

## Booking a new case (elective procedure)


### SurgiNet

#### Quick reference guide

Before booking within SurgiNet, *Elective Surgical Procedures* must first be waitlisted and booked within the HBCIS Elective Admissions Module (HBCIS EAM).

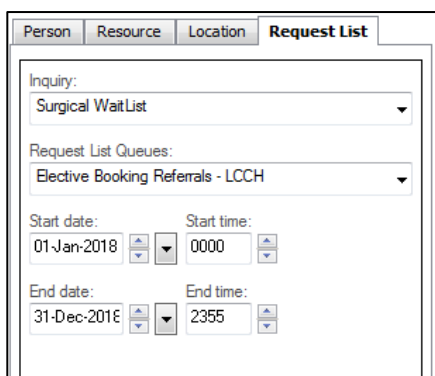
When filed, a message is sent from HBCIS to the ieMR containing the booking information. This will appear on the *Surgical Waitlist* search.

#### Finding the record and adding procedures

1. Log into the ieMR and open ESM.
2. Open the request list search through “the eye” (all searches), or use the request search icon.
 
3. Using the *Request List* tab, select the *Surgical Waitlist* inquiry type, and choose the *Elective Booking Referrals – LCCH* list.

**Note:** The dates are used to search for specific bookings, and track when the booking information was received from HBCIS. Data that arrived today should appear by default.

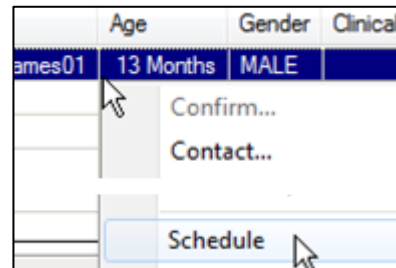
To quickly search the whole year, shortcuts are “Y” (for 1 Jan) and “R” (for 31 Dec).



The screenshot shows the 'Request List' search interface with the following fields:

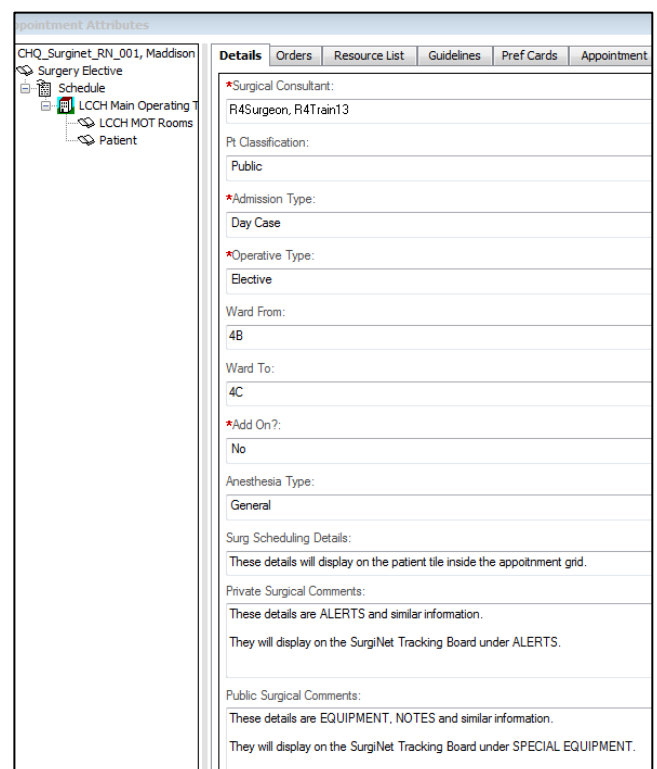
- Inquiry:** Surgical WaitList
- Request List Queues:** Elective Booking Referrals - LCCH
- Start date:** 01-Jan-2018
- Start time:** 0000
- End date:** 31-Dec-2018
- End time:** 2355

4. Check the dates, then press *Find*.
5. Locate your patient on the list. Right-click and select *Schedule*.



The *Appointment Attributes* window will appear.

