

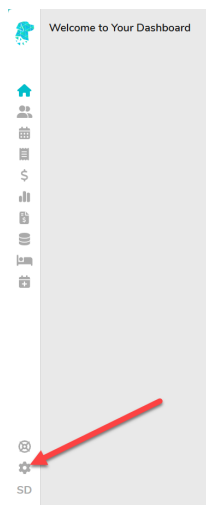
Adding Procedures and Procedure Defaults (Hospital)

Adding bookings into FYDO is quick and straightforward – particularly when **Procedure Notes Defaults** are set up correctly.

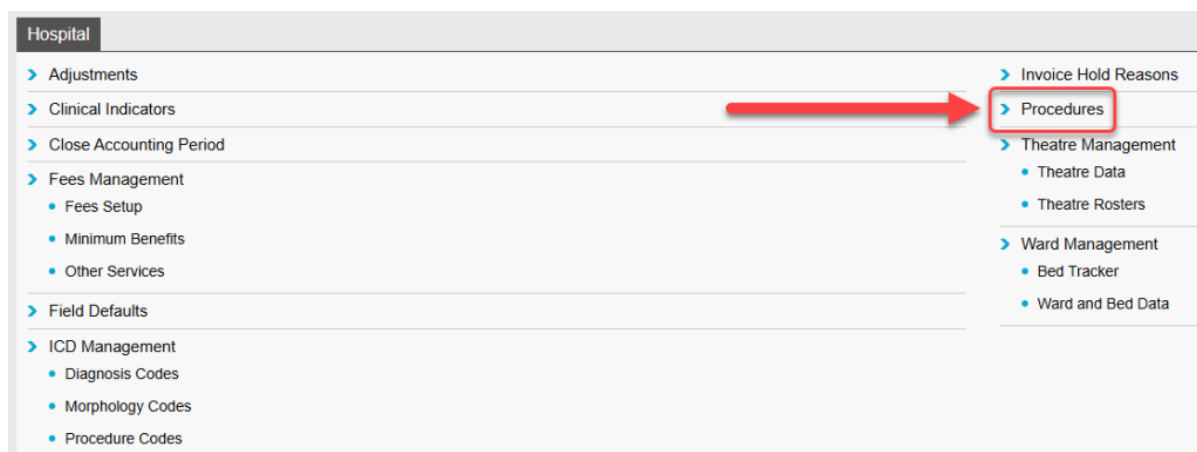
This feature enables facilities to automatically populate multiple fields on the **Edit Appointment Screen** based on the selected procedure.

The following instructions will guide you through setting up procedures to streamline the booking process and reduce manual data entry, saving time and minimising the risk of errors.

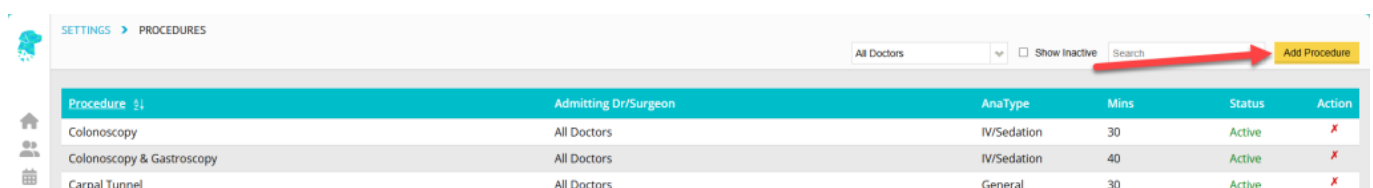
Go to **Settings**



Select **Procedures**



Click **Add Procedure**



1. Complete the **Procedure Name** – This will appear in the **Procedure Notes** dropdown on the

Edit Appointment Screen.

2. Select an **Anaesthetic Type** - Choose the anaesthetic type that applies to the procedure.
3. Enter the **Minutes** - This sets the default appointment length for the procedure.
4. Assign a **Doctor**- Select the doctor(s) who perform the procedure.
5. Select the **Booking Code 1** - Use this if you'd like to default the primary booking code, especially helpful for sites integrating with an EMR.
6. Select the **Booking Code 2** - Add a secondary booking code if required.
7. Add **Items** - As you add each item, a new line will appear to allow entry of multiple items relevant to the procedure.
8. Add **Other Services** - If the procedure involves prostheses or other quotable services, enter them here. As with items above, a new line will display with each entry, allowing multiple codes to be added as needed.
9. Click **Save**.

