Making a Patient Hospital Booking

After creating a Theatre Roster patients can be booked.

8	Teday May 2022 V O Me Tu We Th Pr Se Se	C Q Search THEATRE 1 THEATRE 2 THEATRE 3 THEATRE	Make an Appointment Edit Episode Copy Appointment Cul Appointment Paste Appointment	5	Tuesday, 31 NUMBER OF APPOINTMENTS 1	May 2022 I TOTAL MINUTES 30 of 720 M	lins			ALL	INDIVIDUAL WEEKLY
4	2 1 4 5 6 7 8	Time Name	History	Procedure	Surgeon	Notes	Sts	С	8	HE	Excess
121	9 10 11 12 13 14 15	06:00	Unarrived		DUCK, Daffy						0.00
#	16 ST 18 19 20 21 22	06:30	Excess/Degosit		DUCK, Daffy						0.00
0	23 24 25 26 27 28 29 30 31 2	07:00 O CLAMPETT. Elly	Discharge Theatre Coding Inpatient Certificate	Gastroscopy	DUCK, Datty		в		D	NIB	0.00
\$	Locations	07:30			DUCK, Daffy						0.00
[.14	All Locations 🛛 🤟	08:00 4		-	DUCK, Datty						0.00
固	All Departments	08:30	Cligical Indicators		DUCK, Daffy						0.00
(0)	Doctors/Theatres	09:00	Send SMS Chart Label		DUCK, Daffy						0.00
12.89	Filter	09:30	Wistband		DUCK, Daffy						0.00
8	All Appointments Inc Cancelled	10:00	Delete Appointment		DUCK, Daffy						0.00
	Action 🚺 💿	10:30	Create Letter		DUCK, Daffy						0.00
	 Walk Patient In Q Find Available Appointment 	11:00	Quick Form HC21 Left		DUCK, Daffy						0.00
	Select an action	11:30	HC21 Right HC21 Back		DUCK, Daffy						0.00
2		12:00	Create Invoice								0.00
0		12:30									0.00
***		13:00									0.00
>		13:30									0.00
θ		14:00									0.00

- 1. Select Appointments from the main menu
- 2. Select **Date** that the booking is required to be made
- 3. Select Theatre where booking will be made
- 4. Select Time the booking will be made. Then Right-Click on this time slot to display options
- 5. Select Make an Appointment from the menu
- 6. The Patient Lookup screen will be displayed to search for the required patient
- 7. Select a patient from the list displayed, or click **Create New Patient** if the patient isn't shown
- 8. If Create New Patient was selected, input all known data & click Save
- 9. If a patient was selected in Step 7 (or after the new patient details have been saved) the **Make Appointment** screen will automatically open
- 10. Information relating to the theatre, surgeon, anaesthetist, appointment time etc will prepopulate if they have already been entered into the system
- 11. Add information required according to your facility work instructions. For example:
 - a. Procedure Notes
 - b. Length of Booking
 - c. Other Notes
 - d. Booking Code 1
 - e. Food Instructions
 - f. Item Numbers
 - g. Other Services Codes
 - h. Referring Doctor



12. Click Save