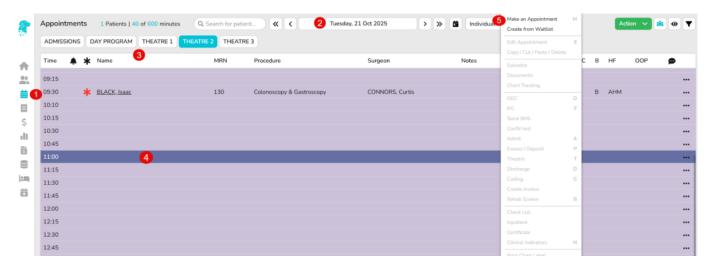
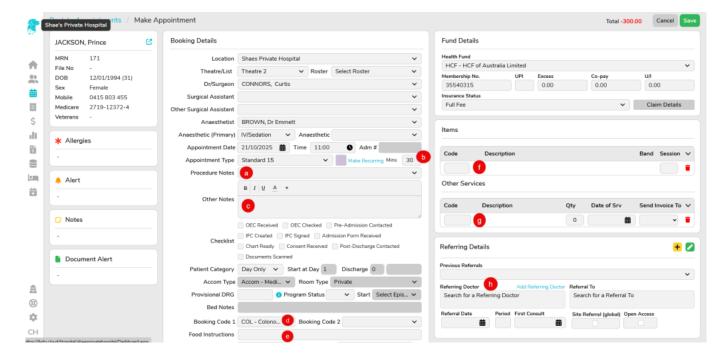
## **Making a Patient Hospital Booking**

## After creating a Theatre Roster patients can be booked.



- 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 right-click 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 patient 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 a Theatre Roster has 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