

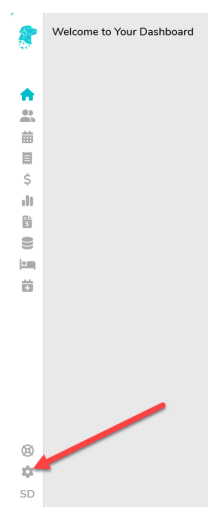
# Adding Procedures and Procedure Defaults (Hospital)

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

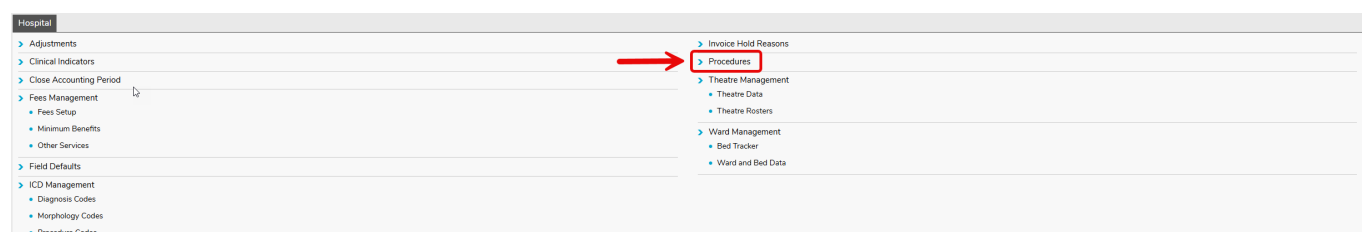
This feature enables facilities to automatically populate multiple fields on the **Edit Appointment Screen** based on the selected procedure.

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.

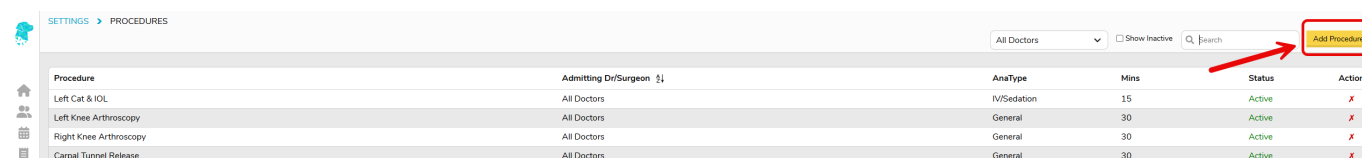
Go to **Settings**



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**.

[SETTINGS](#) > [PROCEDURES](#) > [ADD PROCEDURES](#)

1

2

3

4

5

6

Procedure

Ana Type

Mins

Doctor

Status Active

Booking Code 1

Booking Code 2

7

8

9

Items

Code	Description	Band	Action
			X

Other Services

Code	Description	Action
		X

[SETTINGS](#) > [PROCEDURES](#) > [EDIT PROCEDURES](#)

Procedure

Ana Type

Mins

Doctor

Status Active

Booking Code 1

Booking Code 2

Items

Code	Description	Band
41789	Tonsils or tonsils and adenoids, removal of, in a patient aged less than 12 years (including any examination of the postnasal space and nasopharynx and the infiltration of local anaesthetic), not being a service to which item 41764 applies (Anaes.)	3
41632	Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (Anaes.)	2
41632	Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (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

POPPY, Princess

MRN 209

File No -

DOB 01/01/1999 (26)

Sex Female

Mobile 0400 000 000

Medicare 4292-45116-6

Veterans -

**Allergies**

Tape - Rash

**Alert**

-

**Notes**

-

**Document Alert**

-

**Booking Details**

Location Shaes Private Hospital

Theatre/List Theatre 3 Roster Select Roster

Dr/Surgeon

Surgical Assistant

Other Surgical Assistant

Anaesthetist

Anaesthetic (Primary) General Anaesthetic

Appointment Date 04/11/2025 Time 11:00 Adm #

Appointment Type Super Special Make Recurring Mins 30

**Procedure Notes**

Bilateral Grommets + Tonsillectomy

**Other Notes**

Carpal Tunnel

Carpal Tunnel Release

Cataract

**Checklist**

Cataract

Colonoscopy

Colonoscopy & Gastroscopy

Endoscopic Carpal Tunnel Release

**Patient Category**

Accom Type FPI I

Provisional DRG Program Status Start Select Episode

**Bed Notes**

Booking Code 1 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

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

POPPY, Princess

MRN 209

File No -

DOB 01/01/1999 (26)

Sex Female

Mobile 0400 000 000

Medicare 4292-45116-6

Veterans -

**Allergies**

Tape - Rash

**Alert**

-

**Notes**

-

**Document Alert**

-

**Booking Details**

Location Shaes Private Hospital

Theatre/List Theatre 3 Roster Select Roster

Dr/Surgeon

Surgical Assistant

Other Surgical Assistant

Anaesthetist

Anaesthetic (Primary) General Anaesthetic

Appointment Date 04/11/2025 Time 11:00 Adm #

Appointment Type Super Special Make Recurring Mins 45

**Procedure Notes**

Bilateral Grommets + Tonsillectomy

**Other Notes**

B I U A

**Checklist**

☐ 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 Episode

**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 MPL - Medibank Private Limited

Membership No. 12345678A UPI 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 patient aged less than 12 years...	3	1
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a...	2	1
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a...	2	1

**Other Services**

Code	Description	Qty	Date of Srv	Send Invoice To
BQ004	Ventilation Tubes / Grommet	1	04/11/2025	Health Fund
BQ004	Ventilation Tubes / Grommet	1	04/11/2025	Health Fund
		0		

**Referring Details**

Previous Referrals COLLIE, Border

Referring Doctor COLLIE, Border - 1202354X Add Referring Doctor Referral To

Referral Date 01/10/2025 Period 12 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