Perioperative Scheduling Procedure from Request List





Digital Health Quick Reference Guide

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
- Select the Inquiry appropriate for the location of cases being scheduled, and click Find to return results
- Locate your patient ready for scheduling, right click and select Complete Request
- 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 Asterix (*) can be used as part of a wildcard search to find the procedure.

Double click the procedure to add it to the order

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		Re	que	st Lis	t Inqi	uiry	

Request List	
Surgical Emergency Request List	~
Request List Queues	
SN Emergency RL SH	\sim

Details Orders Move Criteria Resource List Guidelines Pref Cards Appointment Eligibility

estwhs, test	*Urgency:						
	Urgent ~						
Request for Anaesthesia Procedure	*Surgical Area:						
	FH ED/ICU/PACU/WARD						
	Target Date/Time:						
	XX / DS / DXBX						
	Performing Clinician:						
	*Presedure Desoriation						
	*Procedure Description:						
earch Existing Orders Privileges AOS Required Nomencial	*Procedure Description: ART Insertion						
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 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

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9	Zeng, James - SMD	WTIS, LESI					
	Primary Procedure:	uest for Anaesthesia Procedure					
	Yes	ai cannula insertion					
	Anaesthesia Type:						
	<none></none>						
	Specialty:						
	Anaesthetics (SN)						
	Procedure Duration:						
0	O Historical Average	Existing Orders Privileges AOS Required Nomencial					
0	Recent Average						
10	Default	al cannula insertion					
0	O verride	oscopy through artificial stoma					
0	Scheduled based on Default						
	Surgeon Procedure Description:						
	testing						
	Oreauit Oreauit Oreauit Scheduled based on Default Surgeon Procedure Description: leating	il cannula insetion oscopy through artificial stoma					

6. 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

•			202	3		•	Books Appointmen	it				Work in progress:	
•	∢ February →		Appointment type:			A Move b	⊟-10 Testwhs, test	Schedule					
Mo	Tu	₩e	Th	Fr	Sa	Su	Surgery - Anaesthesia (Thursday, 16/02/202)		ianto Surgery - Anaesthesia (Thursday, 16/02/2023)	Confirm			
30	31	1	2	3	4	5				Next			Recur
13	14	8 15	9	10	11	12	FH ED/ICU/PACU/WA	FH ED//CU/PACU/WARD			S FH NORA Rooms		
20	21	22	23	24	25	26	Person name:					Primary Surgeon	Suggest
27	28	1	2	3	4	5	Testwhs, test						Request
6	7	8	9	10	11	12			~				Insert
	16/02/2023 - FH NORA rooms												
_			FH E	D [0]			FH ICU [0]	FH PACU [0]	FH Ward [0]				^
			SN	Open		11	20 AM SN Open	SN Open	SN Open				
T						11	30 AM						
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Ъ	all details have been completed including the												

 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



8. 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.



- 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