

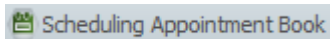
## SurgiNet – cancelling a surgery before check in

### Quick reference guide


**Note:** It is recommended you have setup your default scheduling settings for full functionality before rescheduling a surgery. You will only need to do this once. If you need to cancel a surgery after check in, refer to the quick reference guide on terminating a surgery after check in.

### Cancelling a Surgery from the Appointment Inquiry Window


1. Click on the **Sceduling Appointment Book** icon in the task bar in PowerChart.



2. This will open the **Sceduling Appointment Book** window.

3. Click the **Appointment Inquiry**  icon on the ieMR toolbar to search for appointments scheduled for the patient.


4. The **Appointment Inquiry** Window will open, it will default to the **Resource** tab. Click the **Person** tab.

5. Searching for the surgery.
  - a. Set the **Inquiry** to **ESM Person**.
  - b. Click the ellipsis  next to the **Person** field to search for the patient.
  - c. Modify the **Start Date** and **Time**. You can leave the **End Date** as blank for the search to include all future appointments.
  - d. Click **Find** when you have entered in the search criteria.

6. Appointments scheduled within the selected time frame will display. You can sort appointments by single clicking on the appropriate heading to sort.

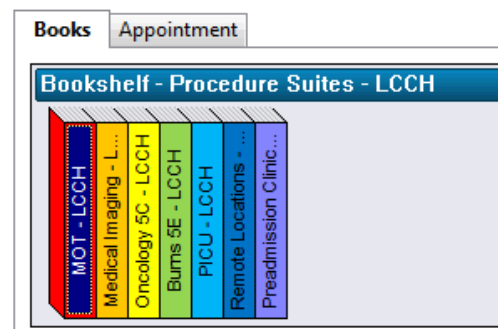
7. Left click on the appropriate appointment then right click on the same appointment and select cancel.
8. The **Cancel** window will display. The reason for cancelling **must** begin with SN as selecting a reason writes a message back to HBCIS. You can also add a Comment to provide more information. When you have selected the appropriate reason, click ok.

**Note:** Type S on the keyboard in the reasons **Cancel Reason** field to show the reasons beginning with **SN -**. You may need to scroll down to find the appropriate reason.

9. Click **Close**  to exit the **Appointment Inquiry** Window.

### Cancelling a Surgery from the Appointment Grid

1. Click on the **Sceduling Appointment Book** icon in the task bar in PowerChart.
2. This will open the **Sceduling Appointment Book** window.
3. Click on the Books tab.
4. First, please ensure you have the correct **Book** selected. Click on the blue Bookshelf and locate the **Procedure Suites – LCCH** from the **Select Bookshelf**. Click on **MOT – LCCH**.



5. Select the appropriate date on the **Calendar** by single clicking on the date.

6. Locate the appointment in the **Appointment Grid**.
7. Right click on the booking, left click on **Actions** and then left click **Cancel**.
8. The **Cancel** window will display. The reason for cancelling **must** begin with SN as selecting a reason writes back to ESM. You can also add a Comment to provide more information. When you have selected the appropriate reason, click ok.

