

## Scheduling OT Collar Fitting

If an order for Collar Fitting has been placed by the provider prior, the clerk will need to activate the order and schedule a corresponding Collar Fitting Appointment.

To activate a collar fitting appointment whilst already in the Patient's Chart:

1. Click Orders.

🕂 Add   🦨 Document Medication by Hx   🔈 Check I	nteractions	Reconciliation Status ④ Meds History ④ Admission ④ Discharg
Orders Document In Plan		
View	Displayed: All Active Orders   All Inactive Orders   All Orders (All Statuses)	Show More Orders.
Orders for Signature Plans Document in Plan Suggested Plans (0) Orders Status Patient Care Activity Diet/Nutrition Continuous Infusions Medications Blood Products Status Procedures Respiratory Mildel Health Consults/Referrals Communication Orders Supples Non Categorized Medication Istory Related Results Related Results	Allied Health     Schedule Of Collar Future (On Hold)     Allied Health     Schedule Of Collar Future (On Hold)     Renew     Schedule Of Collar Future (On Hold)     Renew     Cancel and Reorder     Suspend     Activate     Cancel/Discontinue     Void     Reschedule Task Times     Add/Modify Compliance     Order Information     Comments     Results	collection: 03-Mar-2018 13:09 PST, once 22-Mar-2018, As per order
Variance Viewer	Orders For Cosignature Orders For Nurse Review Customize View	Orders For Signature

- 2. Right Click the Order and Click Activate.
  - Schedule OT Collar Fitting For Pre-Op Window displays

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	$\checkmark$	Glucose Random	Ordered	Pending Collection)		Blood, Routine, Unit collect, Collection: 03-Mar-2018 13:09 PST, once	
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<u>+</u>		Schedule OT Collar	. Activate			02-Mar-2018 13:13 PST, 02-Mar-2018, As per order	
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*R	equest	ed Start Date/Time: 02	-Mar-2018	<ul> <li>▲ ↓ 1313</li> </ul>	PS	т	
		Special instructions:					
		Order for future visit:	Yes 🤇	No			
Orde	ers For C	osignature Orders For N	lurse Reviev	I			Orders For Signature

- 3. Click Orders for Signature.
  - Sign button displays



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- 4. Click Sign.
- 5. Click Refresh.
  - Schedule OT Collar Fitting for Pre-Op displays as Ordered

## Scheduling an OT Collar Fitting Appointment

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 PAC OT Collar Fitting.
- 5. Click **OK**.

**NOTE:** By selecting Surgery PAC OT Collar Fitting as an Appointment type the following Scheduling Accept Format (SAF) fields display and may be needed to book this appointment.



- \*Appointment location
- \*Person name
- \*Primary Surgeon
- Additional Information



- Anesthesiologist
- Additional Provider
- Urgent Request

Below are the steps to book an OT Collar Fitting Appointment:

- 1. Click the **Ellipsis** .... icon next to the Person Search field.
- 2. Enter the Patient's information:
  - First Name = <first name>
  - Last Name = <last name>
- 3. Click Search.
- 4. Select the patient from the result list and select the existing Pre-Outpatient encounter.



**NOTE:** The Med Service column will display as = Anesthesiology

- 5. Click **OK.**
- 6. Select Appointment location = LGH Main OR
- 7. Enter **Primary Surgeon** = *Plisvcw, Tyler*
- 8. Click Move.
  - At this point, the appointment is now in the Work in progress (WIP) section of Schapptbook
- 9. Click the selected resource (PAC OT) and drag and drop it to the available room (LGH PAC OT) and to the appropriate time slot.
  - The appointment will show in the slot in the *Pending* state and is colored <u>YELLOW</u>
- 10. Click Confirm.
  - Confirm window displays.
- 11. Verify the information in the window.
- 12. Click **OK**.

## **Bumping Elective Appointment(s)**

Reopen Schapptbook for this Activity.



Emergency appointment needs to be rescheduled to a specific operating room. If the selected operating room has a prior scheduled confirmed Elective appointment, then the Emergency appointment will bumped that Elective appointment.

Emergency appointment can be rescheduled into a specific operating room using Schapptbook. This will only be applicable if the Elective appointment(s) that will be bumped are all non-checked in (The appointment(s) is/are colored Blue).



**NOTE:** The following steps are similar steps discussed in the in the Scheduling Foundation Course – Reschedule via Drag and Drop.

- 1. Drag and Drop the confirmed appointment from the Scheduling Grid into the Work in progress (WIP).
  - Existing Encounter window displays
- 2. Click Yes.
  - Appointment Attributes window displays
- 3. Click OK.
  - Appointment is now in the Work in progress section
- 4. Click the appointment within the Work in progress and drag and drop it to the available room (E.g., LGHOR LON) and to the same timeslot of an existing Elective Appointment.

• Select **Override Reason** = SN – Scheduling Need

NOTE: If the Slot Not Valid window displays:

• Click Override.

- Click OK.
- Insert Surgery Rapid window displays
- 5. Click OK.
  - Appointment Book window displays
- 6. Click Yes.
  - Confirm window displays
- 7. Click **OK**.
  - Confirm window displays
- 8. Click **OK**.
  - Reschedule window displays



🕅 Reschedule	? 💌
*Reason:	
	-
Unavailable Staff	
 _Unavailable Technologist	
Weather	
_Wrong Order	
_Wrong Patient	
SN - (P) Anesthesia Unavailable	
SN - (P) Bumped by Emerg	
SN - (P) Case Overrun	
SN - (P) Clinical Findings or Reasons	
SN - (P) Code Triage	
SN - (P) Disaster Code	
SN - (P) Equipment Unavailable	
SN - (P) ICU Bed Unavailable	
SN - (P) Job Action	
SN - (P) No Show	
SN - (P) Nurse Unavailable	
SN - (r) Patient Ale of Drank	
SN - (r) Fatient Cancelled	
CNL (P) Patient Tao Side to Como In	
SN - (P) Patient I havailable	
SN - (P) Postpoped by Surgeon	M
SN - (P) Preparation Not Complete	De E
SN - (P) Surgeon Unavailable	H
SN - (P) Transportation/No Ride	
SN - (P) Unit Bed Unavailable	
SN - (P) Weather	
SN - Move From Prev Day Add-On List	
SN - Reschedule from Request List	
Z SN - Shuffling	<b>T</b>

- 9. Select Reason = SN (P) Clinical Findings or Reasons
- 10. Click **OK**.
  - The Emergency appointment and the bumped Elective Appointment(s) are all confirmed and are colored CYAN