

# Perioperative Scheduling – NIC Modify Procedure Function



## This Quick Reference Guide will explain how to:

Amend a Primary Procedure in Periop Scheduling Appointment Book using the **Modify** Function

### Definitions:

**Modifier** – In the Scheduling Appointment Book the Modifier adds either Side or Site

**Primary Procedure** – generic procedure added at scheduling

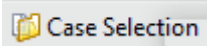
**Surgeon Procedure Description** –

- **Elective Cases:** Procedure pulled from iPM (as per Pt consent form).
- **Emergency Cases:** Free text Procedure as per Order for Surgical Request for Emergency Surgery.



**Important – Changes CANNOT be made to either the Primary Procedure or Procedure Free Text if any Periop Doc Record (Preop / Intraop / PACU) has been finalised.**

The Modify function will work for Checked In patients and those not Checked In.


This function is used when the Primary Procedure in,  **Case Selection** does not match the Procedure Free Text description (Operation Description), or is missing a procedural Side or Site.

The Primary Procedure **MUST** include either Side or Site as this is the procedure detail seen in the Anaesthetic Record. It is only possible to add one modifier for side or site. **In these cases is preferable to add the site.**

However, **BOTH** need to be included in the Surgeon Procedure description (Procedure Free text).

Examples of incorrect and incomplete Scheduled Procedures as viewed in Case Selection

**Case Selection**

✓ Check In... Associate Encounter Change Add-On Status Sign Document... | Print ▾ Preview ▾ |  Location (SH Main Operating Theatre).

Select By:

- Date
- Person
- Case Number
- Provider
- MRN

Criteria:

\* From Date: 20/11/2023 \* To Date: 27/11/2023

Checked In	Status	Person Name	Surgery D...	Primary Procedure	Procedure Free Text
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Laparoscopic cholecystectomy	Lap Appendicectomy
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Debridement and washout (Toe Great)	Debridement Left Great toe
<input type="checkbox"/>		Testwhs, Upgrade2018Pone	27/11/2023	Laparoscopic repair of inguinal hernia	Laparoscopic Right Hernia
<input type="checkbox"/>		TESTWHS, TESTING	27/11/2023	Debridement and washout	Dog Bite Repair Left Arm



Examples needing amending:

1. **Incorrectly Scheduled Primary Procedure**

- Primary Procedure & Anaesthetic Record shows **Laparoscopic cholecystectomy**
- Procedure Free Text & Theatre Tracking Board shows **Lap Appendicectomy**

2. **Incomplete Scheduled Primary Procedure – No Side**

- Primary Procedure & Anaesthetic Record shows **Laparoscopic repair of inguinal hernia**
- Procedure Free Text & Theatre Tracking Board shows **Laparoscopic Right Hernia**

3. **Incomplete Scheduled Primary Procedure – No Site** (note: It is only possible to add one modifier for side or site. **In these cases is preferable to add the site**)

- Primary Procedure & Anaesthetic Record shows **Debridement and washout**
- Procedure Free Text & Theatre Tracking Board shows **Dog Bite Repair Left Arm**

Examples of correctly **Modified** Scheduled Procedures

**Case Selection**

✓ Check In... Associate Encounter Change Add-On Status Sign Document... | Print ▾ Preview ▾ | Location (SH Main Operating Theatre)..

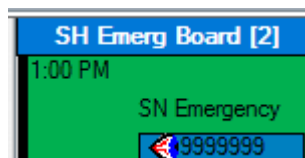
Select By:   
 Date   
 Person   
 Case Number   
 Provider   
 MRN

Criteria:   
 \* From Date: 20/11/2023 \* To Date: 27/11/2023 Retrieve

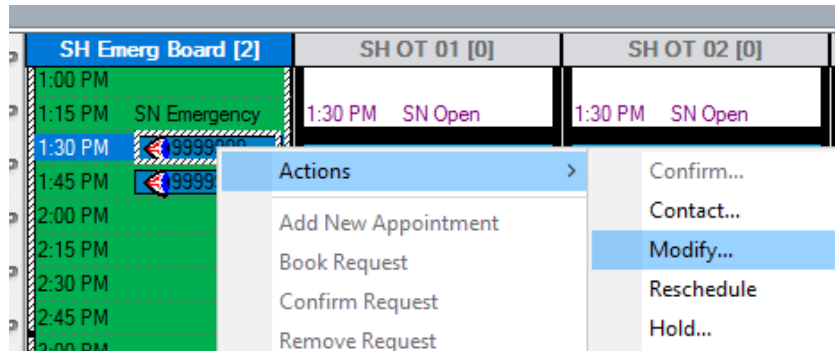
Checked In	Status	Person Name	Surgery D...	Primary Procedure	Procedure Free Text
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Laparoscopic appendicectomy	Lap Appendicectomy
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Debridement and washout (Toe Great)	Debridement Left Great toe
<input type="checkbox"/>		Testwhs, Upgrade2018Pone	27/11/2023	Laparoscopic repair of inguinal hernia (Right)	Laparoscopic Right Hernia
<input type="checkbox"/>		TESTWHS, TESTING	27/11/2023	Debridement and washout (Arm)	Dog Bite Repair Left Arm

