

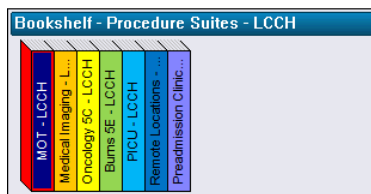
SurgiNet – rescheduling a surgery appointment

Quick reference guide

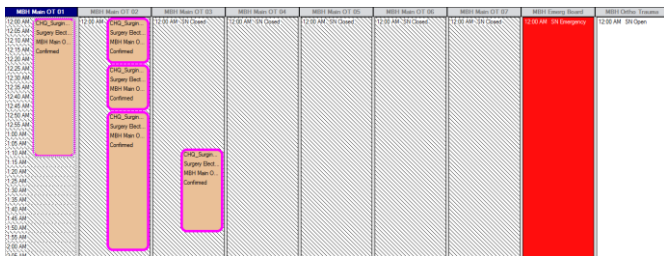
Rescheduling an Appointment from the Appointment Grid on the same day

1. Open the Scheduling appointment Book

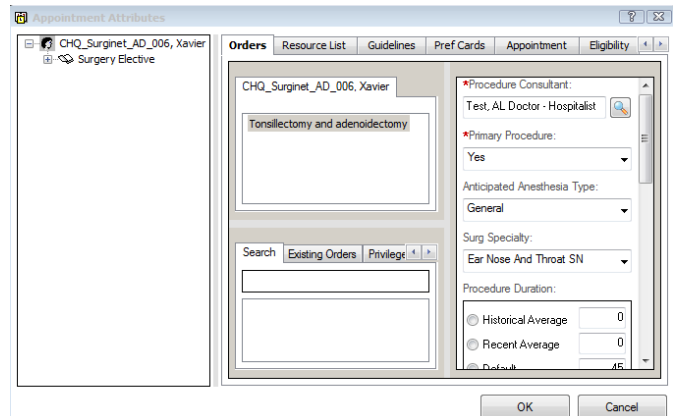
Ensure you have the correct *Book* selected. You can change books by double clicking on the desired *Book*.



2. Select the appropriate date on the *Calendar* by single clicking on the date.
3. Locate the appointment in the *Appointment Grid*.



4. Select and drag the appointment into the *Work in Progress (WIP)*.
5. The *Appointment Attributes* window will open. You can modify any details or procedures as required by click on the relevant tab. Click *OK* when you feel all the information is correct.




Note: If you reschedule an appointment that has already been checked in, you may have to re-add the procedure/s in the *Orders* tab.

6. The appointment will now display in the *WIP*.
7. Highlight the *Time* in the grid.
8. Click *Schedule* next to the *WIP* to rebook the appointment.
9. The *Schedule – Surgery – Elective* window will display (double check the date, time and duration). Click *OK*.
10. The surgery will display in the selected *Theatre* as grey with the status as pending.
11. To finalise the booking, click *Confirm* next to the *WIP*.
12. The *Confirm* window will display. Confirm the details are correct and click ok.



13. The *Reschedule* window will display. The *Reason* for reschedule **must** be with *SN*



14. The surgery will appear in the theatre as latte with the status as confirmed. The appointment will now display in the *Case Selection* and *Perioperative Case Tracking* screens. Click the exit door  from the taskbar to exit the *Scheduling Appointment Book*.

