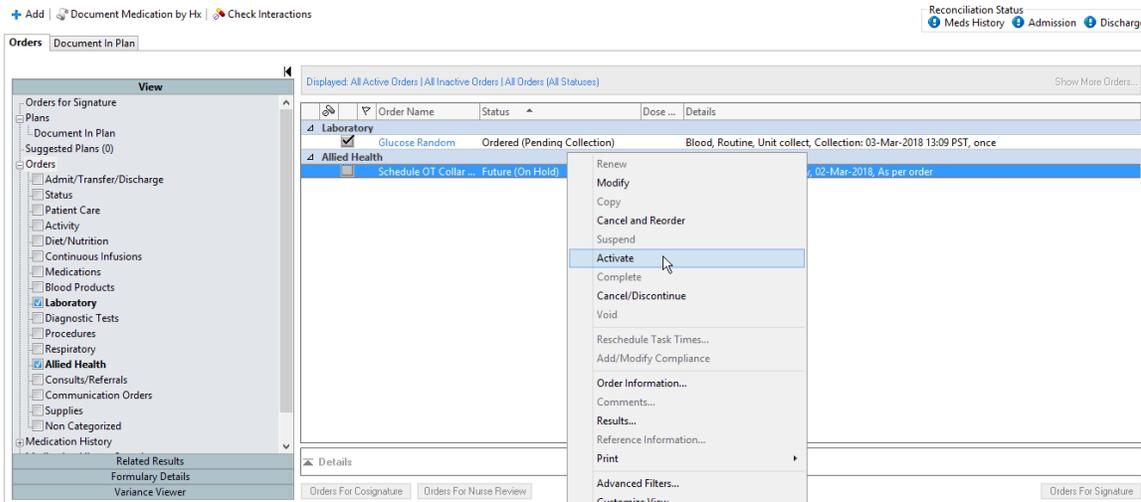


## Scheduling OT Collar Fitting

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.

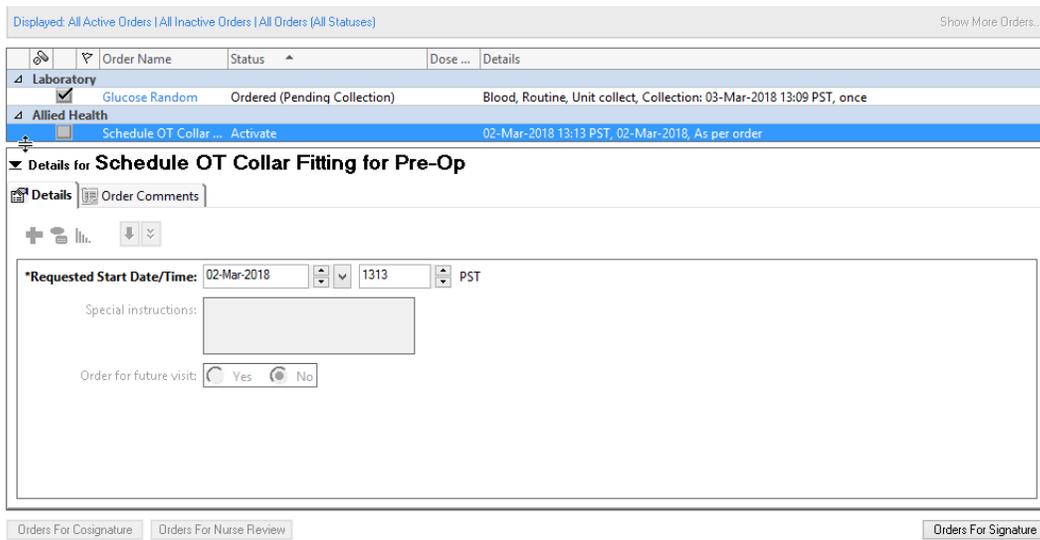
To activate a collar fitting appointment whilst already in the Patient's Chart:

