

Hospital Appointment Screen Custom Views - Weekly View

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page on [Creating Custom Views](#)

Included below are examples of **Weekly View** ideas. Please see our other pages on **Individual & All View** ideas for those view types.

Administration View

<<

Search

NUMBER OF APPOINTMENTS 6 | TOTAL MINUTES 120 of 2500 Mins

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1

THEATRE 2

THEATRE 3

Administration - Weekly - Custom View Example

Mon 10/04			Tue 11/04			Wed 12/04			Thu 13/04			Fri 14/04		
Time	Name	Excess	Time	Name	Excess	Time	Name	Excess	Time	Name	Excess	Time	Name	Excess
08:00		0.00	08:00		0.00	08:00		0.00	08:00		0.00	08:00		0.00
08:20		0.00	08:20		0.00	08:20		0.00	08:20		0.00	08:20		0.00
08:40		0.00	08:40		0.00	08:40		0.00	08:40		0.00	08:40		0.00
09:00		0.00	09:00		0.00	09:00	DAY, Doris	250.00	09:00		0.00	09:00		0.00
09:20		0.00	09:20		0.00	09:20	DEAN, James	2,400.00	09:20		0.00	09:20		0.00
09:40		0.00	09:40		0.00	09:40	STEWART, Alfred	125.00	09:40		0.00	09:40		0.00
10:00		0.00	10:00		0.00	10:00		0.00	10:00		0.00	10:00		0.00
10:20		0.00	10:20		0.00	10:20		0.00	10:20		0.00	10:20		0.00
10:40		0.00	10:40		0.00	10:40		0.00	10:40		0.00	10:40		0.00
11:00		0.00	11:00		0.00	11:00		0.00	11:00		0.00	11:00		0.00
11:20		0.00	11:20		0.00	11:20		0.00	11:20		0.00	11:20		0.00
11:40		0.00	11:40		0.00	11:40		0.00	11:40		0.00	11:40		0.00
12:00		0.00	12:00		0.00	12:00		0.00	12:00		0.00	12:00		0.00
12:20		0.00	12:20		0.00	12:20		0.00	12:20		0.00	12:20		0.00
12:40		0.00	12:40		0.00	12:40		0.00	12:40		0.00	12:40		0.00
13:00		0.00	13:00		0.00	13:00	JACKSON, Michael	500.00	13:00		0.00	13:00		0.00
13:20		0.00	13:20		0.00	13:20	SMITH, John	0.00	13:20		0.00	13:20		0.00
13:40		0.00	13:40		0.00	13:40	HAYNES, Cornell	950.00	13:40		0.00	13:40		0.00
14:00		0.00	14:00		0.00	14:00		0.00	14:00		0.00	14:00		0.00
14:20		0.00	14:20		0.00	14:20		0.00	14:20		0.00	14:20		0.00
14:40		0.00	14:40		0.00	14:40		0.00	14:40		0.00	14:40		0.00
15:00		0.00	15:00		0.00	15:00		0.00	15:00		0.00	15:00		0.00
15:20		0.00	15:20		0.00	15:20		0.00	15:20		0.00	15:20		0.00

APPOINTMENT

BOOKING VIEW

Edit View

Location

All Locations

Department

All Departments

Doctors/Theatres

All Doctors/Theatres

Select which fields you want to see in your hospital list

Fields

Select Field

Add Field

Field Name	Percentage of column width
Time	20
Patient Name	60
Excess	20 ✗
	100

View Name

Administration Weekly

Layout

☐ All
 ☐ Individual
 ☒ Weekly

Scroll type

☐ Individual Scroll
 ☒ Unified Scroll

Hospital State Type

☒ Appointment
 ☐ Status
 ☐ Booking Code 1
 ☐ Booking Code 2

Administration - Weekly - Custom View Example Set Up

Confirmed View

Search

NUMBER OF APPOINTMENTS 6 | TOTAL MINUTES 120 of 2500 Mins

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1

THEATRE 2

THEATRE 3

Confirmed - Weekly - Custom View Example

Mon 10/04			Tue 11/04			Wed 12/04			Thu 13/04			Fri 14/04		
Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C
08:00			08:00			08:00			08:00			08:00		
08:20			08:20			08:20			08:20			08:20		
08:40			08:40			08:40			08:40			08:40		
09:00			09:00			09:00	DAY, Doris	✓	09:00			09:00		
09:20			09:20			09:20	DEAN, James	✓	09:20			09:20		
09:40			09:40			09:40	STEWART, Alfred	🔵	09:40			09:40		
10:00			10:00			10:00			10:00			10:00		
10:20			10:20			10:20			10:20			10:20		
10:40			10:40			10:40			10:40			10:40		
11:00			11:00			11:00			11:00			11:00		
11:20			11:20			11:20			11:20			11:20		
11:40			11:40			11:40			11:40			11:40		
12:00			12:00			12:00			12:00			12:00		
12:20			12:20			12:20			12:20			12:20		
12:40			12:40			12:40			12:40			12:40		
13:00			13:00			13:00	JACKSON, Michael	🔵	13:00			13:00		
13:20			13:20			13:20	SMITH, John	🔵	13:20			13:20		
13:40			13:40			13:40	HAYNES, Cornell		13:40			13:40		
14:00			14:00			14:00			14:00			14:00		
14:20			14:20			14:20			14:20			14:20		
14:40			14:40			14:40			14:40			14:40		
15:00			15:00			15:00			15:00			15:00		