ADD PROCEDURES

Procedure: [Field] 1
Ana Type: [Dropdown] 2
Mins: 0 3
Doctor: [Dropdown] 4
Status: ☒ Active
Booking Code 1: [Dropdown] 5
Booking Code 2: [Dropdown] 6

Items

Code	Description	Band	Action
[Field] 7			X

Other Services

Code	Description	Action
[Field] 8		X

EDIT PROCEDURES

Procedure: Bilateral Grommets + Tonsillectomy
Ana Type: General
Mins: 45
Doctor: PIERCE, Hawkeye
Status: ☒ Active
Booking Code 1: GROM - Grommets
Booking Code 2: [Dropdown]

Items

Code	Description	Band
41789	Tonsils or tonsils and adenoids, removal of, in a person aged less than 12 years (including any examination of the postrasal space and nasopharynx and the infiltration of local anaesthetic, not being a service to which item 41764 applies. (Anaes.)	3
41632	B Middle ear, insertion of tube for drainage of (including myringotomy) (Anaes.)	2
41632	B Middle ear, insertion of tube for drainage of (including myringotomy) (Anaes.)	2

Other Services

Code	Description
BQ004	Ventilation Tubes / Grommet
BQ004	Ventilation Tubes / Grommet

Procedures will now be listed in the **Procedure Notes** on the **Make and Edit Appointment Screens**.

Procedures that are specifically linked to the doctor that is selected, will also be identified.

Back to Appointments / Make Appointment

MOUSE, Mickey

MRN 132

File No -

DOB 27/12/1977 (47)

Sex Male

Mobile 0400 000 000

Medicare -

Veterans -

*** Allergies**

Egg

Alert

BMI 44

Notes

Booking Details

Location Shaes Private Hospital

Theatre/List Theatre 3 Roster Select Roster

Dr/Surgeon PIERCE, Dr Hawkeye

Surgical Assistant

Other Surgical Assistant

Anaesthetist SLEEP, Dr Great

Anaesthetic (Primary) General Anaesthetic

Appointment Date 29/07/2025 Time 08:30 Adm #

Appointment Type Special Make Recurring Mins 30

Procedure Notes

Bilateral Grommets + Tonsillectomy **Linked**

Other Notes

Left Knee Arthroscopy

Right Knee Arthroscopy

Once a selection is made, you will notice that all pre-set defaults will populate on the screen. Allowing staff to simply complete ONE field, instead of having to enter the data in to ALL THOSE FIELDS!

Back to Appointments / Make Appointment Total 0.00 Cancel Save

MOUSE, Mickey

MRN 132

File No -

DOB 27/12/1977 (47)

Sex Male

Mobile 0400 000 000

Medicare -

Veterans -

*** Allergies**

Egg

Alert

BMI 44

Notes

Document Alert

Booking Details

Location Shaes Private Hospital

Theatre/List Theatre 3 Roster Select Roster

Dr/Surgeon PIERCE, Dr Hawkeye

Surgical Assistant

Other Surgical Assistant

Anaesthetist SLEEP, Dr Great

Anaesthetic (Primary) General Anaesthetic

Appointment Date 29/07/2025 Time 08:30 Adm #

Appointment Type Special Make Recurring Mins 45

Procedure Notes Bilateral Grommets + Tonsillectomy

Other Notes

☐ OEC Received ☐ OEC Checked ☐ Pre-Admission Contacted

☐ IFC Created ☐ IFC Signed ☐ Admission Form Received

☐ Chart Ready ☐ Consent Received ☐ Post-Discharge Contacted

☐ Documents Scanned

Patient Category Day Only Start at Day 1 Discharge 0

Accom Type Accom - Medical Room Type Private

Provisional DRG Program Status Start Select Episo...

Bed Notes

Booking Code 1 GROM - Grommets Booking Code 2

Food Instructions

Fasting Food Fasting Fluids

Planned Time in Theatre Admission Time Procedure Time

Program NHTP No Inv Hold

Flags ☐ New Patient ☐ Intern Billing ☐ Medical Only ☒ MHR consent

Fund Details

Health Fund BUP - BUPA Australia

Membership No. 123456 UPI 0 Excess 0.00 Co-pay 0.00 UI 0.00

Insurance Status Full Fee Claim Details

Items

Code	Description	Band	Session
41789	Tonsils or tonsils and adenoids, removal of, in a person...	3	1
41632	Middle ear, insertion of tube for drainage of (including...	2	1
41632	Middle ear, insertion of tube for drainage of (including...	2	1

Other Services

Code	Description	Qty	Date of Srv	Send Invoice To
BQ004	Ventilation Tubes / Grommet	1	29/07/2025	Health Fun
BQ004	Ventilation Tubes / Grommet	1	29/07/2025	Health Fun
		0		

Referring Details

Previous Referrals

Referring Doctor Add Referring Doctor Referral To

Search for a Referring Doctor Search for a Referral To

Referral Date Period First Consult Site Referral (global) Open Access

For assistance with setting up Procedures to better suit your facilities workflow, contact our friendly support staff:

Email: support@alturahealth.com.au

Phone: (02) 9632 0026