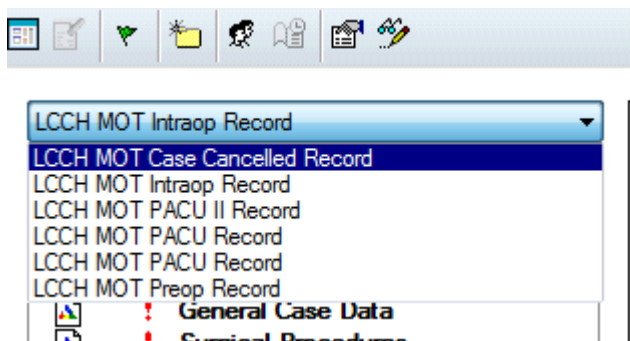


Perioperative: creating a case cancelled record (day of surgery)

Quick reference guide

A **Case Cancelled Record** needs to be created for patients who have their surgery cancelled after being Checked In.

1. In the **Perioperative Documentation** tab in the Menu, select **Case Cancelled Record**.



2. Depending on area cancelled select **Preop** or **Intraop** from the Case Cancelled in field.

Case Cancelled

Case Cancelled In:

Preop

Intraop

3. Click **Case Cancel Date and Time** to enter date and time details.

Case Cancelled

Case Cancelled In:

Preop

Intraop

Case Cancel Date and Time:

0735 12-Sep-2017

4. Select a **Reason** from the drop down.

Reason:

Not Applicable

SN - Anaesth Unavailable - Insuff staff

SN - Anaesth Unavailable - On Leave

SN - Anaesth Unavailable - Urgent Case

SN - Case Brought Forward

SN - Consultant Cancelled Booking

SN - Data Entry Error

SN - Deceased

SN - Doctor Unavailable - Insuffic Staff

SN - Doctor Unavailable - On Leave

SN - Doctor Unavailable - Urgent Case

SN - Emergency Case

SN - Equipment Failure/Unavailable

SN - Insufficient Staff - Nursing

SN - Insufficient Staff - Other

SN - Natural Disaster

SN - No Beds

SN - No ICU Beds

SN - No Longer Requires Treatment

SN - No OT Time

SN - Patient Cancelled Booking

SN - Patient Could Not Be Located

SN - Patient Did Not Wait

SN - Priority Case

SN - Pt Requested To Be Removed

SN - Surg Elected Not To Perform

SN - Transferred To A Non QH Facility

SN - Transferred To Other QH Facility

SN - Unfit For Surgery - Condition


SN - Unfit For Surgery - Preparation

Note: ONLY use the cancellation reasons prefixed with an SN.

5. Enter in a comment in the **Comments** field consisting of:
 - a. Name of who gave the instruction.
 - b. Any other relevant information.

Comments:

Cancelled as Per Dr. H Potter instructions

6. Finalise the record using the **green flag** 
7. Contact the Elective bookings Office or Data Administrators to communicate the cancellation.