Quick Reference Guide (QRG)
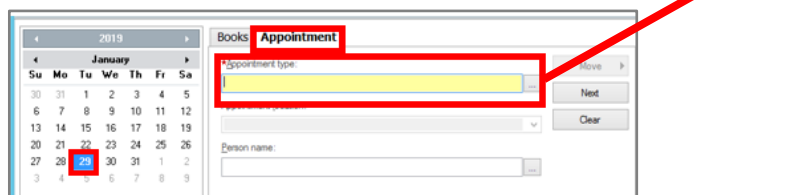
Scheduling Pre-Admission Elective Patients

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.
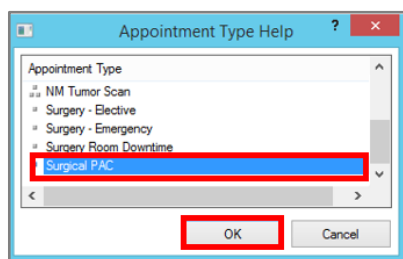

- Click the **Scheduling Appointment Book** on the Clinical Organiser Toolbar
  The **Scheduling Appointment Book** window displays.

- 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

The **Person Search** window displays.

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

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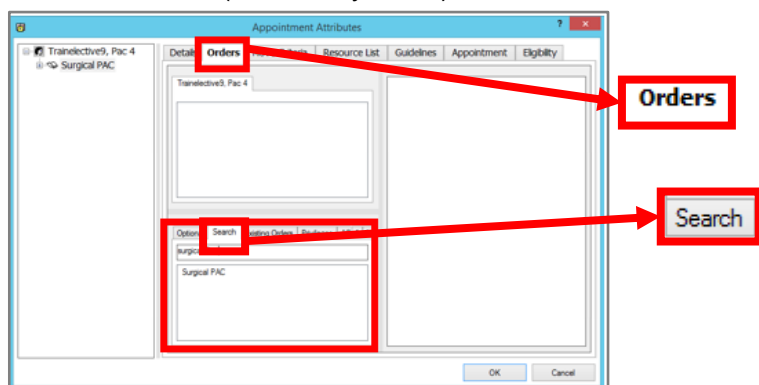
- Click **OK**

The **Schedule Appointment Book** displays.

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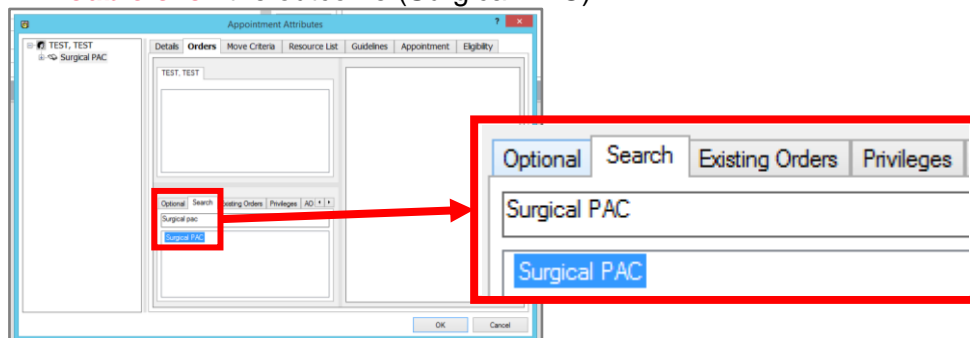- Click **Move**

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"
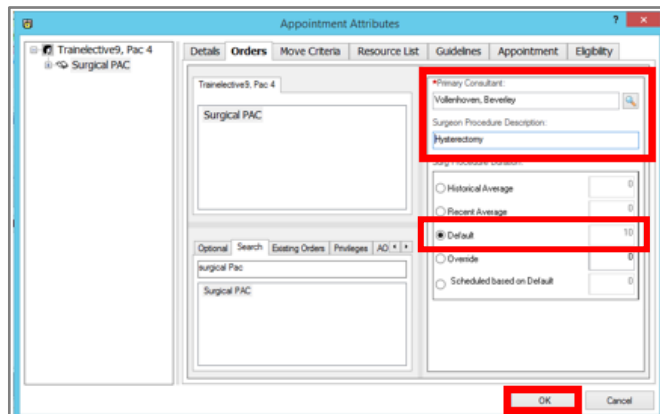- Press **Enter** (on the keyboard)

