



ieMR Advanced

Editing scheduled case/procedure details (ESM)

SurgiNet


Quick reference guide

Note: Within SurgiNet, all editing must be done through the Reschedule action. This is due to a bug where using “Modify” affects how theatre lists display.

At LCCH, the “Modify” action has been blocked for Surgeries. It is still available for use in Outpatient areas.

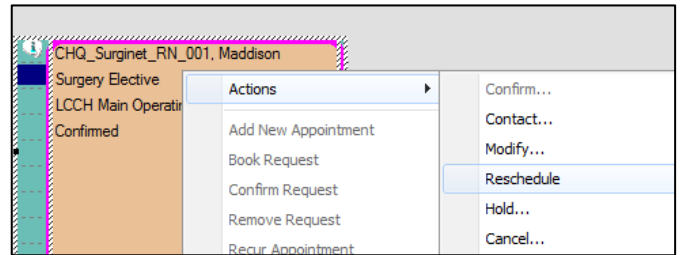
Searching for a booked procedure

There are two ways to find a future surgical case:

- If you know the *date and theatre*, you can:
 - Open the correct *Bookshelf* with the theatre
 - Use the *Calendar* to look at the specific day
 - Find the tile in the appointment grid
- If you know the patient URN, you can:
 - Start a search using “the eye” 
 - Use the *Person: ESM Person* search
 - Click the ellipsis (three dots) to search by URN
 - Press *Find*

Once you have found the patient’s surgical booking:

1. Right-click the appointment item.
2. Select *Actions* -> *Reschedule*.



Editing Appointment Attributes

Use the *Details* or *Orders* tab to make any changes. Frequently edited fields include:

Classification (Public/Private) Admission Type (Day, Inpatient) Ward From / Ward To Anticipated Anaesthesia Type Surgery Scheduling Details Private Comments (Alerts) Public Comments (Equipment)	Details Tab
Procedures (add, change, +/-) Procedure descriptions	Orders Tab



Modifiers (eg right/left/bilateral)	
Procedure codes	
Procedure length	
Theatre "setup" and "clean up" times	

Note on multiple procedures (including +/-)

Any additional procedures (+/-) should be added with a Override length of 0 minutes. This is so the additional possible procedures do not consume theatre time while unconfirmed.

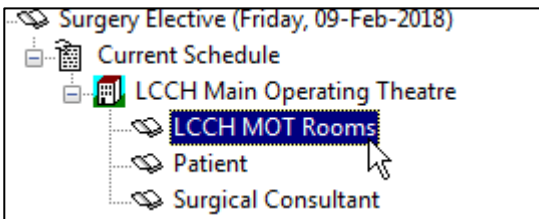
Remember: To change the procedure **DATE**, or the **ADMITTING SURGEON in HBCIS**, it must be cancelled in ESM/SurgiNet and rebooked in HBCIS EAM as a new procedure.

However, the "Procedure Surgeon" can be changed in SurgiNet without cancelling in ESM or HBCIS.

Putting the booking back in the list

Once you have finished editing, we schedule the booking back to the same date, time and theatre as before.

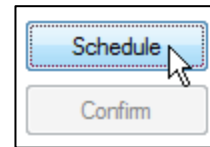
1. Click the Room entry in the *WIP*.



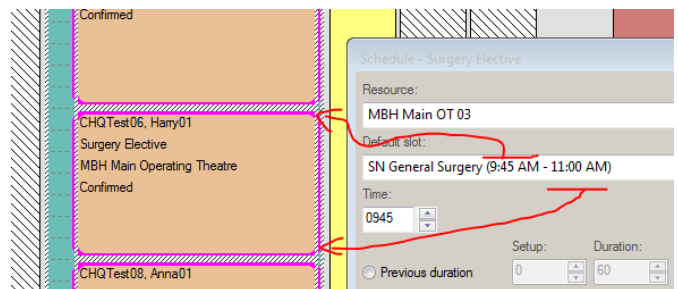
2. Check the date is correct using the *Calendar* at the left of the screen:

2018						
February						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

3. Click the *Schedule* button (top right)



- a. Pick the same theatre as before.
- b. A slot will be available for you where the booking was previously. Select this one to return it to the list in its old position.



4. Press *OK*.
5. A *Reschedule Reason* box will display. Select *SURG – Modification of Surgery Details*.



Reschedule
*Reason:
SURG - Modification of Surgery Details
Comments:

Note: For a fast shortcut, press END on the keyboard!

6. Press *Confirm*. A confirmation box will appear with a summary of the booking information.
7. Check the details, then press *OK*. The booking will leave your WIP and be saved in the system as Confirmed.