APPOINTMENT > BOOKING VIEW

Edit View

Location

All Locations

Department

All Departments

Doctors/Theatres

All Doctors/Theatres

View Name

Confirmed Weekly

Layout

All

Individual

Weekly

Scroll type

Individual Scroll

Unified Scroll

Hospital State Type

Appointment

Status

Booking Code 1

Booking Code 2

Select which fields you want to see in your hospital list

Fields

Select Field

Add Field

Field Name	Percentage of column width
Time	25
Patient Name	55
Confirmed	20 <div>✗</div>
	100

Confirmed - Weekly - Custom View Example Set Up

Coding View

Search

NUMBER OF APPOINTMENTS 6 | TOTAL MINUTES 120 of 2500 Mins

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1

THEATRE 2

THEATRE 3

Coding - Weekly - Custom View Example

Mon 10/04			Tue 11/04			Wed 12/04			Thu 13/04			Fri 14/04		
Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C
08:00			08:00			08:00			08:00			08:00		
08:20			08:20			08:20			08:20			08:20		
08:40			08:40			08:40			08:40			08:40		
09:00			09:00			09:00	DAY, Doris	C	09:00			09:00		
09:20			09:20			09:20	DEAN, James		09:20			09:20		
09:40			09:40			09:40	STEWART, Alfred		09:40			09:40		
10:00			10:00			10:00			10:00			10:00		
10:20			10:20			10:20			10:20			10:20		
10:40			10:40			10:40			10:40			10:40		
11:00			11:00			11:00			11:00			11:00		
11:20			11:20			11:20			11:20			11:20		
11:40			11:40			11:40			11:40			11:40		
12:00			12:00			12:00			12:00			12:00		
12:20			12:20			12:20			12:20			12:20		
12:40			12:40			12:40			12:40			12:40		
13:00			13:00			13:00	JACKSON, Michael		13:00			13:00		
13:20			13:20			13:20	SMITH, John		13:20			13:20		
13:40			13:40			13:40	HAYNES, Cornell		13:40			13:40		
14:00			14:00			14:00			14:00			14:00		
14:20			14:20			14:20			14:20			14:20		
14:40			14:40			14:40			14:40			14:40		
15:00			15:00			15:00			15:00			15:00		

APPOINTMENT > BOOKING VIEW

Edit

Edit View

LocationAll Locations

DepartmentAll Departments

Doctors/TheatresAll Doctors/Theatres

View NameCoding View

LayoutAllIndividualWeekly

Scroll typeIndividual ScrollUnified Scroll

Hospital State TypeAppointmentStatusBooking Code 1Booking Code 2

Select which fields you want to see in your hospital list

FieldsSelect Field

Add Field

Field Name	Percentage of column width
Time	25
Patient Name	55
Coding Status	20
	100

Coding - Weekly - Custom View Example Set Up

List Re-Ordering Feature (Session Priority)

FYDO allows users the ability to re-order lists with a fabulous feature that resembles the SimDay function **Session Priority**. This feature allows users to easily re-order patients', move all patients' appointments up at once (*in the case of a cancellation*) and set appointment times according to each appointment length.

This feature will work from the admission time of the **FIRST** patient on the list. It will then slot all other patients' into their corresponding admission times, according to the appointment lengths. The difference with using the List Re-Ordering feature is that it allows users to easily move a patients' appointment up or down the list **& will shuffle the other patients' admission times to accommodate**. Whereas other methods of moving appointments do not impact the admission times of any other patients.

Today

Jul 2024

Mo Tu We Th Fr Sa Su

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

Locations

All Locations

Departments

All Departments

Doctors/Theatres

All Doctors/Theatres

Filter

All Appointments Inc Cancelled

Action

Walk Patient In

Find Available Appointment

Select an action

Send Bulk SMS

Print List

List Re-ordering

ADMISSIONS DAY PROGRAM THEATRE 1

Time	Name
08:00	
08:30	
09:00	
09:30	
09:30	<u>JOE, Blow</u>
09:30	<u>SPRATT, Jack</u>
09:30	<u>MUNRO, Marilyn</u>
10:00	
10:30	
11:00	<u>DEAN, James</u>
11:15	<u>BLACK, Isaac</u>
11:30	<u>STEWART, Alfred</u>
11:45	<u>HARD, Work</u>
12:00	<u>JACKSON, Michael</u>
12:15	<u>HOLLY, Charles</u>
12:30	<u>HAYNES, Cornell</u>
12:45	<u>BRANSON, Richard</u>
13:00	<u>BOND, Mary</u>
13:15	
13:30	<u>DUMPTY, Humpty</u>
13:45	<u>SAYS, Simon</u>
14:25	
14:30	
15:00	

To utilise this function, navigate to the **Appointments Screen** and locate the list that you wish to change.

Select an appointment in the required session & use the **Select an Action** dropdown & click on **List Re-Ordering**.

This will display a pop-up box that allows you to drag patients up or down the list.

