

Making a Patient Hospital Booking

After creating a Theatre Roster patients can be booked.

The screenshot displays a hospital booking system interface for Tuesday, 31 May 2022. The interface is divided into several sections:

- Calendar:** A calendar view for May 2022, with the 31st highlighted.
- Search and Filter:** A search bar and filter options for Locations, Departments, Doctors/Theatres, and Filter.
- Theatre Roster:** A table showing appointment slots for Theatre 1, Theatre 2, Theatre 3, and Theatre 4. The table has columns for Time, Name, Procedure, Surgeon, Notes, Sts, C, B, HF, and Excess. A patient named CLAMPETT, Eily is listed in the 07:00 slot of Theatre 2.
- Make an Appointment Menu:** A dropdown menu with options: Edit Episode, Copy Appointment, Copy Appointment, Cui Appointment, Paste Appointment, History, Arrived, Unarrived, Excess/Deposit, Admit, Discharge, Theatre, Coding, Inpatient, Certificate, Clinical Indicators, Confirmed, Send SMS, Chart Label, Wristband, Delete Appointment, Documents, Create Letter, Quick Form, HC21 Left, HC21 Right, HC21 Back, Create Invoice, IEC, and QEC.

Red circles 1-5 highlight key steps in the process:

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

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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 pre-populate 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

APPOINTMENTS > MAKE APPOINTMENT (102-VON DER MEIR, POPPY) Total 0.00 Save Cancel

Booking Details

Location: Adeney Private Test
 Theatre: Theatre 4
 Dr/Surgeon: DUCK, Dr Daffy
 Surgical Assistant: Select Surgical Assistant
 Other Surgical Assistant: Select Other Surgical Assistant
 Anaesthetist: MOUSE, Dr Mickey
 Anaesthetic (Primary): General Anaesthetic: None
 Apmt Date: 31/05/2022 Time: 08:00 AM Adm #: Mins: 30
 Appointment Type: Theatre 4 - AM
 Proc Notes: a
 Other Notes: c
 OEC Received OEC Checked Admission Form Received Chart Ready
 Patient Category: Day Only Start at Day: 1 Discharge: 0
 Accom Type: Accom - Advanced Surgical Room Type: Private
 Booking Code 1: d Booking Code 2: e
 Planned Time in Theatre: Admission Time: Procedure Time:
 Program: ? NHTP: No ? Inv Hold:
 Flags: New Patient Intern Billing Medical Only

Fund Details

Health Fund: BUP - BUPA Australia
 Membership No: 65456215 UPI: 0 Excess: 0.00 Co-pay: 0.00
 Insurance Status: Full Fee Claim Details

Items

Code	Description	Band	Action
f			x

Other Services

Code	Description	Qty	Date of Srv	Send Invoice To	Action
g		0			x

Referring Details

Previous Referrals:

Referring Doctor: h ADD REFERRING DOCTOR Referral To:
 Search for a Referring Doctor: Search for a Referral To:
 Referral Date: Period: First Consult: Site Referral (global)
ADD ANOTHER REFERRAL

Save Cancel

12. Click **Save**