Perioperative Scheduling Swapping Theatre Lists



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Swap entire surgical lists in Scheduling Appointment Book

Definitions:

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

Swapping theatre lists

You can move procedures from one theatre to another. Swap resources only if you are moving the procedures to another theatre in the same appointment book and for the same date of service.

1. Select the theatre that you want to swap the list from

- 2. From the Task menu, select Swap Resources
- The Swap Resources dialog box opens. From the Swap Resources list, select the theatre where you want to move the procedures. The list contains only the resources that you are allowed to access. Click OK
- 4. In the Confirm Swap Resources dialog box, click Yes.

The lists will swap and procedures displays under the updated theatre.

F	H U I U3 [3]	FH OT 04 [0]	FHOTUS	0 [4]
8:30 AM	Superuser Fif	8:30 AM Zargar Homi/	U 8:30 AM Supe	ruser El 8:
8:45 AM	2000920		2000	916
9:00 AM	Surgery - Ele		Surge	ery - Ele
9:15 AM	FH Main Ope		FH M	ain Ope
9:30 AM	Booked(Conf		Book	ed(Conf
9:45 AM				
10:00 AI	И		Supe	ruser T
10:15 AI	И		2000	917
10:30 AI	M Superuser Si		Surge	ery - Ele
10:45 A	V 2000921			
11:00 AI	M Surgery - Ele		Supe	ruser T
11:15 AI	FH Main Ope		2000	918
11:30 AI	M Booked(Conf		Surge	ery - Ele
11:45 AI	M			
12:00 PI	M			
12:15 PI	M	12:30 PM	12:30 PM	12
		Swap Reso	urces	
	Swap Resources		? X]
	Swap FH OT 03 with:			
FH OT 05				
		ОК	Cancel	
Confirm Swap Resources \times				
? Are you sure you want to swap FH OT 03 with FH OT 05?				

- Swapping resources moves all procedures from one theatre to the other
- When moving a single procedure, use the Reschedule option

Important

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