

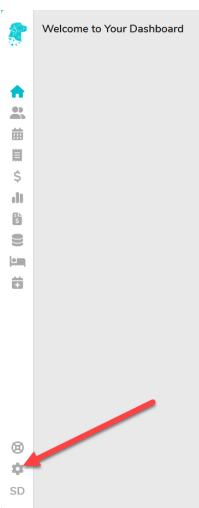
Adding Procedures and Procedure Defaults (Hospital)

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

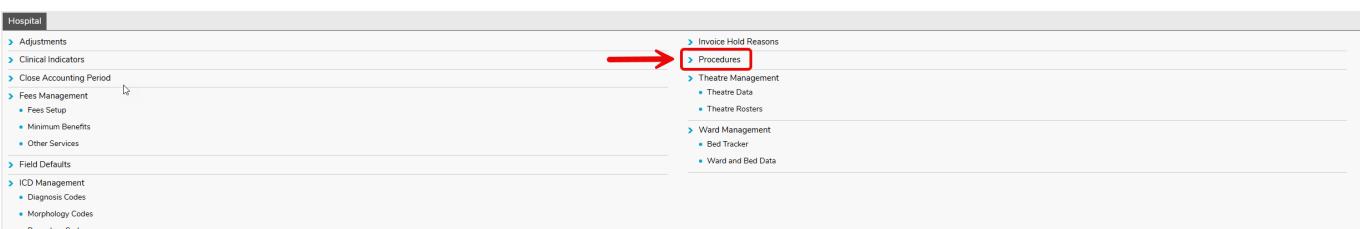
This feature enables facilities to automatically populate multiple fields on the **Edit Appointment Screen** based on the selected procedure.

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 Procedure	2 Ana Type	3 Mins	4 Doctor	5 Booking Code 1	6 Booking Code 2	7 Items	8 Other Services	9 Save	Cancel
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SETTINGS > PROCEDURES > EDIT PROCEDURES

Procedure: Bilateral Grommets + Tonsillectomy	Ana Type: General	Mins: 45	Doctor: PIERCE, Hawkeye	Booking Code 1: GROM - Grommets	Booking Code 2: 	Items	Other Services	Save	Cancel
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Items

Code	Description	Band
41769	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 (Anæs.)	3
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (Anæs.)	2
41632	B Middle ear, insertion of tube for drainage of (including myringotomy), other than a service associated with a service to which item 41626 applies (Anæs.)	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.

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!

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