

Paediatric pre-operative phone calls

Quick reference guide

Note: In order to be able to complete this documentation the clinician will require LCCH Surgery Scheduling Key Chain access.

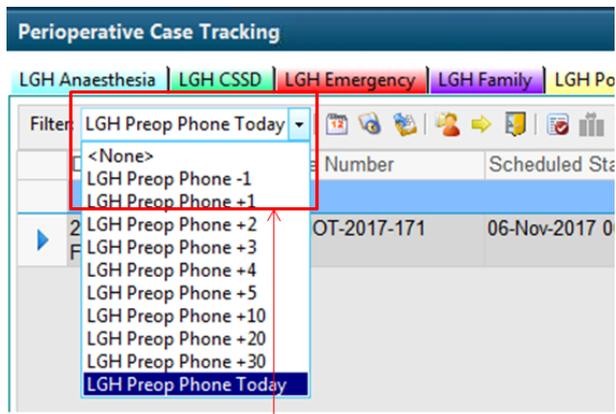
Pre-Operative Phone Calls

Surgical Tracking Board

1. Select **Perioperative Case Tracking** on the tool bar.
2. Within the Perioperative tracking List locate and select the **LCCH Pre-op phone call board**.



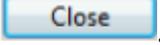
3. The default filter will be plus one day. Use the filter to navigate to the required day.



4. The Surgical list for the selected day will open. The tracking board is grouped by theatre.
5. After locating the Appropriate Patient on the list, select the blue chevron  to the left of the Patient's name – this will open the patient chart.

6. Click the **AdHoc**  button from the toolbar.
7. Select **Paed Pre Admission Phone Assessment PowerForm** from the menu on the right.



8. Select **Chart**  .

9. The Paed Pre Admission Phone Assessment PowerForm displays.

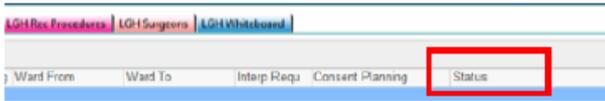
Note: Document by Exception only
Any section/question you wish to show on the final document requires information to be entered by checking a box or typing into the free text field. If you are not required to complete a field, leave it blank, it will not be completed on your final signed document.

10. Once completed click **sign** icon  at the top left of the form.
11. Return to the documentation screen Click **refresh** to view the Pre Admission Phone Assessment form.

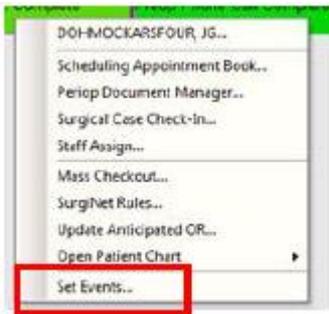
Following the completion of the phone assessment, navigate back to the surgical tracking board.

Pre-Operative Phone Calls Tracking Board

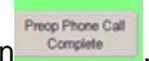
1. Locate the patients name on the **LCCH-** Pre-op phone calls tracking board. Locate the **Status** column.



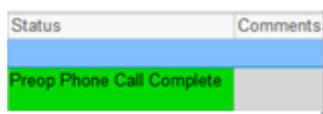
2. Right click over a cell to bring up the menu.
3. Select 'Set Events'.



4. Select the Preop phone call complete button



This will appear on the tracking list as below:



5. Complete the Comments section with the date and time the phone call was made.

