Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Booking Co Ordinator 4

1. **View Treatment Deferred List**
   Return discharged un-treated patient to waiting list
2. **Return to Waiting List with original Waiting List Date**
3. **Return to Waiting List with new Waiting List Date**
4. **View Letter Sent / Re print Letter A or B**

Support available:

Please contact your local Champion User

Service Desk:

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RUH

CERNER

BT
Bringing it all together

Date: 01/07/2011 Version: 2.0

View Treatment Deferred List
Return discharged un-treated patient to Waiting List

1 View Treatment Deferred List

Log into PowerChart PowerChart

Click on the **Treatment Deferred Type** patient list

If you are aware patient no longer requires surgery remove from Waiting List

2 Return discharged un-treated patient to Waiting List

Step 1. Click on the Treatment Deferred List

Step 2. Right click on your patient

Step 3. select open patient record ; Move over to Requests

Step 4. Select the Cancelled order you wish to return to Waiting List Take a note of the original Waiting Right click on the cancelled operation you need to copy; select Copy.

Step 5. List date from the cancelled procedure

Step 6. In the Details box scroll down to Admin Return to W/L Treatment Deferred; Change to [Yes]

Step 7. Click on Orders for Signature

Step 8. Click on Sign.

Click on Refresh

Result: The procedure is now ready to be added to the waiting list you will find the order on the **Add/Set Encounter list** Go To Add a Waiting List

Ensure you amend your Waiting List date to the Original Waiting List date

Return to Waiting List with Original Waiting List Date

3 Return to Waiting List with Original Waiting List Date

Open PowerChart PowerChart

To copy order back to Waiting List

Step 1. Enter Patients Name/MRN in the Name Field

Step 2. Click on Binoculars

Step 3. Right Click on your Patient

Step 4. Click OK

Step 5. From the side menu click on Requests

Step 6. Select the Cancelled order you wish to return to Waiting List Take a note of the original Waiting List date from the cancelled procedure

Step 7. Right click on the operation you need to copy; select Copy

Step 8. Complete any mandatory fields on the OEF.

Step 9. Click on **Orders For Signature**

Step 10. Click on **Sign**

Step 11. Click on **Refresh**

Result: The procedure is now ready to be added to the waiting list You will find the order on the Add/Set Encounter list Go To Add a Waiting List Encounter RUH Theatres Mini Manual 1.

Ensure you amend your Waiting List date to the Original Waiting List date

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Return to Waiting List with New Waiting List Date

4 Return to Waiting List with New Waiting List Date

Open PowerChart PowerChart

To copy order back to waiting List

Step 1. Enter Patient's Name/MRN in the Name Field

Step 2. Click on Binoculars

Step 3. Left click on your Patient

Step 4. Click Ok

Step 5. From the side menu click on Requests

Step 6. Select the Cancelled order you wish to return to Waiting List

Step 7. Right click. From the drop down menu select Copy

Step 8. Complete any mandatory fields

Step 9. Click on Orders For Signature

Step 10. Click on Sign

Step 11. Click on Refresh

Result: The Procedure ordered has now been copied and status is now Future on Hold

You can now go to the Add / Set Encounter List to add your patient to the To Be Scheduled List. Go To Add a Waiting List Encounter RUH Theatres Mini Manual 1.

View Letter Sent / Re Print letter A or B

5. View Letter Sent / Re Print Letter A

Open PMOffice PMOffice

Step 1. Go to published Post Document tab.

Step 2. Click on Patient Correspondence icon

Patient Search Window Opens Enter Patient **Name /or MRN** Click Search

Step 3. Select your Patient and Click **OK**

Step 4. Patient Correspondence window opens

Step 5. Double Click on the Letter you want to view

Step 6. If you wish to print ; Check Letter is correct

Step 7. Click on the print icon

Result: Letter is printed

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.

6. View letter Sent / Re Print letter B

Log into PM Office PMOffice

Go to Published Waiting List.

Step 1. Double click on IP Wait List By Patient

Step 2. Patient Search Window OpensType Enter Patient Name /or MRN Click Search

Step 3. Select your Patient

Step 4. Click OK

Step 5. Right Click on your Patient; select **Enquiry**

Step 6. Move over to Appointment History View

Step 7. In the Appointment History View Box

Step 8. Select **Post Document tab**

Step 9. Double click on the letter you wish to re-send

Step 10. Click on the Printer icon

Result: Letter is printed