

labelling="Section-Header">Cancelling a procedure (prior to day of surgery)

labelling="Section-Header">SurgiNet

labelling="Section-Header">Quick reference guide

Note: As noted in the “Booking a new case (elective procedure)” QRG, we need to keep our procedures in continuous blocks of time so we can easily reorder and add cases later.

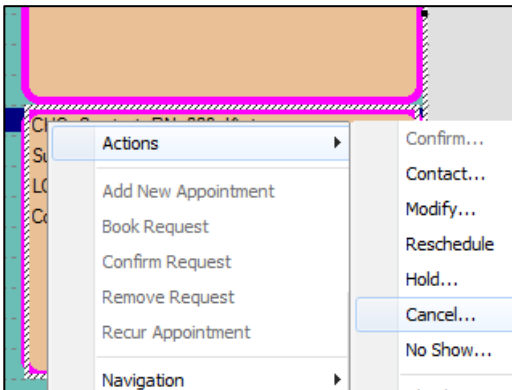
Therefore, before we cancel a case, we have to move it to the end of the list first by using the Reorder function (see Reordering a Theatre List QRG).

labelling="Section-Header">Open the diary and find the case

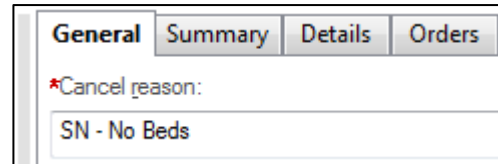
1. Log into the ieMR and open ESM.
2. Open the correct *Bookshelf* with the theatre
3. Use the *Calendar* to look at the specific day
4. Find the case in the *appointment grid*.

Note: If the booking is not at the end of the list, reorder the list until it is.

5. With the booking at the end of the list, right-click and select Actions -> Cancel.



6. In the Cancel window, select a “SN” Cancel Reason.



Important: Only “SN” reasons will send working messages back to HBCIS to put the patient back on the waitlist. If you use a different reason, a reminder/warning email will be sent to the team mailbox (CHQ.Elective.Booking@health.qld.gov.au).

If the team receives a warning email, the case will have to be cancelled again with a correct SN reason code.

7. Press OK.

If you have the “Cancel” view turned on in ESM, the case will now appear red (cancelled) and visually appear to the side of the theatre list.

If you do not have the “Cancel” view enabled, the case will disappear from the list entirely.