



Mini Manual

Booking Co Ordinator 3

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

Support available:

Please contact your local Champion User

Service Desk:

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Bringing it all together

Re schedule Theatre Appointment

1 Re Schedule 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, ensure you select the appointment you wish to reschedule. Right click select **Reschedule**

- Step 4.** Move Criteria box opens Select **Yes**
- Step 5.** Existing Encounter box opens Select **Yes**
- Step 6.** Appointment Attributes box opens" If you need to update anything" you may do so here. Click **OK**

The Theatre Book now opens for you to re schedule

- Step 7.** Select your new Date, Theatre and Time
- Step 8.** Click **Schedule** in the Work in Progress window
- Step 9.** Schedule window opens Click **OK**
- Step 10.** Right Click on the name in the Work in Progress window
- Step 11.** Click over to Details and fill out new Surgical OP, TCI Date and Time, and Treat By Date
- Step 12.** Click **OK**
- Step 13.** Click **Confirm** in the Work in Progress window

The Confirm dialogue box will open

- Step 14.** Fill in the mandatory details
- Step 15.** Scroll down to the **Modify** button
- Revision Elective Waiting List Conversation window opens
- Step 16.** Ensure the ward the patient is to be admitted to is correct. and click **OK**
- Step 17.** Click **OK**
- Reschedule window opens
- Step 18.** Select the reason for cancelling from the drop down box and fill in the comments box if needed
- Step 19.** 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.

Result: The patient is now in the new slot.

Cancel Theatre Appointment from Appointment Enquiry

2 Cancel 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
 - Step 6.** Select Actions; Move over to Cancel
- The Cancel window opens
- Step 7.** Complete all mandatory fields (Surgery Admit Cancel Reason Cancel Reason Comments)
 - Step 8.** Click **OK**

Result: The appointment is now removed from the theatre

NB This patient has not been removed from the waiting list
In order to Re Schedule this patient find them on the Deferred list; Right click; Re Schedule

Cancel Theatre Appointment from Appointment Book

3 Cancel Theatre Appointment from Appointment Book



Log into Appointment Book

Step 1. Click the **Bookshelf**  icon

The **Select Bookshelf** window opens.

- Step 2.** Click on **RUH Theatres** to highlight it.
 - Step 3.** Click **OK**
- The Books will then appear on the Bookshelf
- Step 4.** Double-Click on the Theatre area you want to cancel the patient in
 - Step 5.** Select the **Date** you wish to cancel.
 - Step 6.** Right click on the patient you want to cancel; Select Actions; Move over to Cancel

The Cancel window opens

- Step 7.** Complete all mandatory fields (Surgery Admit Cancel Reason Cancel Reason Comments)
- Step 8.** Click **OK**

Result: The appointment is now removed from the theatre

NB This patient has not been removed from the waiting list
In order to Re Schedule this patient find them on the Deferred list; Right click; Re Schedule

Remove from Waiting List

4 Remove From Waiting List



- Step 1.** Log into PM Office 
 - Step 2.** Go To Published Waiting List
 - Step 3.** Double click on In/DC by Patient
 - Step 4.** Search for your patient
 - 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

If this fails Right Click on patient Remove

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.