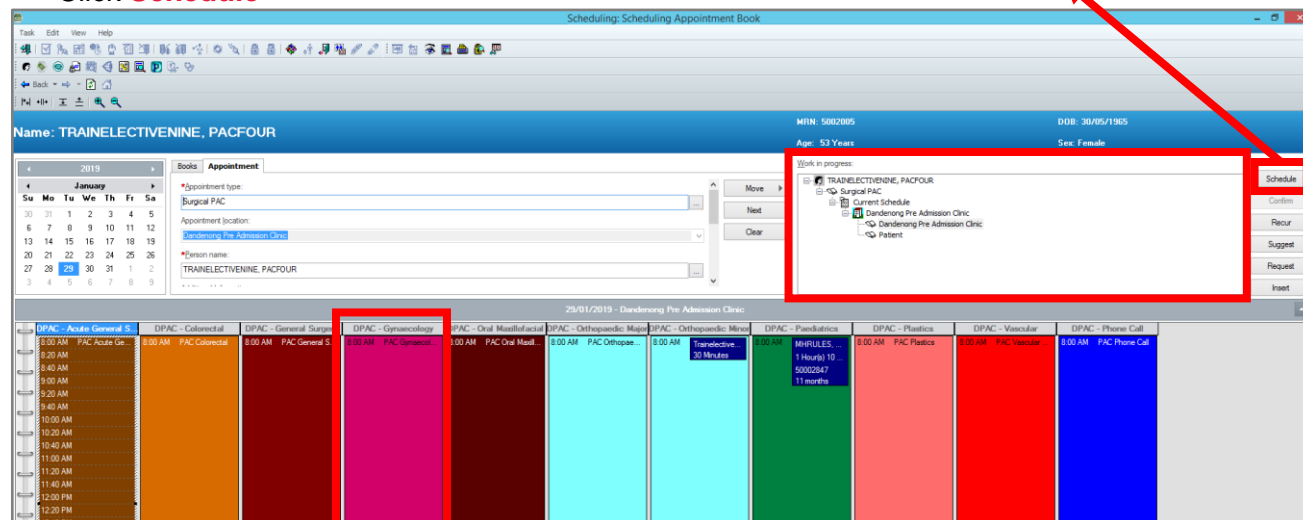- **Double click** the outcome (Surgical PAC)

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**
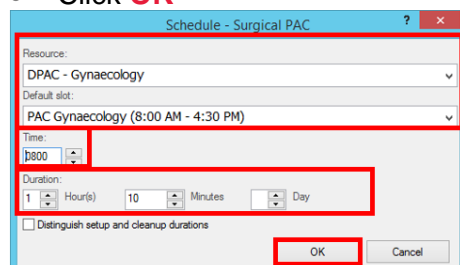- Click **OK**

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

- Ensure the **correct PAC details** are selected
- Click **Schedule**

The **Schedule** window displays. The **Resource**, **Default slot**, and **Time** fields are populated by default.
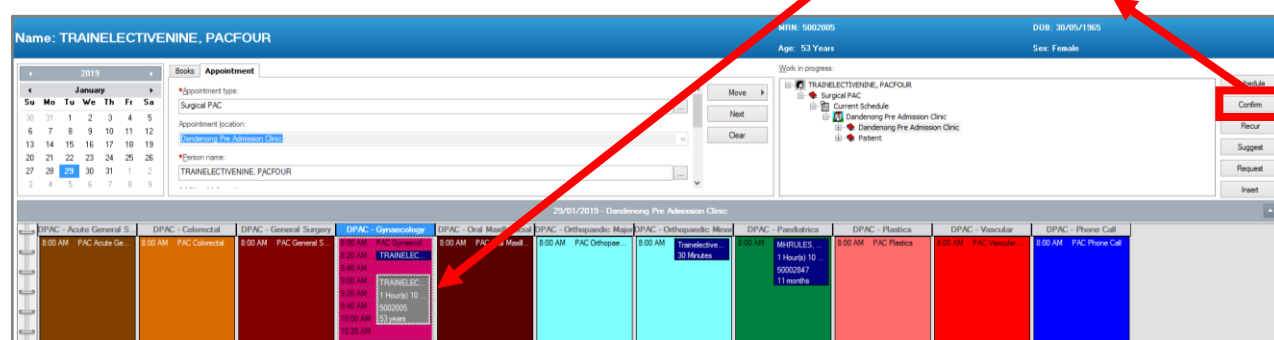
- Select the **Duration** of the appointment
- Click **OK**

The **Scheduling Appointment Book** displays.

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

- Click **Confirm**

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

- Click **OK**

The **Encounter Selection** window displays.

- Click **Add Enc**

- Click **No** on the **Confirm Waiting List encounter** window

- Click **Cancel** on the **Select Episode** conversation

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

- Enter all **required data** and click **Complete**

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

- Click **OK**

The **Scheduling Appointment Book** displays.

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