

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

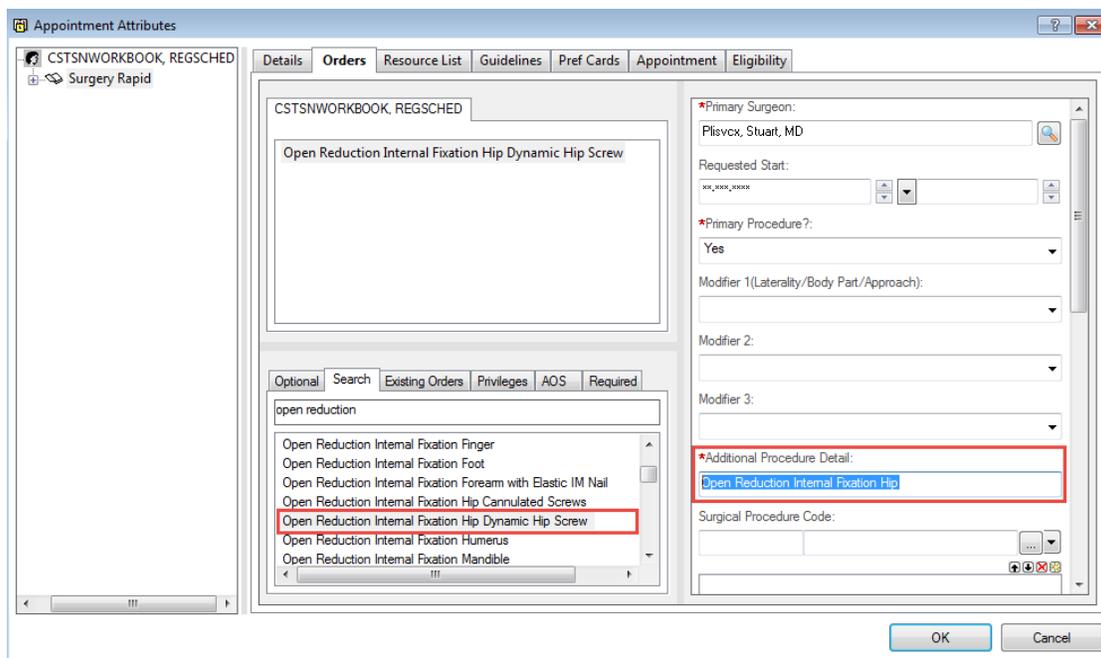
Below are the steps to book an Emergency Appointment into the Work in progress:

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)



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**:



| Status | Case Order | Ant. Start | Priority | Booking Date/Time | NPO Status | Ant. Duration | Pt. Type | Iso | Alerts | Allergy | Patient |
|-------------------------|------------|------------|----------------|-------------------|------------|---------------|----------------|-----|--------|---------|-----------------------------|
| LGHOR AddOn 01 (1 case) | 1 | 08 00 | E0- STAT | | | 85 | Pre- Inpatient | | ! | | CSTSNCOOPER, STIBETTY |
| LGHOR CAT2 (1 case) | 2 | 12 00 | E4- < 48 hours | | | 60 | Emergency | | | | CSTSNWORKBOOK, REGSCHED |
| LGHOR KC (2 cases) | 3 | 11 00 | E4- < 48 hours | | | 60 | Emergency | | | | CSTSNBRANDYBUCK, STMERIADOC |
| | 4 | 12 00 | E4- < 48 hours | | | 60 | Inpatient | | | | 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)