**Modify Function**

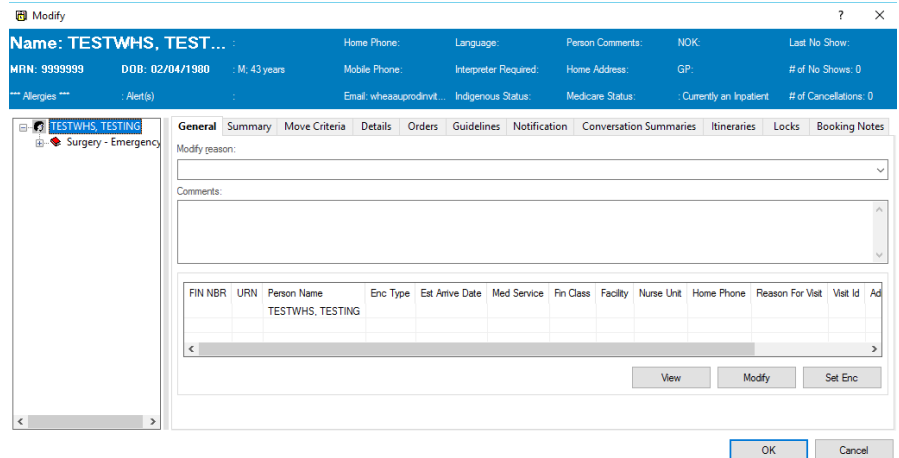
1. Locate patient to be amended in Scheduling Appointment Book on date of original booking.



2. Right Click on Patient Select Actions then Modify



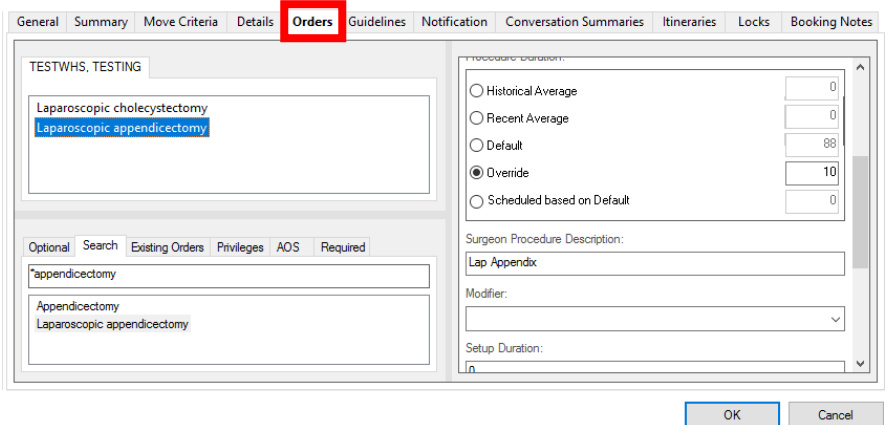
3. Modify Window opens on General Tab.



4. Select Orders Tab. Select Orders Tab. Current Scheduling details are displayed.

**To change Primary Procedure (example 1)**

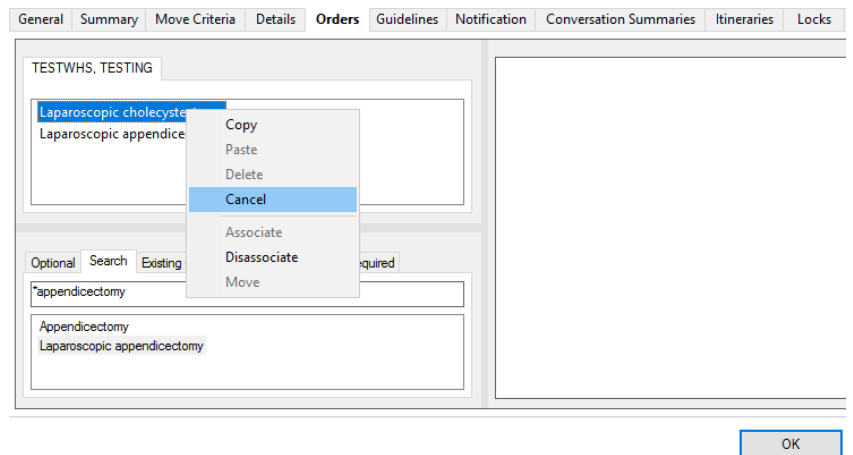
- Click in Search Box and search for correct procedure, pressing enter to return results
- As per scheduling Double Click on Procedure to add to order
- Complete any outstanding fields
  - Anaes Type
  - Speciality
  - Override if Em 10 min
  - Surgeon Procedure Description
  - Modifier (Side or Site if req)