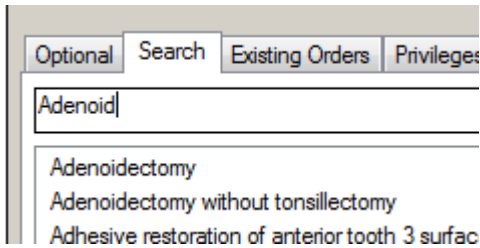
6. **FIRST** complete the *Details* tab.
  - a. Admission Type
  - b. Anaesthesia Type
  - c. Surgery Scheduling Details
  - d. Private Comments (Alerts)
  - e. Public Comments (Equipment)



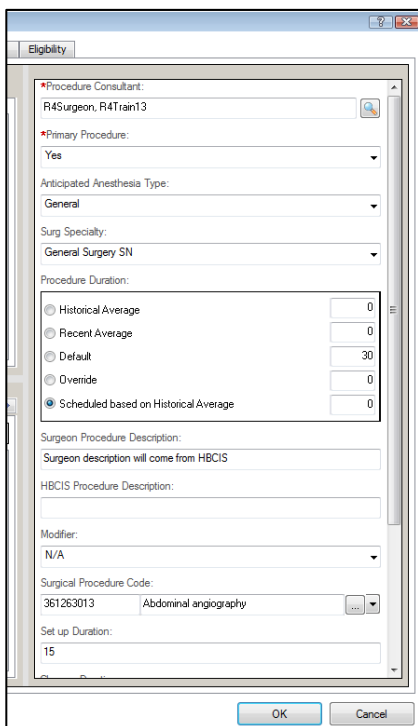
The screenshot shows the 'Appointment Attributes' window with the 'Details' tab selected. The window contains the following information:

- Surgical Consultant:** R4Surgeon, R4Train13
- PI Classification:** Public
- Admission Type:** Day Case
- Operative Type:** Elective
- Ward From:** 4B
- Ward To:** 4C
- Add On?:** No
- Anesthesia Type:** General
- Surg Scheduling Details:** These details will display on the patient tile inside the appointment grid.
- Private Surgical Comments:** These details are ALERTS and similar information. They will display on the SurgiNet Tracking Board under ALERTS.
- Public Surgical Comments:** These details are EQUIPMENT, NOTES and similar information. They will display on the SurgiNet Tracking Board under SPECIAL EQUIPMENT.

7. **THEN** go to the *Orders* tab. Search for and double-click to select the correct procedure.



8. Remember to enter:
  - a. Surgical Specialty
  - b. Procedure Duration
  - c. Procedure Description (Check)
  - d. Modifier (if appropriate)
  - e. Surgical Procedure Code

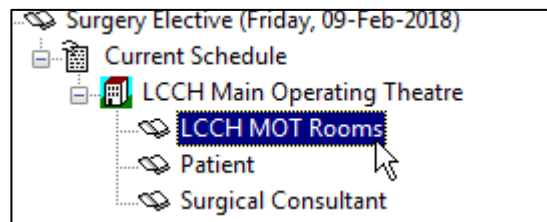


9. Press OK to move the Booking to the *Work In Progress* area (WIP).

### Scheduling the case

To schedule, it is recommended to perform the tasks in this order to reduce the chance of error.

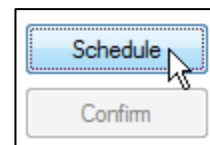
10. **FIRST** ensure that the correct case is selected. To do this, click the Room entry in the WIP.



11. **SECOND**, pick the procedure date using the Calendar at the left of the screen:



12. **THIRD**, click the *Schedule* button (top right)

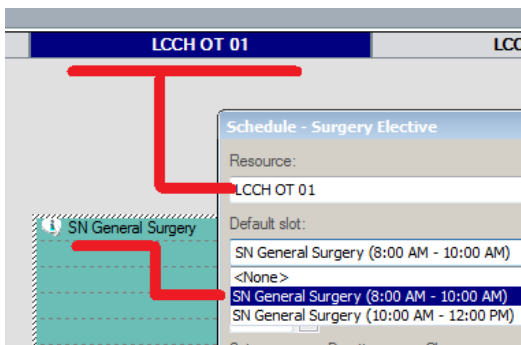


The *Schedule* box will display.

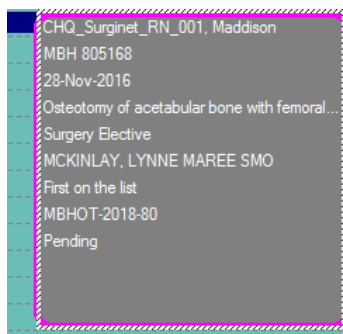


- The resource can be changed using the top drop-down.
- ALWAYS** pick a slot - don't type the time!
- For surgery lists, always schedule onto the END of a list to ensure a continuous block of bookings.

**Note:** To move the booking to a different time (eg. to book them to the middle of a list), first book to the end of the list, then use the Reorder function.  
(Refer to the "Reordering a Theatre List" QRG)



- Press **OK**. In the appointment grid, the booking will now appear grey and state "Pending".



- Press **Confirm**. A confirmation box will appear with a summary of the booking information.

- Check the details, then press **OK**. The booking will leave your WIP and be saved in the system as Confirmed.

