

## SurgiNet – booking an emergency surgery

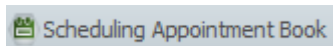
### Quick reference guide

#### Booking an Emergency Surgery


**Note:** It is recommended that you set up your default Scheduling settings for full functionality before booking a surgery. You will only need to do this once.

Ensure the surgery has not been scheduled by another staff member by searching in the **Perioperative Case Tracking** or **Case Selection** screen. You can search for a specific patient/MRN in the **Case Selection** screen.

1. From PowerChart Click the **Scheduling Appointment Book** icon on the toolbar.



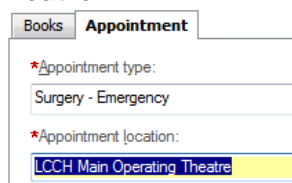
**Note:** If you can't see the Scheduling.

Appointment Book in the toolbar click on  at the end of each row to see the extra options from the drop down.


2. Click the **Appointment** Tab.
3. Complete the Scheduling details.

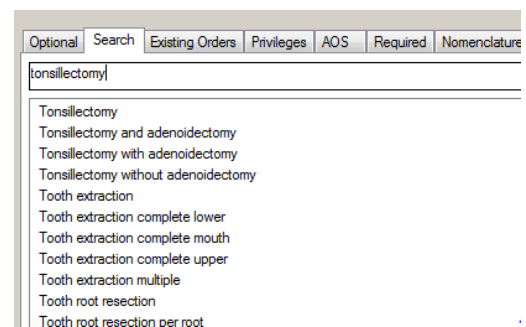
**Note:** All yellow or \* fields are mandatory and are required to be filled in before you can proceed.

**Appointment Type: Surgery – Emergency**  
**Appointment Location: LCCH Main Operating Theatre.**



The screenshot shows the 'Appointment' tab selected. There are two mandatory fields marked with an asterisk: '\*Appointment type:' with 'Surgery - Emergency' entered, and '\*Appointment location:' with 'LCCH Main Operating Theatre' entered. The 'Appointment location' field is highlighted in yellow.

4. Search the patient's name using the ellipses  next to the **Person Name** field to bring up the **Patient Search** window. Select the correct patient and click ok.
5. Click the magnifying glass next to the **Surgical Consultant** field to select the Consultant documented on the Emergency Booking Form. The **Provider Selection** window will open. Enter the **Primary Surgeon's** First and/or last name and click search. Select the appropriate surgeon and click ok.
6. Complete the **Emergency Clinical Priority** and **Pt Classification** using the drop down boxes.
7. The **Admission Type** and **Operative Type** will prepopulate.
8. Fill out the **Ward From** and **Ward To**.
9. **Add On?** Will prepopulate to **Yes** as this is an emergency case.
10. Select the **Anaesthesia Type** from the drop down menu.
11. Comments entered in **Private Surgical Comments** relate to Alerts and will display in the Surgery Alerts Column in the tracking board. **Public Surgical Comments** relate to special equipment required and will display on various **LCCH Tracking Boards**.
12. Once all the required information has been entered click **Move**.
13. The **Appointments Attributes** window will open and will default to the **Orders** tab.
14. Search for the procedure in the **Search** box and press enter. This will populate the search results in the box below.

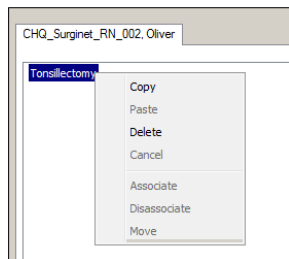



The screenshot shows a search window with tabs: Optional, Search, Existing Orders, Privileges, AOS, Required, Nomenclature. The search box contains '[tonsillectomy]'. The results list includes: Tonsillectomy, Tonsillectomy and adenoidectomy, Tonsillectomy with adenoidectomy, Tonsillectomy without adenoidectomy, Tooth extraction, Tooth extraction complete lower, Tooth extraction complete mouth, Tooth extraction complete upper, Tooth extraction multiple, Tooth root resection, and Tooth root resection per root.



**Note:** you can perform a wild card search to locate the procedure you are looking for by putting a \* in front of a word or a few letters and it will only display procedures with that word or letters in it.

15. Locate the correct procedure and double click.
16. The procedure will now move to the top box and you can view information regarding the selected procedure in the right hand **Procedure Information** window. If the patient is having multiple procedures, repeat instructions 14 and 15.
  - a. If you have added an incorrect procedure, right click on the procedure in the top box and select delete.



17. In the **Procedure Information** window, click on the drop down arrow under **Surgical Procedure Code** to select a suggested SNOMED codes.
18. To search for a specific code, click in the ellipsis  next to the **Surgical Procedure Code** heading in the **Procedure Information** window.
19. The **Nomenclature Search** window will open. Enter the procedure in the **Search String** box and press enter on the keyboard. Select the appropriate procedure and click ok. The **Principle Type** must be **Procedure** and **Vocabulary** must be **SNOMED CT**.
20. Review the information in the **Procedure Information** window and enter or modify information as necessary, i.e. specialty and duration.

**Note:** For Multiple procedures, **Primary Procedure** prepopulates to **Yes** even if multiple procedures are selected. You **MUST** change the secondary procedure/s drop down box of **Primary Procedure** to **no**, as you cannot have multiple primary procedures.


21. Click the **Details** tab in the **Appointment Attributes** window and confirm the details are correct. Modify any details as necessary then click ok. The appointment will then appear in the **Work in Progress** box (**WIP**).
22. Select the date on the **Calendar** as the date of surgery.
23. Highlight the time you want to book the patient in the appointment grid.
24. Click **Schedule** next to the **WIP** to book the appointment.
25. The **Schedule – Surgery – Emergency** window will display. The only **Resource** available will be **LCCH Emergency Board**. Click ok.
26. The surgery will display in the **LCCH Emergency Board Resource** as grey with the status as pending.

**Note:** The booking is not complete at this stage. If you would like to change the booking you can move it to wherever you would like and it will move to the new time and date from the old one.

27. To finalise the booking, click **Confirm** next to the **WIP**.

**Note:** Until the appointment is **Confirmed**, it will not be booked. **DO NOT** exit out of the **Scheduling Appointment Book** until the appointment is **Confirmed** or all your appointment information will be lost.



28. The surgery will then appear in **LCCH Emergency Board** as 'latte' with the status as confirmed. The appointment will now display in the **Case Selection** screen and the **Perioperative Case Tracking Boards**.
29. Click on the Exit door  in the task bar to exit the **Scheduling Appointment Book**.