1. Click **Orders**.



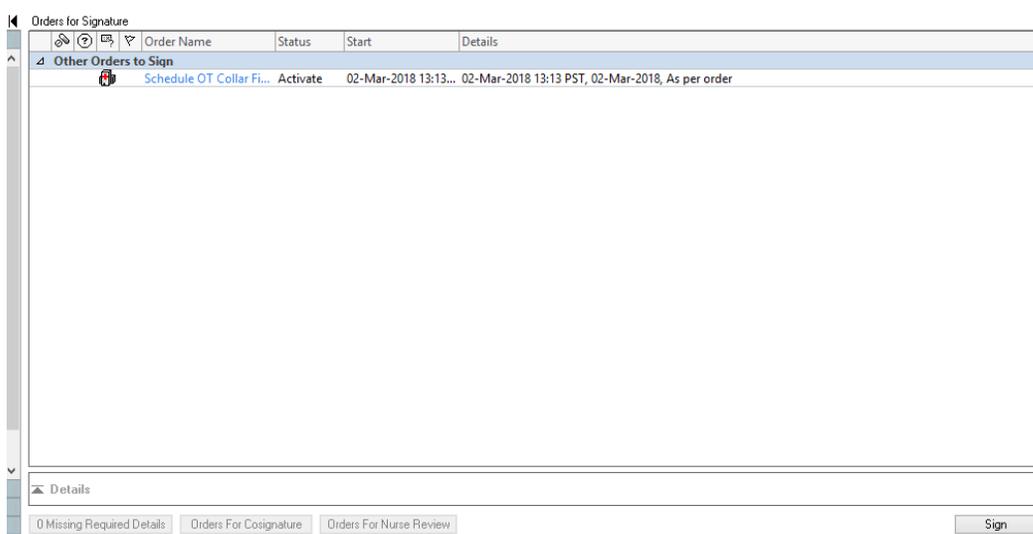
2. Right Click the Order and Click **Activate**.

- Schedule OT Collar Fitting For Pre-Op Window displays



3. Click **Orders for Signature**.

- Sign button displays



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 **YELLOW**
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 bump 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.

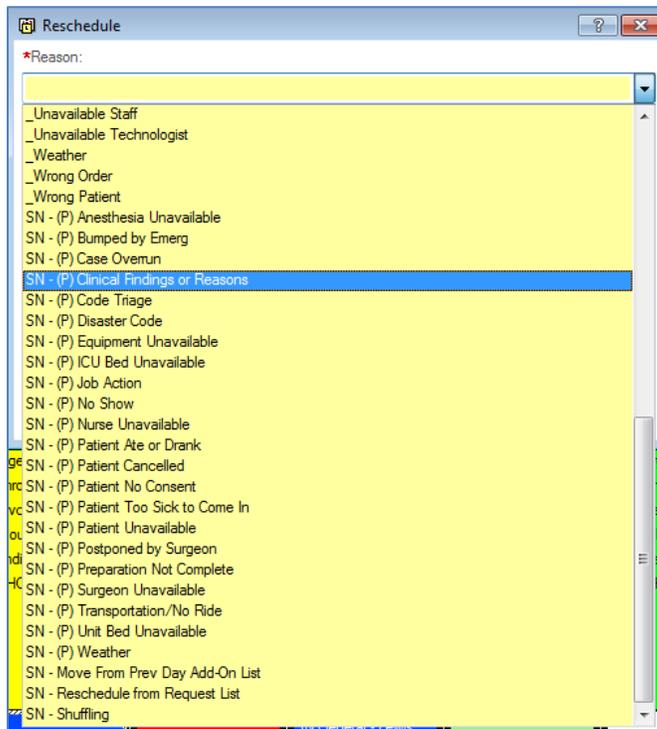
1. Drag and Drop the confirmed appointment from the Scheduling Grid into the Work in progress (WIP).
  - Existing Encounter window displays
2. Click **Yes**.
  - Appointment Attributes window displays
3. Click **OK**.
  - Appointment is now in the Work in progress section
4. Click the appointment within 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.

**NOTE:** If the Slot Not Valid window displays:



- Click **Override**.
- Select **Override Reason = SN – Scheduling Need**
- 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



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