

Perioperative Scheduling Shuffle Appointments



This Quick Reference Guide will explain how to:

Shuffle Patients using Scheduling Appointment Book

Definitions:

Resource – The Theatre / Site or Surgeon required to schedule surgery

Shuffling Appointments

The shuffling feature is used to move patients on the same day without having to go through all the rescheduling steps. For example, if patients are scheduled for a particular theatre that is no longer available, you can open the Appointment Shuffle dialog box and drag the patient from theatre location to another. Appointments can only be shuffled to a new slot or resource on the **same day** the original appointment was scheduled.

1. Click **Shuffle**  on the toolbar. The Appointment Shuffle Criteria dialog box is displayed. You can also right-click an appointment in the appointment grid and select **Actions > Shuffle**.

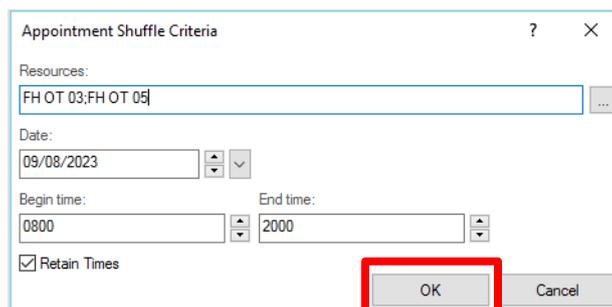
2. Populate the Appointment Shuffle Criteria window with the following information:

a. **Resources:** The schedulable resources (Theatres), which must be available in the shuffle dialog box. Resources are defaulted based on the currently open resources from the Bookshelf. Eg Site Patient scheduled at.

- Resources can be manually removed or included by adding a semicolon (;) and searching for the appropriate name. If moving to another WH site, you need to display both the site you are moving patient from and the site you want to move to. Eg SH OT's & SJK OT's

b. **Date:** The date a shuffle will occur.

c. **Begin/End time:** The time range that must be available for the defined resource's schedules.



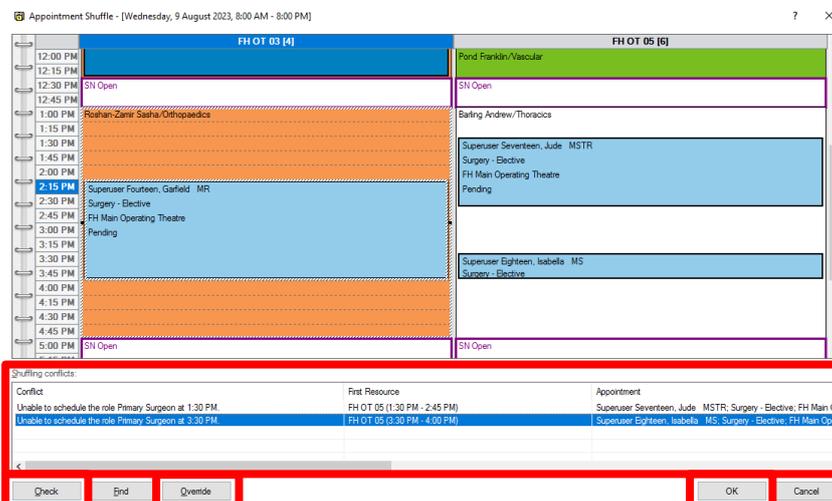
3. Click **OK** to display the Appointment Shuffle dialog box.

4. To move appointments to a different time or resource, select the appointment you want to shuffle.

5. Drag the appointment to the appropriate time and resource. The appointment is displayed in the new time slot in a **Pending** status.

6. Select the **Check** button to display conflicts. If there are conflicts, either continue rearranging or select each conflict and select **override** to continue

7. Click **OK**.





8. The Reason for Shuffle dialog box is displayed. Select a reason from the list and click **OK**.

The appointment is now displayed in a **Confirmed** status.



What updates when you Shuffle?

When Shuffling procedures, they can cross any location

- Lists could be moved from FH to SH or WTN
- A full list could be moved from OT 01 to OT 05

Only the location resource will update – to update the surgeon the case must be rescheduled, or updated by the Circulating Nurse in the Intraop Record.

If moving Electives between sites, the iPM waiting list needs to be updated to match.