



Mini Manual

Booking Co Ordinators 2

1. Schedule a TCI RUH Theatres
2. Shuffle Theatre Appointment
3. Print OP List
4. End Suspension

Support available:

Please contact your local Champion User

Service Desk:

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Bringing it all together

Schedule a TCI RUH Theatres

1. Schedule a TCI RUH Theatres

Open Appointment Book 

- Step 1.** Go To Request List Enquiry  Icon
- Step 2.** In Request list go to the enquiry drop down Select **To Be Scheduled**
- Step 3.** In the Request list Queues drop down Type in **"S"** Click up to **RUH Theatre request list**
- Step 4.** From this list Select as many options as you can to reduce the amount of patients on this list Treatment function Main Speciality Lead Clinician etc
- Step 5.** Click **Find** button

You will now see the To Be Scheduled list which you will have to scroll across to check all the orders special requests: and if fit for the procedure

- Step 6.** Right click on your Patient.
 - Step 7.** From the context box select **Schedule**
 - Step 8.** The appointment attributes box will open you can amend order details as required. Ensure procedure duration is completed.
 - Step 9.** Click OK
- Your Scheduling Appointment Book will now open with your Patient details in the work in progress window
- Step 10.** From the Calendar select the Date required
 - Step 11.** Select your theatre number and the theatre time
 - Step 12.** In Work in progress window click **Schedule**
- RUH Theatre appointment type box will appear with the details you have selected
- Step 13.** Check, amend if necessary and click **OK**
- The appointment will now appear in a pending state

Before you confirm go to the patient name in the Work in progress window

- Step 14.** Right Click on the name
- Step 15.** Left Click on Appointment Attributes
- Step 16.** Click over to Details in the top section of this box, fill in the fields Date, Time of admission : and treat by date
- Step 17.** Click OK

If all your books do not turn red

Click on the open (white) book which will take you to the appropriate scheduling list; Select the appointment time to be the same as the theatre appointment. Click the Schedule button. Ensure you select a default slot of "None".

You may need to override if lead consultant is not performing procedure.

- Step 18.** Click the **Confirm** Button in the work in progress box

The Confirm dialogue box will open

- Step 19.** Fill in the mandatory fields - Did the patient refuse any dates ? TCI date time TCI Location
 - Step 20.** Scroll down to click the **modify button** Revision elective Waiting List conversation opens
 - Step 21.** Enter the ward of Admission.
- Do not select Room Or Bed.**
- Step 22.** Click **OK**
 - Step 23.** Return to the Confirm screen
 - Step 24.** Click **OK**

Result: Theatre appointment now turns blue

Shuffle Theatre Appointment

2. Shuffle Theatre Appointment



Open Appointment Book

- Step 1.** Click on Bookshelf
- Step 2.** Click on RUH Theatres
- Step 3.** Click **OK**
- Step 4.** Double click on **Book Required**
- Step 5.** RUH Theatres opens on today's date
- Step 6.** Change date if required using calendar.
- Step 7.** Find the theatre you wish to shuffle.
- Step 8.** Select your patient Right click select **Actions**
- Step 9.** Move over to Shuffle

Appointment Shuffle Criteria window opens

- Step 10.** Click **OK**

Appointment Shuffle window opens

- Step 11.** Within this window scroll to the theatre you require. Click on your patient Hold down your finger on the mouse and move the patient to where you would like the new scheduled time.

You can shuffle several patients until the list is correct. You may need to override some shuffling conflict.

Move Criteria Window opens

- Step 12.** Click Yes
- The patient now appears in a pending state
- Step 13.** Click **OK**
- The Shuffle window opens
- Step 14.** Only select Elective Admissions Shuffle from the drop down list
 - Step 15.** Add a comment; Click **OK**

Result: The Appointment now jumps into the new slot.

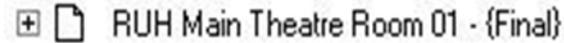
Print OP List

3. Print Op List



Open **Theatre Reports** icon.

- Step 1.** Within Theatre Reports, select appropriate theatre (for example, RUH Main Theatres Room 01 – {Final}).



- Step 2.** Click the print icon  on the toolbar. The **Test Print** dialog opens.
- Step 3.** Adjust the **From** and **To** in **Date** and **Time** fields.
- Step 4.** Check the **Preview** check box.
- Step 5.** Click **Print**.

The Report Output preview window opens.

- Step 6.** Check that all the information has been populated in the **Report Output preview** window.
- Step 7.** Click the **Print** icon  on the window toolbar. The **Print** dialog opens.
- Step 8.** Click **OK** to close the **Print** dialog and to print the Op list. The Op list is sent to the selected printer and the **Print** dialog closes.
- Step 9.** Close the preview window using the **Exit** icon on the toolbar .
- Step 10.** Task and Exit out of **Theatre Reports**.

Result: The operation list has been previewed, checked and printed. **Theatre Reports** has been closed.

End Suspension

4 End Suspension

Suspension will automatically end at the end date, but if a patient becomes available unexpectedly they will need to be unsususpended if the intention is to book them during the 'suspended' period. Patients **can** be booked whilst suspended for a date outside the suspension



Open PMOffice **PMOffice**

- Step 1.** Select Published Waiting List
- Step 2.** Select IP Wait List - by Treatment Function or IP Wait List – by Patient
- Step 3.** Select your Speciality
- Step 4.** Click **OK**
- Step 5.** Right click on your patient from the context menu
- Step 6.** Select **End Suspension**

Result: Patient now unsususpended and Waiting List Status defaults to Requested

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.