List Re-Ordering

Patient Name	Procedure
BLACK, Isaac	Gastroscopy
HARD, Work	Colonoscopy
JACKSON, Michael	Colonoscopy & Gastroscopy
HOLLY, Charles	Gastroscopy
HAYNES, Cornell	Colonoscopy
BRANSON, Richard	Colonoscopy & Gastroscopy
BOND, Mary	Colonoscopy & Gastroscopy
SAYS, Simon	Colonoscopy & Gastroscopy

OK

Cancel

If you do not wish to change the order of the list, and only wish to move all patients up after a cancellation, then simply open the pop-up box & click OK. This will move all patient's appointment times up the list.

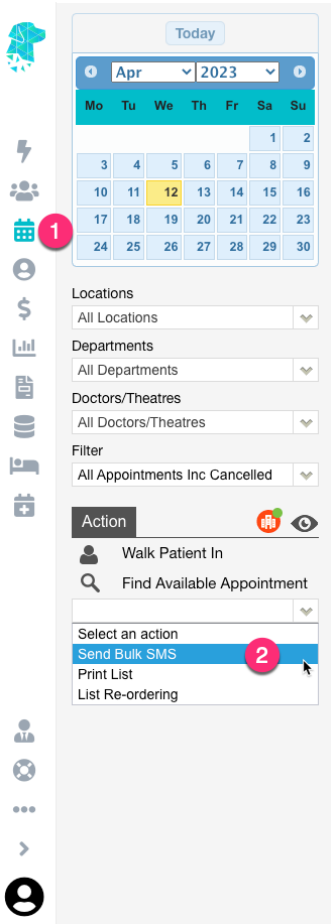
You will notice in the below video that we used the Procedure to sort the patients & once we clicked ok FYDO also filled in the gaps that were left from cancelled appointments.

https://wiki.fydo.cloud/wp-content/uploads/2023/05/2023-05-01_15-09-26.mp4

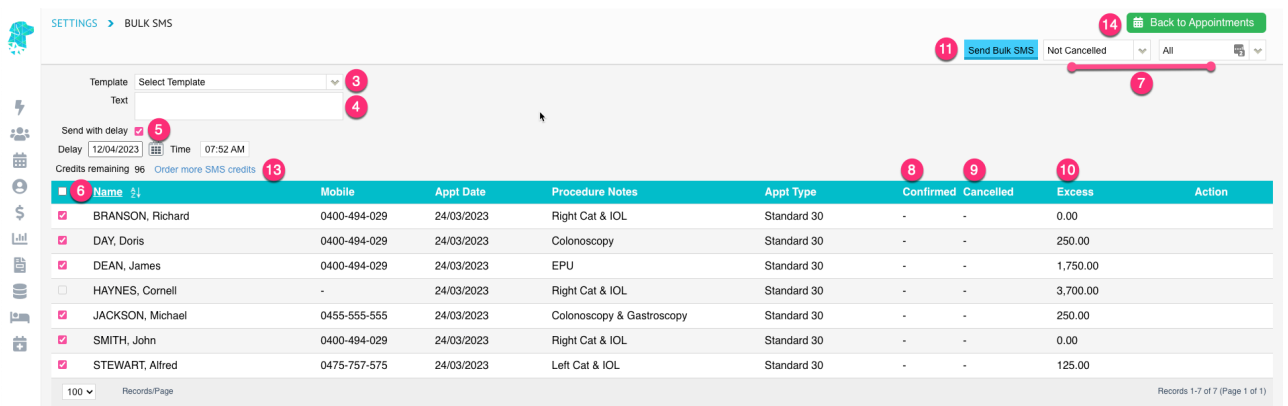
[Sending Bulk SMSs](#)

FYDO allows you to contact patients via SMS to assist in efficient workflow. These can be sent one at a time or to a whole list of patients. The system gives the ability to pre-populate the SMS with information regarding the admission/episode e.g., date of admission, time of admission, health fund excess amount etc

Use these instructions if you would like to send a Bulk SMS to a **number of patients at once:**



1. Open the Appointments Screen & navigate to the required date & theatre
2. Use **Select an action** dropdown on the left of the screen to select **Send Bulk SMS**






3. Use the **Template** dropdown box to select from the preloaded SMS templates in your system (For help with customising these contact Altura Health or visit <https://wiki.fydo.cloud/sms-templates/>)
4. Or free type in the **Text** box to customise the text message
5. The **Send with delay** tick box allows the text to be scheduled for a later date & time. If this feature is being utilised enter the **Date & Time** that the text will be scheduled to send. However, there is no need to use this feature if the text is intended to be sent in real time
6. All patients with a valid mobile phone number will be selected by default. Use the **tick box** at the top of the column to easily select or de-select all patients' at once. Or use the tick box for each patient to individually select or de-select
7. Use the **drop-down boxes** in the top right to assist in filtering to the desired patient demographics
8. **Confirmed** gives information regarding previous SMSs sent. To assist in determining if they

