

# Anaesthesia - Changing incorrect Primary Procedure booking



## This Quick Reference Guide will explain how to:

Troubleshoot when the Primary Procedure listed in SAA does not correspond to the procedure booked on the consent form.

### Definitions:

**SAA** – Surginet Anaesthesia Application

**Schaptbook** – Scheduling Appointment Book, the application used for all EMR scheduling activities by:

- Bookings (for elective bookings)
- Theatre Nurse in Charge (for emergency bookings)

**Primary Procedure** – The generic procedure name booked in Schaptbook. This is the procedure name that appears on SAA.

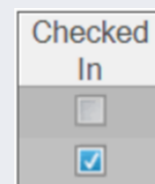
**Free Text Procedure** – The procedure named pulled from:

- iPM (as per the consent form) for elective bookings
- Order for “Request for Emergency Surgery” on Powerchart for emergency bookings

This is the procedure name that appears on the “Perioperative Tracking Board” in Powerchart.

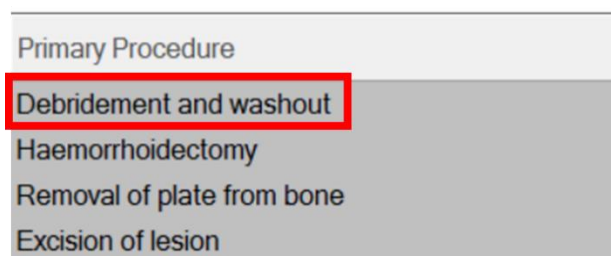
**Checked in** – Linking a scheduled surgical case to a patient’s inpatient encounter.

This step is performed by the holding bay or anaesthetic nurse. On SAA, the patient’s checked in status can be found on the left column of the “Select Case” window:

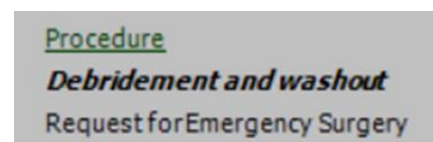


In SAA, the Primary Procedure is the procedure name that appears in the:

- “Select Case” window



- “Verify Case” window



- Banner bar of the anaesthesia record



The procedure name **cannot** be changed by the anaesthetist.



**Important – If the procedure name in SAA is incorrect and needs to be modified, please coordinate changing the Primary Procedure with the Theatre Nurse in Charge (NIC)**

If the case is urgent and cannot be delayed, consider starting a blank record. Associate this record to the case once:

- the case has been rebooked under the correct procedure name

**AND**

- the patient has been checked in

For further instructions on starting a blank record, see the QRG: *“Perioperative – Anaesthesia – Creating Blank Record for Emergency Cases”*

### **If the patient has been admitted via Day Procedure Unit (DPU)**

It is not possible to change the Primary Procedure name once the patient has been admitted by DPU staff.

- **For elective bookings:** Liase with the Theatre NIC for Elective Bookings to reschedule the patient under the correct Primary Procedure.
- **For emergency bookings:** In Schapptbook, the Theatre NIC can remove the booking associated with the incorrect Primary Procedure and directly reschedule the patient under the correct Primary Procedure.

### **If the patient has been not been admitted via DPU**

The Theatre NIC can modify the Primary Procedure in Schapptbook.



**Handy Hint – Other relevant QRGs for Theatre NIC**

For further instructions for the Theatre NIC, please see QRG: *“Perioperative Scheduling – Modify Scheduling Function NIC”*