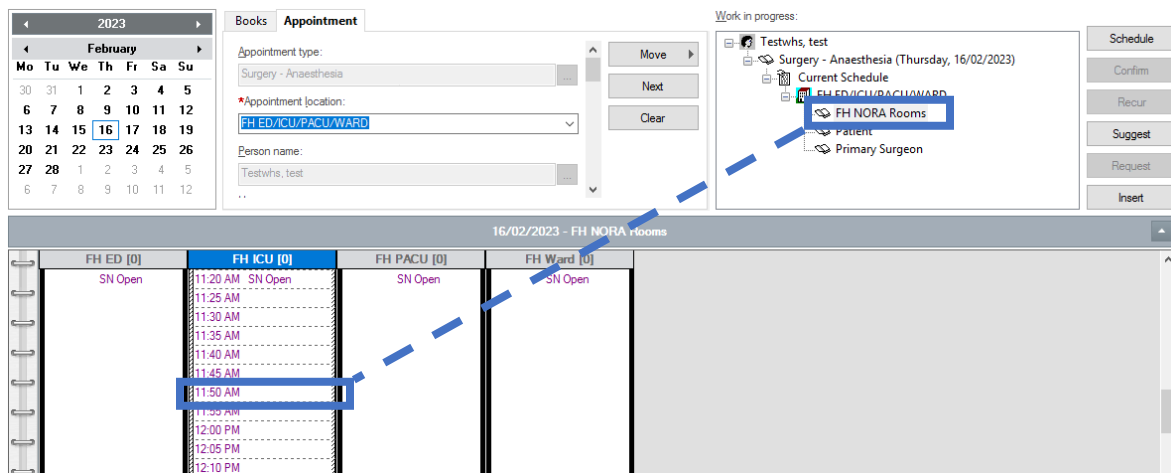


- With the order attached to the request, procedure details can be updated. If known, the Anaesthesia details, primary consultant, and surgical specialty can be changed or updated

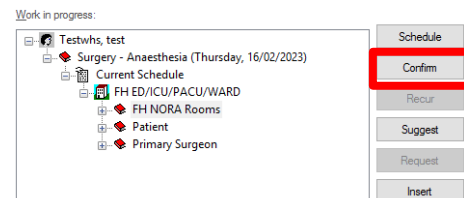


- The patient details now show on the Appointment Tab, and in the Work In Progress (WIP) section. You can either click the room from the WIP and drag it into the slot, or click into the theatre and select Schedule.

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



- 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



- The confirmation screen will display – this is the final opportunity to cancel and amend any details. If all details shown are correct, click OK – this finalizes the procedure booking and the case will now show on the bookshelf.



### Important – Differences of Appointment Types

- Surgery – Anaesthesia can be scheduled to off-the-floor locations, including Wards, PACU, and ICU
- Anaesthesia procedures do not require tracking board updates
- All Emergency Surgery procedures will display on the Emergency Tracking Board, and do require updating the empty fields