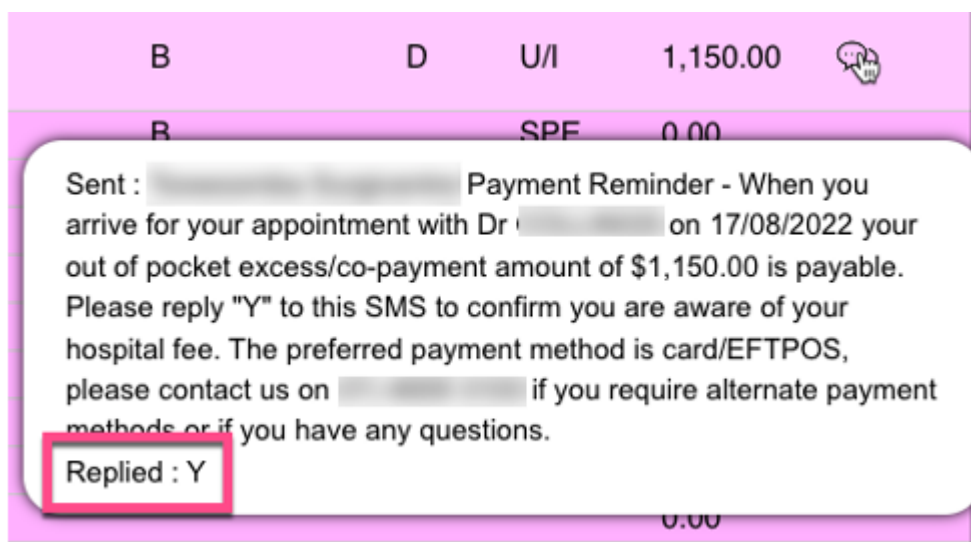
still require an SMS

9. **Cancelled** gives information regarding the patients' cancelled status. However, the screen opens to show **Not Cancelled** patients' only. This column is only relevant if the filter has been set to include the cancelled patients', using the drop-down boxes in #13
10. The **Excess** column displays the amount that has been entered into the Excess field of the patients episode
11. Once all relevant information has been completed, & all desired patients' have been selected, click **Send Bulk SMS**
12. You will be asked to confirm that you wish to send the SMS, click **Yes**
13. The **Credits Remaining** on the account are displayed on the screen & once the credits get low use the **Order more SMS credits** option on this screen to be re-directed to the **Order SMS Credits** screen where you can follow the prompts
14. **Back to Appointments** button returns the user to the appointments screen

Once the patient has been sent an SMS there will be a visual cue on the Appointments screen. The icon will change depending on the status of the SMS sent. The icons represent the following:

-  This icon will display once the SMS has been **sent** but not yet delivered to the recipient
-  This icon will display once the SMS has been **delivered**
-  This icon will display once the recipient has **replied**

Hover over each of these icons, in the appointments screen, to display the information that the SMS contained. Once a reply has been received it will also be displayed below the message.



[Adding Other Services Codes \(Hospital\)](#)

These instructions will assist users in Adding or amending an Other Service Code / Prosthesis Code for the purpose of updating the description or information related to the item. Prostheses list updates will be automatically loaded into FYDO. Any new items will be added & all new fees will be imported. Descriptions will not be updated, as some facilities prefer their own descriptions & do not what them overridden.

1. Go to **Settings**
2. Scroll down to **Hospital > Fees Management** & select **Other Services**

Code	Description	Company	Type	Threshold Date	Status	Action
AA008	Bioring Gastric Band Replacement Port	Alliance Surgical	Prostheses	-	Active	
AA009	Bioring Gastric Band	Alliance Surgical	Prostheses	-	Active	
AA010	Adhesix Bioring Gastric Band	Alliance Surgical	Prostheses	-	Active	
AA016	4D - DOME SEMI ABSORBABLE HERNIA MESH	Alliance Surgical	Prostheses	-	Active	

3. Use the **Hospital Drop Down** box to select the facility if it is a multi-location database
4. Use the **All Services Drop Down** box to select a specific service type, if necessary
5. Use the **Search** field to determine if the code is already in the system. *The search fields can be used to search codes, descriptions or companies etc to allow the user to search any part of the other service information*
6. If the code appears, double click to display the information. If it doesn't appear, use the **Show Inactive** tick box to be sure that the code isn't in the system as Inactive
7. If the code needs to be added, click **Add Other Service**

8. Enter the **Billing Code**. *(This is the only information that **will not be editable** once the item is saved)*
9. Enter the **Description** *(Mandatory Field)*
10. Use the **Type** dropdown to categories the item:
 - a. Allied Health Services
 - b. Disposables
 - c. Labour Ward
 - d. Nursing Fee
 - e. Other
 - f. Pharmaceuticals
 - g. Prostheses
 - h. Theatre Fee
11. Enter the **Company** that supplies the product. *(This can assist with reporting on prosthesis etc, as the other services reports can be run by suppliers)*
12. Enter **Eclipse Mapping** if the Other Services code that is being entered requires a prefix before the code itself. *(Only add the prefix to this field, not the prefix & the code)*
13. Enter the **Threshold Date** as the date the **Current fees** for this item will commence *(Mandatory Field)*
14. Use the **Exclude fee when billing** tick box if this Other Service is excluded from certain casebase contracts. For example, if the contract lists an all-inclusive fee for a procedure, that also includes prosthesis, this tick box would ensure there is no fee raised for this particular prosthesis when billed in conjunction with the particular casebase item. **For this feature to work** the tick box in the Casebase Fee Set up called **Exclude Other Services** also needs to be

ticked. When these two tick boxes marry up there will be no charge raised for the other serviced when billed with that item. For any other Casebase or per diem fee, without this Exclude Other Services tick box marked, there will still be a fee raised for the other service.

