# Monash**Health** EMR

## **Quick Reference Guide (QRG)**

### Scheduling Pre-Admission Elective Patients

This QRG is designed for Perioperative and Elective Administration Staff who need to book an Elective Patient into PAC.

The landing page for the Perioperative & Elective Administration staff is the **Perioperative Tracking Board**. It displays scheduled theatre patients booked on the current date.



- Click the Scheduling Appointment Book on the Clinical Organiser Toolbar The Scheduling Appointment Book window displays.
- Select the Appointment tab
- Select Date on the calendar
- Click on the **Appointment Type** ellipsis button



The Appointment Type Help window displays.

- Select Surgical PAC
- Click OK



The Scheduling Appointment Book displays.

- Using the drop down list, select the Appointment Location. In this example Dandenong Pre Admission Clinic is used
- Click the Person name ellipsis button

•			2019			•	Books Appointment		
		J	anuar	y		+	*Appointment type:	^	Maura h
Su	Mo	Tu	We	Th	Fr	Sa	Sumical PAC		MOVE P
30	31	1	2	3	4	5	Sugarno		Next
6	7	8	9	10	11	12	*Appointment (ocation:		
13	14	15	16	17	18	19	Dandenong Pre Admission Clinic	~	Clear
20	21	22	23	24	25	26	*Person name:		
27	28	29	30	31	1	2	-		
3	-4	5	6	7	8	9		~	

The **Person Search** window displays.

- Enter the relevant patient information under the Search fields (in this example, UR Number is used)
- Click Search

	Person Se	arch
URN: 5002005	No persons found.	
r army reame.		
First Name:		
Middle Initial:		
DOB:		
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To:	No encounters tound.	
Sex:		
Medicare Number:		
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Search Reset		
		OK Can

The Patient's details can be seen in the **Person Search** Panel.

A					Persor	n Search							×
URN:	Match %	URN	Name	Sex	DOB	Age	Medicare Number	Address	Town/Suburb	Postcode	State	Deceased	
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Search Reset													
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							OK Ca	ncel P	review A	dd Person	Add Er	ncounter Modif	y

### Click OK

The Schedule Appointment Book displays.

- Using the scroll bar, ensure all the details in the appointment are correct
- Click Move

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			2019	]		•	Books Appointment			Work in progress :	
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20	21	22	23	24	25	26	Additional Information:				Sugged
27	28	29	30 E	31	1	2					Request
	_										inset
	29/01/2019 - Dandenong Pre Admission Clinic										

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The **Appointment Attributes** window displays. This has 4 panels (left, top middle, bottom middle, and right).

To complete the order:

- Select the Orders tab along the top of the window
- Under the Search tab in the bottom middle panel, type "Surgical PAC"
- Press Enter (on the keyboard)





Additional fields are displayed on the right panel.

- Enter Primary Consultant
- Enter Surgeon Procedure Description
- The Surgery Procedure Duration will automatically be set to Default
- Click OK

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The **Scheduling Appointment Book** window opens with the appointment information displayed in the **Work in Progress** panel

Ensure the correct PAC details are selected • Schedule Click Schedule . 941 E 🔘 🔐 🍕 😫 🖬 🗊 💁 📎 ± ≛ € € 1\*el +11+ ame: TRAINELECTIVENINE, PACFOUR 2019 > Books Appointm Schedule ∢ January > Su Mo Tu We Th Fr Sa \*Appointment type: Burgical PAC Move ]... Next Recur Clear Suggest \*Person name: TRAINELECTIVENINE, PACFOUR Request ....

The **Schedule** window displays. The **Resource**, **Default slot**, and **Time** fields are populated by default.

- Select the Duration of the appointment
- Click OK

Schedule - Surgical PAC	?	×
Resource:		
DPAC - Gynaecology		~
Default slot:		
PAC Gynaecology (8:00 AM - 4:30 PM)		~
Time:  psoo		
Duration: 1 + Hour(s) 10 + Minutes Day		
Distinguish setup and cleanup durations		
ОК	Cancel	

The Scheduling Appointment Book displays.

NOTE: The selected pending PAC appointment is highlighted in grey.

<complex-block>



The Confirm window displays with the summary of the booked PAC Appointment.

Click OK

The Encounter Selection window displays.

Click Add Enc

Q	8			Encounter	Selection			?	×
	FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name	Reg [
	NV-5002005	No Visit	29/01/2019 - 11:24 AM						29/01
	WL-1783214	Preadmit		Elective Admission	MH Dandenong	D DTC			
									_
	·		,						
	Modify	- /	Add Enc				ОК	Cano	el

Click No on the Confirm Waiting List encounter window



#### Click Cancel on the Select Episode conversation

Select Episode - [PAC, TRAINCC]										
Episodes:										
Name	Type Receipted Clinics - MMMA	Last Reg Date	Registrar	Creator	Created					
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Encounters: Fin Nor Nurse Unit Med Skc. Reason For Visit Attending Doctor Reg Date Dsch Date Registrar										
					Add Episode OK		Cano	:el		



Quick Reference Guide | Scheduling Pre-Admission Elective Patient ID. 636 V 3.0 20/09/2022 The **PreReg** conversation displays. The **Encounter Information** tab is the default.

**NOTE**: All mandatory fields are highlighted in yellow and have (\*) at the beginning of the field title. Users can type directly into the fields or select an outcome from the dropdown list. Users are encouraged to enter as much information as possible

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Enter all required data and click Complete

The **PreReg** window displays where the encounter and Visit ID have been created.

Click OK

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The Scheduling Appointment Book displays.

The Appointment is listed in the Scheduling Appointment Book with a confirmed status.

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27 28 29 30 31 1 2	Request
	inset
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