# Perioperative Scheduling – NIC Modify Procedure Function



Digital Health Quick Reference Guide

## 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 Asso	ciate Encounter Change Add-On	Status Sign Document   Print 🕶 Preview 👻   👪 Lo	cation (SH Main Operating Theatre).
Select By: Date Person Case Number Provider MRN	Criteria: * From Date: 20/11/2023	* To Date: 27/11/2023 * Ret	rieve
Checked In	Status Person Name	Surgery D A Primary Procedure	Procedure Free Text
	TESTWHS, TESTING	20/11/2023 Laparoscopic cholecystectomy	Lap Appendicectomy
	TESTWHS, TESTING	20/11/2023 Debridement and washout (Toe Great)	Debridement Left Great toe
	Testwhs, Upgrade2018Pone	27/11/2023 Laparoscopic repair of inguinal hemia	Laparoscopic Right Hernia
	TESTWHS, TESTING	27/11/2023 Debridement and washout	Dog Bite Repair Left Arm

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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 hemia
- Procedure Free Text & Theatre Tracking Board shows
   Laparoscopic Right Hemia
- 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 Ass	ociate l	Encounter Change Add-On	Status Sign I	Document   Print 🗸 Preview 🕇 🗰 Lo	cation (SH Main Operating Theatr	e)
Select By: Date Person Case Number Provider MRN	-	Criteria: From Date: 20/11/2023	<u>▲</u> ▼ * 1	To Date: 27/11/2023 ▲ ▼ Ret	ieve	
Checked In	Status	Person Name	Surgery D A	Primary Procedure	Procedure Free Text	
		TESTWHS, TESTING	20/11/2023	Laparoscopic appendicectomy	Lap Appendicectomy	
		TESTWHS, TESTING	20/11/2023	Debridement and washout (Toe Great)	Debridement Left Great toe	
		Testwhs, Upgrade2018Pone	27/11/2023	Laparoscopic repair of inguinal hemia (Right)	Laparoscopic Right Hemia	
		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.

SH En	nerg Board [2]
1:00 PM	
	SN Emergency
	<b>4</b> 99999999



2. Right Click on Patient Select Actions then Modify

SH Emerg Board [2	2] SH OT 01 [0]		SH OT 02 [0]
1:00 PM			
1:15 PM SN Emergence	y 1:30 PM SN Open	13	30 PM SN Open
1:30 PM			
1:45 PM	Actions	>	Confirm
2:00 PM	Add New Appointment		Contact
2:15 PM	Book Request		Modify
2:30 PM	DOOK Nequest		Reschedule
2:45 PM	Confirm Request		11-14
2-00 PM	Remove Request		Hold

3. Modify Window opens on General Tab.

🔁 Modify														?	$\times$
Name: TES	TWHS,	TEST		Ho	ome Phone:		Language:		Perso	n Commen	its: NC	K:	Last	No Show:	
MRN: 9999999	DOB: 02	/04/1980	: M; 43 ye	ars M	obile Phone:		Interpreter	Required:	Home	Address:	GF		# of I	lo Shows: O	
Allergies	: Alert(s)			En	nail: wheaaupr	odinvit	Indigenous	Status:	Medic	are Status		urrently an Inpa	itient #of (	Cancellations	
E <b>Q TESTWHS</b>	FESTING - Emergency	General Modfy reas Comments:	Summary on:	Move Criteria	Details ( Enc Type	Est Aniv	Guidelines	Notifica ed Service	tion C	Facility	on Summarie Nurse Unit	es Itinerarie	Reason For \	Booking M	Votes V Ad
		<													>
											View	М	odify	Set Enc	
<	>														
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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
    - o Speciality
    - Override if Em 10 min
       Surgeon Procedure
    - Description
    - Modifier (Side or Site if req)



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tion Conversation Summaries Itineraries Locks

5. Right Click on incorrect order to remove

Click Cancel

Click OK

Laparoscopic enoiecyste	Сору	
	Paste	
	Delete	
	Cancel	
	Associate	
Optional Search Existing *appendicectomy	Disassociate Move	quired
Appendicectomy Laparoscopic appendicectomy		

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

#### Primary Procedure Laparoscopic appendicectomy

Procedure Free Text Lap Appendix

Testwhs. Upgrade2018Pone Request for Elective Surgery Laparoscopic repair of inguinal hernia	© Dverride 0 © Scheduled based on Default 20
	Surgeon Procedure Description: Laparoscopic Right Hemia Modifier
Optional Search Existing Orders Privileges AOS Required	Right        Setup Duration:     0
	Cleanup Duration:           0           Concurrent:         v
	OK Cancel

Primary Procedure Procedure Free Text Laparoscopic repair of inguinal hemia (Right) Laparoscopic Right Hernia

#### 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 General Summary Move Criteria Details Orders Guidelines Notification Conversation Summaries Itineraries Locks Booking N TESTWHS, TESTING Scheduled based on Default Debridement and washout rgeon Procedure Description Dog Bite Repair Left Arm lodifie

Primary Procedure Debridement and washout (Arm) Procedure Free Text Dog Bite Repair Left Arm

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## **Case Selection**

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Select By: Date Person	C	Criteria:			
Case Number	•	From Date: 20/11/2023	÷ • 1	To Date: 27/11/2023	rieve
O MRN					
O MRN	Status	Person Name	Surgery D A	Primary Procedure	Procedure Free Text
O MRN Checked In	Status	Person Name TESTWHS, TESTING	Surgery D # 20/11/2023	Primary Procedure Laparoscopic appendicectomy	Procedure Free Text Lap Appendicectomy
O MRN	Status	Person Name TESTWHS, TESTING TESTWHS, TESTING	Surgery D 4 20/11/2023 20/11/2023	Primary Procedure Laparoscopic appendicectomy Debridement and washout (Toe Great)	Procedure Free Text Lap Appendicectomy Debridement Left Great toe
O MRN Checked In	Status	Person Name TESTWHS, TESTING TESTWHS, TESTING Testwhs, Upgrade2018Pone	Surgery D A 20/11/2023 20/11/2023 27/11/2023	Primary Procedure Laparoscopic appendicectomy Debridement and washout (Toe Great) Laparoscopic repair of inguinal hemia (Right)	Procedure Free Text Lap Appendicectomy Debridement Left Great toe Laparoscopic Right Hemia

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