15. Use the **Status** to mark a code as **Active** or **Inactive**
16. Once all desired information has been entered click **Save**
17. The **Export to Excel** option allows for the other services, along with the fees for each fund, to be exported to an excel spreadsheet. Use the **Search** field to filter down to a particular company or description etc to export more specific data (e.g., Search Alcon to export a list of all prosthesis in the system with the company listed as Alcon)
18. To **Delete** an item, use the cross **X** in the Action column to delete. You will then be asked to confirm that you are sure you want to delete the other service.

The Other Service / Prosthesis Code has now been added to your FYDO database.

For information on how to add the associated fees to this new item please see instructions [Adding Fees to Other Services Codes \(Hospital\)](#).

Sending Individual SMSs (Hospital)

FYDO allows you to contact patients, and their pick up person, via SMS to assist in efficient workflow. These can be sent one at a time or to a whole list of patients. The system gives the ability to pre-populate the SMS with information regarding the admission/episode e.g., date of admission, time of admission, health fund excess amount etc

Use these instructions if you would like to send an SMS to an **Individual Patient** or to the patients **Pick Up Person**:

1. Navigate to the **Appointments Screen** & locate the required episode




The screenshot shows the FYDO Appointments Screen. On the left, there is a sidebar with various icons and filters. The main area displays a table of appointments with columns for Time, Name, and MRN. A specific appointment for 'SQUAREPANTS, Spongebob' at 09:30 is highlighted. A context menu is open over this appointment, showing options like 'Send SMS', 'Chart Label', 'Wristband', etc. The 'Send SMS' option is selected, and a sub-menu is visible with two options: 'Send SMS to the patient' and 'Send SMS to the pick up person'.

Time	Name	MRN
08:00		
08:30		
09:00		
09:30	SQUAREPANTS, Spongebob	114
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
13:00		
13:30		

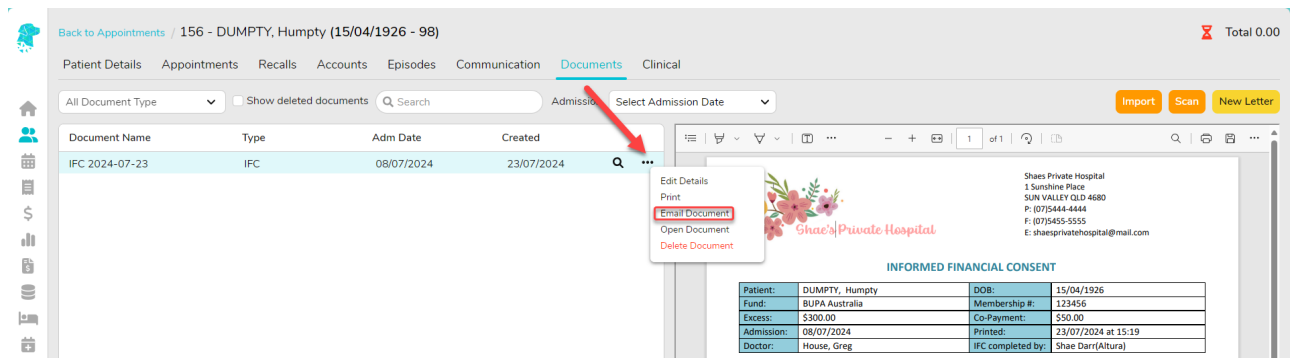
2. Right-Click on the required episode & hover over **Send SMS** to show the 2 options to either **Send SMS to the Patient** or **Send SMS to the pick up Person** (Or use the shortcut key "S" after you have selected the required patient to send SMS to the patient)

3. Select the required **Template** or free type desired message in the **Text** box
4. Use the **Send with delay** tick box if the message is required to be sent at a specified time, as opposed to at the current time. If you are wanting to use this option, select the **Date & Time** that the message is to be sent
5. Once all details have been checked click **Send SMS**
6. The information included in Blue explains:
 - a. **Characters** - The current length of the text message. Each individual text message is allowed to be 160 characters long. Once the length exceeds this amount, it will require more credits to be sent
 - b. **Credits** - This shows the number of credits that will be used to send the message, depending on the length of the text
 - c. **Credits remaining** - Shows how many credits are remaining on your FYDO account
7. Once the credits get low use the **Order more SMS credits** option on this screen to be re-directed to the **Order SMS Credits** screen where you can follow the prompts to purchase more credits

Once the patient has been sent an SMS there will be a visual cue on the Appointments screen. The icon will change depending on the status of the SMS sent. The icons represent the following:

-  SMS has been **sent** but not yet delivered to the recipient
-  SMS has been **delivered** to the recipient
-  Recipient has **replied** to the SMS

Hover over each of these icons, in the appointments screen, to display the information that the SMS contained. Once a reply has been received it will also be displayed below the message.