5. Right Click on incorrect order to remove

Click Cancel

Click OK



6. Return to case Selection, Click Retrieve to view updated amended List

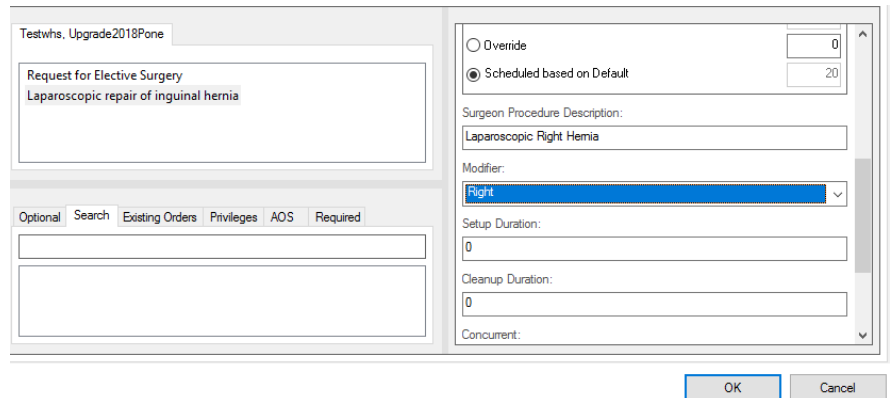


7. To Add Side to Primary Procedure (example 2)

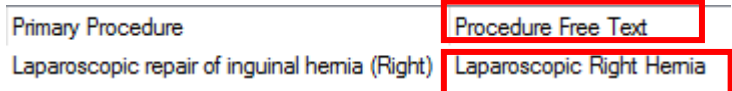
Complete Steps 1-3 then

- Select Orders Tab, Order displays
- Using scroll bar on side go to Surgeon Procedure Description, check Side & Site are included
- In Modifier Field select Side from drop down box

Click OK



Return to case Selection, Click Retrieve to view updated amended List

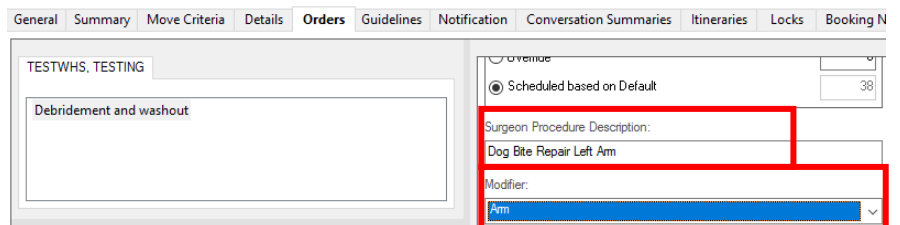


8. To Add Site to Primary Procedure (example 3)

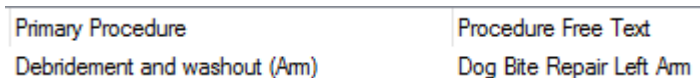
Complete as for Step 7, completing Steps 1-3

- Select Orders Tab, Order displays
- Using scroll bar on side go to Surgeon Procedure Description, check Side & Site are included
- In Modifier Field select Site

Click OK



Return to case Selection, Click Retrieve to view updated amended List





**Case Selection**

✓ Check In... Associate Encounter Change Add-On Status Sign Document... | Print ▾ Preview ▾ | 📍 Location (SH Main Operating Theatre)..

Select By:

- Date
- Person
- Case Number
- Provider
- MRN

Criteria:

\* From Date:  \* To Date:

Checked In	Status	Person Name	Surgery D...	▲ Primary Procedure	Procedure Free Text
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Laparoscopic appendicectomy	Lap Appendicectomy
<input type="checkbox"/>		TESTWHS, TESTING	20/11/2023	Debridement and washout (Toe Great)	Debridement Left Great toe
<input type="checkbox"/>		Testwhs, Upgrade2018Pone	27/11/2023	Laparoscopic repair of inguinal hernia (Right)	Laparoscopic Right Hernia
<input type="checkbox"/>		TESTWHS, TESTING	27/11/2023	Debridement and washout (Arm)	Dog Bite Repair Left Arm

**!** Important – It is only possible to add one modifier for side or site. In these cases is preferable to add the site.