

Booking Scheduling Emergency Patients

Login to Schapptbook to launch the Scheduling Appointment Book.

To select an Appointment type:

- 1. Click the **Appointment** Tab in Schapptbook.
- 2. Enter *Surgery* in the Appointment Type field.
- 3. Click the **Ellipsis** icon next to the Appointment Type field.
 - Appointment Type Help window displays
- 4. Select Surgery Rapid.
- 5. Click OK.

NOTE: By selecting Surgery Rapid as an Appointment type the following SAF fields display and may be needed to book this appointment.

- *Person name
- *Appointment location
- *Primary Surgeon
- *Patient Type
- *Priority
- Add On
- *Preop Diagnosis
- Hip Fracture Diagnosis Code
- Time Critical Procedure Time (hrs)
- Sched Event ID
- Private Surgical Comments
- Public Surgical Comments

Below are the steps to book an Emergency Appointment into the Work in progress:

1. Click the **Ellipsis** icon next to the Person Search field.

Enter the Patient's information:

• First Name = <first name>



- Last Name = <last name>
- 2. Click Search.
- 3. Select the patient from the result list and select the existing emergency encounter.
 - The Med Service column will display as = *Emergency*
- 4. Click OK.
- 5. Select LGH Main OR as the Appointment location from the drop down.
 - Primary Surgeon = <Plisvcx, Stuart>
 - Patient Type = <SDA Same Day Admit>
 - **Priority** = *E4:* < 48 hours>
 - Add On? = Yes (if not, Select No from the drop down)
 - **Preop Diagnosis** = <*Emergency*>
- 6. Click Move.
 - Appointment Attributes window displays (Orders tab is displaying by default)

CSTSNWORKBOOK, REGSCHED	Details Orders Resource List Guidelines Pref Cards Appointment Eligibility	
🕸 Surgery Rapid		
	CSTSNWORKBOOK, REGSCHED *Primary Surgeon:	
	Plisvcx, Stuart, MD	
	Open Reduction Internal Fixation Hip Dynamic Hip Screw	
	Requested Start:	
		×
	*Primary Procedure ?:	
	Yes	•
	Modifier 1(Laterality/Body Part/Approach):	
		_
	Modfier 2:	
	Ontional Search Evideon Driviloges AOS Dequired	•
	Modifier 3:	
	open reduction	
	Open Reduction Internal Fixation Finger	
	Open Reduction Internal Fixation Foot *Additional Procedure Detail:	
	Open Reduction Internal Fixation Forearm with Elastic IM Nail	
	Open Reduction Internal Fixation Hip Cannulated Screws	
	Open Reduction Internal Fixation Hip Dynamic Hip Screw Surgical Procedure Code:	
	Open Reduction Internal Fixation Humerus	···] •]
	Open Reduction Internal Fixation Mandible	
4 III		

- 7. Search the Procedure:
 - Enter in the Search text field = Open Reduction Internal Fixation Hip Dynamic Hip Screw
- 8. Double Click on the corresponding **Procedure** = Open Reduction Internal Fixation Hip Dynamic Hip Screw from the list.
- 9. Enter the Additional Procedure Detail = Open Reduction Internal Fixation Hip Dynamic Hip Screw.

10. Click **OK**.



- At this point, the appointment is now in the Work in progress (WIP) section of Schapptbook.
- 11. Click the selected resource (LGH Main OR Rooms) and drag and drop it to the available room (LGH AddOn) and to the appropriate time slot.
 - Schedule Surgery Rapid window displays

NOTE: AddOn rooms are not physical rooms in LGH. They are used to waitlist Emergency cases until they are scheduled to a specific operating room.

12. Click **OK**.

- The appointment will show in the slot in the Pending state and is colored YELLOW
- 13. Click Confirm.
- 14. Confirm window displays
- 15. Verify the information in the window.
- 16. Click OK.

Login to PowerChart and Access Perioperative Tracking.

In the Emergency List tracking view, the case Order column can be used to set the priorities of the Emergency cases.

To set the **Case Order**:

Perioperative Tracking													
LG	H Case Communication LGH Pre	f Card LGH	Emergency l	Ist LGH PAC L	GH PreOp LGH Intraop LGH MTR I	IntraOp LGH OB View	LGH ASC PreOp	SGH Pref Card	SGH Emergency List	SGH PreO	p SGH Intraop SGH OB View SGH Case Co		
Fi	Filter. LGH Emergency List 💿 🔞 🍰 🏟 月 Total Cases 4												
	Status	Case Order	Ant. Start	Priority	Booking Date/Time	NPO Status	Ant. Duration	Pt. Type	so Alerts	Allergy	Patient		
	LGHOR AddOn 01 (1 ca	se)											
		1	08:00	E0: STAT			85	Pre-Inpatient	0	0	CSTSNCOOPER, STBETTY		
	LGHOR CAT2 (1 case)												
		2	12:00	E4: < 48 hours			60	Emergency		0	CSTSNWORKBOOK, REGSCHED		
	LGHOR KC (2 cases)												
		3	11:00	E4: < 48 hours			60	Emergency		0	CSTSNBRANDYBUCK, STMERIADOC		
		4	12:00	E4: < 48 hours			60	Inpatient		Ő	CSTSNTOOK, STPEREGRIN		

- 1. Click LGH Emergency List tracking view.
- 2. Double Click the **Case Order** column.
 - Enter a sequential number (E.g., 2 or 10)