



Mini Manual

Non Theatre Booking Co Ordinator 2

1. Re Schedule NonTheatre Appointment
2. Cancel Non Theatre Appointment from Appointment Enquiry
3. Cancel NonTheatre Appointment from Appointment Book
4. Remove from Waiting List

Support available:

Please contact your local Champion User

Service Desk:

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Re schedule NonTheatre Appointment


1 Re Schedule Non Theatre Appointment



Log into Appointment Book

Go to Schedule appointment enquiry  icon

Step 1. Set request list to **Person**

Step 2. Select **PAS Standard Patient Enquiry**
Patient; Type in your patient name and click
ellipsis  button

Select your patient from the list of patients

Step 3. Click OK

Select your patient from the list, checking it is the the right
appointment you wish to reschedule. From the context menu
select **Reschedule**

Move Criteria box opens

Step 4. Select **Yes**

Step 5. Existing Encounter box opens Select Yes

Step 6. Appointment Attributes box opens" If you need to
update anything" Click OK

The slot now opens for you to re schedule

Step 7. Right click on your patient in the slot from the
content menu select Actions move over to
Reschedule

Appointment Book window opens

Step 8. Click **Yes**

Step 9. Select your new Date. Select Time

Step 10. Click **Schedule** in the Work in Progress window

Schedule window opens

Step 11. Click OK

Step 12. Click **Confirm** in the Work in Progress window
The Confirm dialogue box will open

Step 13. Fill in the mandatory details

Step 14. Click **OK**

Reschedule window opens

Step 15. Select the reason for cancelling from the drop
down box and fill in the comments box if needed

Step 16. Click OK

Result: The patient is now in the new slot.

Cancel Non Theatre Appointment from Appointment Enquiry

2 Cancel Non Theatre Appointment from Appointment Enquiry



Log into Appointment Book

Go to Schedule appointment enquiry  icon

- Step 1.** Set request list to **Person**
- Step 2.** Select **PAS Standard Patient Enquiry**
- Step 3.** Select Patient Type in your patient name and click ellipsis button
- Step 4.** Select your patient from the list of patients. Click OK
- Step 5.** Right click on the patient you want to cancel
From the context menu
- Step 6.** Select Actions Move over to Cancel
The Cancel window opens
- Step 7.** Complete all mandatory fields (Cancel Reason
Cancel Reason Comments)
- Step 8.** Click **OK**

Result: The appointment is now removed from the Non Theatre slot.

NB This patient has not been removed from the non-theatre appointment

In order to Schedule again go to Deferred list and Re Schedule

Cancel NonTheatre Appointment from Appointment Book

3 Cancel Non Theatre Appointment from Appointment Book



Log into Appointment Book

Step 1. Click the **Bookshelf**  icon

The **Select Bookshelf** window opens.

Step 2. Click on **Non Theatre** to highlight it.

Step 3. Click **OK**

The Books will then appear on the Bookshelf

Step 4. Double-Click on the Theatre you want to cancel the patient in

The slots for this Non Theatre appear in the main window

Step 5. Select the **Date** you wish to cancel the patient from

Step 6. Right click on the patient you want to cancel

From the context menu

Step 7. Select Actions Move over to Cancel

The Cancel window opens

Step 8. Complete all mandatory fields (Cancel Reason

Step 9. Cancel Reason Comments)

Step 10. Click **OK**

Result: The appointment is now removed from the Non Theatre slot.

NB This patient has not been removed from the non theatre appointment

In order to Schedule again go to Deferred list and Re Schedule

Remove from Waiting List

4. Remove From Waiting List



- Step 1.** Log into PM Office **PMOffice**
- Step 2.** Go To Published Waiting List
- Step 3.** Double click on In Patient Waiting List By Treatment Function
- Step 4.** Select the primary filter you require and click **OK**
- Step 5.** Right click on your patient; in drop down box select conversation; move over to Remove Redirect Referral
- Step 6.** Fill in yellow mandatory fields .
- Step 7.** Click OK.
- Result:** Patient has now been removed from this list. In PowerChart the procedure order has been cancelled

Business Rules

Management of Elective Admissions

1. When the TCI date is confirmed, the Booking Team must update the TCI ward/location using the modify function.
2. All requests on the Add/Set Encounter queue to be added to the waitlist within 24hrs.
3. Pre Assessment appointments will be booked at the same time as the patient is added to the waitlist.
4. Pre Assessment appointments to be booked 6 to 8 weeks before the likely surgery date.
5. The Booking Team will ensure that the correct 18 week pathway is selected for all encounters.