5. The **Email Document** pop up box will be displayed & allow the user to choose who they want to email

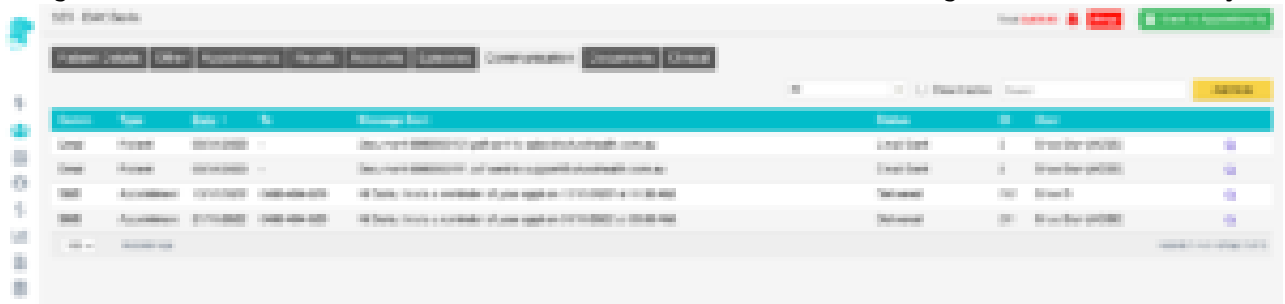
- **Patient Email** allows emails to be sent to the patient. The email address is automatically populated, from the Patient Screen, if it is entered
- **Referring Doctor Email** allows emails to be sent to the referring doctor. The email address will automatically populate if the document is linked to a particular admission, that admission has a referring doctor listed & the referring doctor has an email address added in FYDO. (*Referring Doctors emails can be added in **Settings > Referring Doctors***)
- **Doctor Email** allows emails to be sent to the admitting doctor. The email address will automatically populate if the document is linked to a particular admission & the doctor has an email address added in FYDO. (*Doctors emails can be added in **Settings > Doctors***)

If no email address is on file, for any of the above options, the user can add the email manually into the relevant field

6. Select who will be receiving the document via email by ticking the box to the left of their

description

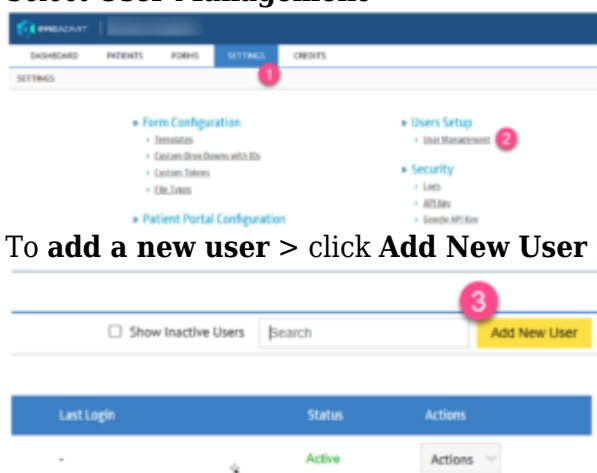
7. Check the email address listed is correct, or manually type the email address
8. Subject line will automatically populate however users are able to make changes if required
9. Body of the email will automatically populate however users are able to make changes if required
10. Once all fields have been complete, select **Send Email**
11. A log of all emails sent can be found in the **Communication** tab, along with all SMS history



Preadmit Hospital Portal - Back End User Management

User Management gives the ability to add users, delete users & change their user permissions. Only the **Hospital Admin** has access to User Management

1. Select the **Settings** tab
2. Select **User Management**



3. To **add a new user** > click **Add New User** in the top right-hand corner.

4. From there, enter all the details that are required.
 - a. **First Name**
 - b. **Last Name**
 - c. **Email Address**
 - d. **User Type**- *Hospital Admin or Hospital User.*
5. Select the permissions that each user is required to have. This is customisable to each user and can only be changed by Hospital Admins.



6. To delete a user, edit their details, edit their permissions or resend their welcome email, use the **Actions** dropdown next to their name.



Creating Custom Hospital Views in the Appointments Screen

The Appointments Screen in FYDO is completely customisable. Creating different views will assist in workflow & efficiency & allow different staff members to view information that is relevant to them.

The views that are created are available to all users on the database & each user can choose their own favourite default view by selecting the heart next to their chosen view.

Users are able to have a favourite custom view for each view type, eg. a favourite "Individual" view, a favourite "All" view & a favourite "Weekly" view.

1. Custom views are created in the **Appointments Screen**
2. Hover over the eye icon & select **Add New View**

3. Select the **Location, Department & Doctors/Theatres** that you want the view to be available for. Or leave with **All** selected for the view to be available all the time
4. Add the **View Name** to identify the view that you are creating. E.g., Theatre, Recovery etc
5. Choose the **Layout** in which you would like the view to open. E.g., Individual theatres, all theatres or weekly view
6. Select the **Scroll type** based on how you would like to view the screen when you scroll.
 - Individual Scroll**- You will be required to hover over the theatre in which you would like to scroll up or down.
 - Unified Scroll**- This allows you to scroll anywhere on the page and all the theatres will scroll together
7. Select the **Hospital State Type**. You have the option to set the appointments to display by:
 - **Appointment Type**- This will colour code the bookings as per the Appointment Type in the booking
 - **Status**- Will colour code the bookings according to where they are in the facility
 - **Booking Code 1**- will colour code the appointments according to the booking code 1 that has been entered
 - **Booking Code 2**- will colour code the appointments according to the booking code 2 that has been entered

APPOINTMENT > BOOKING VIEW Save Cancel

Create View

3 Location All Locations
 Department All Departments
 Doctors/Theatres All Doctors/Theatres

4 View Name
 5 Layout All Individual Weekly Number of Columns 5
 6 Scroll type Individual Scroll Unified Scroll
 7 Hospital State Type Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	25
Patient Name	75
	100

Add Field

Order of Doctors/Theatres

Name	
Theatre 1	Shaes Private Hospital X
Theatre 2	Shaes Private Hospital X
Theatre 3	Shaes Private Hospital X

Save Cancel

8. Use the **Fields** dropdown to select the type of information that will be added to the custom view
9. Click **Add Field** to add the selected field to the table below
10. Use the on the left of each line to sort fields into the required order
11. Use the **Percentage of column width** fields to determine the width of each column
 N.B. the total of these columns always has to add up to 100.

