

# Perioperative Scheduling - Incorrect Encounter Association



## This Quick Reference Guide will explain how to:

Cancel and re-book an Elective procedure where the case was associated with an incorrect encounter

### Definitions:

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

**Check-In** – The action of linking a scheduled surgical case to a patient's inpatient encounter

**Encounter** – Details of a patient's visit under which all documentation for that visit is grouped

## Surgical Cases and Encounter Association

If a surgical case has been checked-in against an incorrect encounter, the only way to rectify the association is to completely cancel the case, and reschedule. For Emergency procedures, they can be cancelled and Direct-Scheduled. Elective cases however need to be re-scheduled from the iPM Waiting List.

When it is identified that a case was checked-in against the wrong encounter, the case must first be cancelled; this applies to both Elective and Emergency cases. See the Perioperative Scheduling - Perioperative Cancellations QRG



### Important – Rescheduling different procedure types

- Elective Cases are to be rescheduled from the Surgical Elective Request List in Schaptbook
- Emergency Cases can be Direct Scheduled - see the Perioperative Scheduling – Direct Schedule Procedure QRG

## Re-scheduling Elective Cases

1. For the workflow to work, the EMR orders associated with the surgery must first be cancelled/deleted. Both the Procedure Order, and the Waiting List order from iPM must be closed.

Please see the [QRG: Orders - Cancel \(Excluding Pathology, Medications and Radiology\)](#)

2. Log into iPM and perform a Waiting List Search using the Waiting List View icon. 

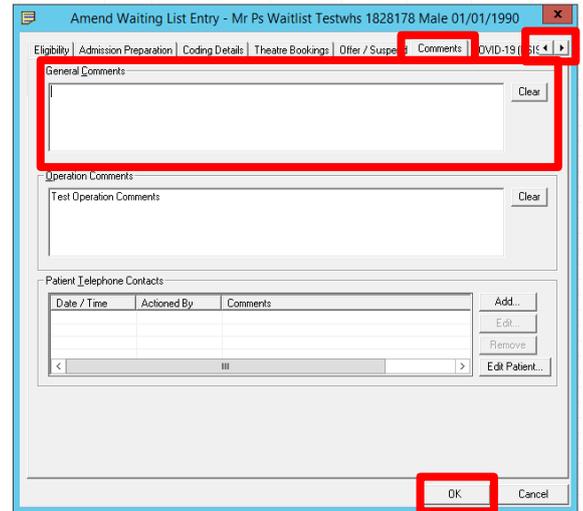
3. Locate the waiting list with the appropriate Operation Date and Operation Comments for the affected case. Double-click the entry to open the Waiting List

Inactive					
	Deleted	19/07/2023 10:10	22/08/2023 08:32	Open reduction of fracture of ankle with ...	
Communication Orders					
Inactive					
	Cancelled	19/07/2023 10:33	19/07/2023 17:23	Request for Elective Surgery (Waiting List ...	

					Phone
Est. W	Operation Comments	General Com	Operation...	TCL / APPT	Offer Con.
23	Testing Procedure Com...		17/06/2023	16/06/2023	Not Spec.
23	Test Operation Comme...		17/06/2023	16/06/2023	Not Spec.
66	L Hip Arthroplasty		04/05/2023	04/05/2023	Not Spec.



4. Using the arrows in the top-right corner, scroll across to the Comments Tab
5. Add a full stop ( . ) to the General Comments, and click OK to save the change. This will trigger a new request to the EMR Surgical Elective Request List



6. Log into Schapptbook, and select the Request List icon



7. Locate the request using the SN Elective RL for the planned location and complete the booking as per normal process

