

Perioperative Scheduling Swapping Theatre Lists



This Quick Reference Guide will explain how to:

Swap entire surgical lists in Scheduling Appointment Book

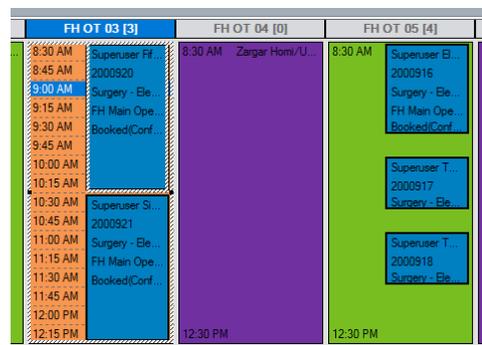
Definitions:

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.

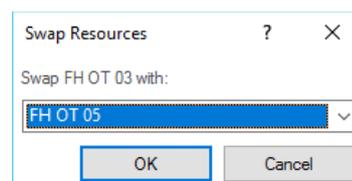
1. Select the theatre that you want to swap the list from



2. From the Task menu, select Swap Resources

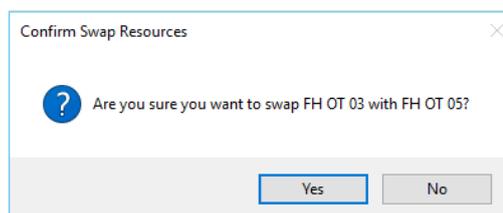


3. The Swap Resources dialog box opens.
From the Swap Resources list, select the theatre where you want to move the procedures. The list contains only the resources that you are allowed to access. Click OK



4. In the Confirm Swap Resources dialog box, click Yes.

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



Important

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