Select which fields you want to see in your hospital list 9

Fields 8 Add Field

Field Name	Percentage of column width	
Time	10	
Patient Name	22	
Alert (Icon)	5	X
Allergy (Icon)	5	X
Proc Notes	25	X
Excess	8	X
IFC Completed	5	X
Anaesthetist	10	X
Surgeon Name	10	X
10	100	11

12. Click **Save** and the appointment screen, with the new custom view that was created, will be displayed.

Some examples of helpful views are:

Administration View

<<

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

NUMBER OF APPOINTMENTS 4 | TOTAL MINUTES 120 of 570 Mins

THEATRE 1

THEATRE 2

THEATRE 3

Time	Name	HF	OEC	OEC	Excess	Co-pay	IFC	PCR
08:00					0.00	0.00		
08:30					0.00	0.00		
09:00	DEAN, James	BUP	✓	✓	250.00	50.00	✓	✓
09:30	MUNRO, Marilyn	MPL	✓		500.00	0.00		
10:00	STEWART, Alfred	AUH			0.00	0.00		
10:30	HAYNES, Cornell	U/I	✓	✓	1,540.00	0.00		✓
11:00					0.00	0.00		
11:30					0.00	0.00		

Theatre View

<<

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

NUMBER OF APPOINTMENTS 4 | TOTAL MINUTES 120 of 570 Mins

THEATRE 1

THEATRE 2

THEATRE 3

Time	Name	PTIT	Procedure	Surgeon	Anaesthetist	Anaesthetic (1)
08:00				MURPHY, Shaun	Starr, Ringo	
08:30				MURPHY, Shaun	Starr, Ringo	
09:00	DEAN, James	10:00	Colonoscopy	MURPHY, Shaun	Starr, Ringo	General
09:30	MUNRO, Marilyn	10:20	Colonoscopy	MURPHY, Shaun	Starr, Ringo	General
10:00	STEWART, Alfred	10:45	Right Cat & IOL	MURPHY, Shaun	Starr, Ringo	IV/Sedation
10:30	HAYNES, Cornell	11:50	Right Knee Arthroscopy	MURPHY, Shaun	Starr, Ringo	General
11:00				MURPHY, Shaun	Starr, Ringo	
11:30				MURPHY, Shaun	Starr, Ringo	

Recovery View

<<

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

NUMBER OF APPOINTMENTS 4 | TOTAL MINUTES 120 of 570 Mins

THEATRE 1

THEATRE 2

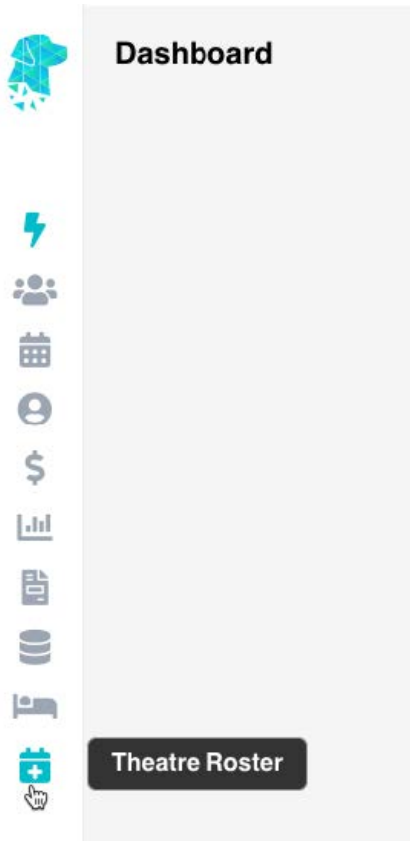
THEATRE 3

Time	Name	Alert (Text)	Allergy (Text)	Procedure	Dr	Anaesthetic (1)	Food
08:00					MS		
08:30					MS		
09:00	DEAN, James	Diabetic		Colonoscopy	MS	General	Gluten Free
09:30	MUNRO, Marilyn			Colonoscopy	MS	General	
10:00	STEWART, Alfred	NIDDM	Morphine & Codeine	Right Cat & IOL	MS	IV/Sedation	Nut Allergy
10:30	HAYNES, Cornell	Walking stick	Penicillin	Right Knee Arthroscopy	MS	General	
11:00					MS		
11:30					MS		
12:00					MS		
12:30					MS		

Theatre Roster

Creating Theatre Sessions

Select **Theatre Roster** from the left-hand menu



1. Select the way you would like to view the roster:
 - a. By **Day**
 - b. By **Week**
 - c. By **Month**
2. Navigate to the date that you require using the **Next** and **Previous** arrows, **Calendar** or **Today**
3. Utilise the **Filter** to customise the information on the screen
Print allows for a screenshot of the current view to be converted to PDF for printing purposes
4. Find the correct theatre & **Right-Click** to expand the options menu
5. Select **Make Booking**

6. Select the required **Doctor/Surgeon** and **Anaesthetist**

7. Ensure correct **Week Starting Date** and **Session Times** are selected
8. **Notes** and **Appointment Notes** can be added to the booking if required
9. The **Repeat** feature gives the ability to produce a reoccurring booking for the selected surgeon
 - a. Use the **Every ____ week** option to enable weekly, fortnightly, monthly bookings etc.
 - b. Use the tick boxes to select the days of the week you require the booking to reoccur
10. Use the **Ends** field to set the date that the reoccurring booking will cease. *NB. This feature will produce an **individual booking** on each of the selected days for that surgeon. If this booking changes, each individual booking will need to be amended. Hence, it is not recommended to reproduce the booking for extended periods of time*
11. Add **Theatre Staff** (if your facility procedure requires)
12. Import **Files** that are related to the Theatre Booking
13. Click **Save**

This will create a theatre booking that can then be **Edited**, **Cancelled** or **Deleted** with a right-click (as per #4 in the above image).

There is a detailed **Audit trail** of changes made located inside the booking (right-click & Edit Roster)

Reversing a Hospital Invoice

For an invoice that has been incorrectly billed or needs to be reversed by way of a journal entry. Navigate to the required patient using number 1 or 2 below

1. Select **Patient** tab in the left-hand menu
 - a. Search for the required patient using the field in the top right
 - b. Double click on required patient
 - c. Navigate to the **Episodes** tab across the top of the patient record
2. Select **Appointments** tab in the left-hand menu
 - a. Search for the required patient using the field in the centre at the top or

- b. Use the calendar to navigate to the episode date
- c. Once the patient has been located, right-click on their appointment & select **History**

3. Ensure that the correct episode is selected from the list at the top
4. Ensure that the correct invoice is selected from the information for that admission (**NB this is important if there are multiple invoices for the one episode**)
5. Use the **Invoice Options** drop-down on the left of the screen
6. Select **Reverse Invoice**

212 - BRADY, Tom

Total 2,671.35 Clinic Total 242.35 Hospital Total 2,429.00 **Already**

Episodes

No.	Adm #	Adm. Date	Dis. Date	Sta	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	392	06/01/2022	06/01/2022	Discharged	D/O			AHM	Philliposis, M	ACSS Bondi Hospital	

Invoice for Admission 526 | Admission Date: 02/05/2022

Episode Total 2,429.00 Balance Due 2,429.00

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
516	AHM	02/05/2022	02/05/2022	A	ACCOM	SameDay Accommodation Fee Band : 3	1	3	\$250.00	0.00	H	01/06/2022 10:55AM	Shae Darr
516	AHM	02/05/2022	02/05/2022	T	42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	-	6	\$1,800.00	0.00	H	01/06/2022 10:55AM	Shae Darr
516	AHM	02/05/2022	02/05/2022	O	AL021	Alcon AcrySof SN60WF	1	6	\$290.00	0.00	H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00	H	01/06/2022 10:55AM	Shae Darr (ACSS)

Episode Notes Financial Notes Audit

Edit Note

7. The **Reverse Invoice** window will appear. Click on the invoice that you wish to reverse & it will turn a light shade of blue
8. Click the **Reverse Invoice** option

Reverse Invoice

Reversal date 18/07/2022

Adm Date	Invoice No.	Fund	Location Name	Balance
02/05/2022	516	AHM	ACSS Bondi Hospital	2,429.00

Reverse Invoice Cancel

9. The invoice will continue to show in the episode; however it will now be followed by the journal adjustments that have just been performed to reverse it & zero it out

212 - BRADY, Tom

Total 242.35 Clinic Total 242.35 Hospital Total 0.00

Aberrg

Back to Appointments

Patient Details

Other

Appointments

Recalls

Accounts

Episodes

Communication

Documents

Clinical

Print

Export To

No.	Adm #	Adm. Date	Dis. Date	Sta	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	392	06/01/2022	06/01/2022	Discharged	D/O			AHM	Phillippos, M	ACSS Bondi Hospital	

Invoice for Admission: 528 | Admission Date: 02/05/2022

Episode Total 00.00

Balance Due 0.00

Invoice Options

Show voided transactions

Inv #	Ta	DOS From	Acc Period	T	Code	Description	Qty	B	Charge Inc	GST	GST	T	Audit Date	User
516	A-M	02/05/2022	02/05/2022	A	ACCOM	SameDay Accommodation Fee Band : 3	1	3	\$250.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-M	02/05/2022	02/05/2022	T	42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	-	6	\$1,800.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-M	02/05/2022	02/05/2022	O	AL021	Alcon AcrySof SN60WF	1	6	\$290.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-M	02/06/2022	02/06/2022	O	AL006	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-M	18/07/2022	18/07/2022	A	ACCOM	Reversal : SameDay Accommodation Fee Band : 3	1	3	\$-250.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)
516	A-M	18/07/2022	18/07/2022	T	42702	Reversal : Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following	-	6	\$-1,800.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)