

WARD CLERK-SCHEDULING AN ED PLASTICS APPOINTMENT

<u>NOTE: you must schedule from Referral</u> <u>Management to ensure the correct Encounter</u>

<u>nter</u>	🗄 🌮 Charge Entry 🗏 Exit 🏢 Calculator i MdHoc 🔮 PM Conversation 👻 🕅 Medit al Record Request 📧 Ca	
	Referral Management	
		×
YTESTIPAC, CLABSITHREE yrs Female DOB: 09 NOV 1956		MRN: 11963239 FIN: 22-003455
hus: Accepted Edit status: Edit		Unassigned Assign to me Assign Case Number: 223150
Comments Docum sociated Appointment	etti (1) [maran Stadding	0
Appointment Associated		New Appointment
onfirmed Appointments		
Confirmed Appointments		
	Books Appointment	
	*Appointment location:	∧ Move ►
		1100 DOLD DOLD DOLD DOLD DOLD DOLD DOLD DO

- 1. Choose the Appointment Location.
- Choose the Appointment Type.
 Must be PLAS ED Consult

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NF PLAS		Max			
Appointment type:					
		Clea	r		
Person name:					
ZZTESTIPAC. CLABSITHREE					
	Appointment Type Help	?	×		
	Appointment Type		^		
	= Block				
	 PLAS Aspiration 				
	 PLAS Carpal Tunnel Release 				
	 PLAS Cast Change PLAS Cast Off 				
	= PLAS Cast Off. Xray & Recast				
	PLAS Con Closed Red & Xray				
	= PLAS Consult				
	F ERO Dressing City Wound Care				
	PLAS ED Consult				
	= PLAS Follow Up				
			~		

- 3. The patient's name will pre-populate from the referral.
- 4. Complete the reason for referral.
- Click Move and the patient will move to the right-hand column and is ready to be scheduled.

•		3	2025	1		Þ	Books Appointment	
•		J	anuai	y		•	*Appointment location:	Move
Su	Мо	Tu	We	Th	Fr	Sa	NF PLAS	
29	30	31	1	2	3	4		Next
5	6	7	8	9	10	11	Appointment type.	Clear
12	13	14	15	16	17	18	PLAS ED Consult	
19	20	21	22	23	24	25	*Person name:	
26	27	28	29	30	31	1	ZZTESTIPAC, CLABSITHREE	
2	3	4	5	6	7	8		×
_								NE Sunday Other AM
								NF Sunday Oftho AM

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- Click resource and choose the NF or SC Sunday Plastics Clinic or the Prescriber you would like to book the patient to.
- Drag and drop the resource into the time slot that is available for an ED Appointment.
- Choose the appointment you would like double click on the appointment and click **OK** in bottom right.

Note: If you get note that the spot is full or that you need to override, please move onto the next spot until you are able to drop the appointment in. **DO NOT OVERRIDE:** Move keep moving to find an appointment.

- Click on the confirm button and an appointment confirmation will open. Print the confirmation and give to the patient prior to them leaving the Emergency Department.
- 10. Click **OK** and scheduling is complete.
- Note: Plastics Referrals will follow the on-call rotation.
 - *11.* Once scheduled the referral will drop off your Referral List. Move on to the next Referral.

REFERRAL MANAGEMENT: ED PLASTICS SCHEDULING AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)





ZZTESTIPAC, CLABSITH Summary General Resource View Guidelines Notification	Age: 68 Years	Sex: F	emale
ZZTESTIPAC, CLABSITH Summary General Resource View Guidelines Notification			
	Conversation Summaries	Itineraries Locks Eligib	ility Booking Notes
Structure ZZTESTIPAC, CLABSITHREE M Image: Structure ZZTESTIPAC, CLABSITHREE M Image: Structure Allergies: Allergies Allergies	ed Rec Nbr: 1196323	9	
26/Jan/2025 - 12:15 PM 15 Minutes PLAS ED Consult	SC PLAS	SC Sunday Plastics P	M
		Options Pr	int Print ABN



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BOOKING WHEN ED SPOTS ARE FULL

If you need to change the location of your booking because all the ED spots are full or the Sunday, you booked for is blocked:

1. Change the appointment location to the new site you would like to look for and click the move button.

Books Appointment	Work in progress:
*Appointment location: NF PLAS *Appointment type: PLAS ED Consult *Person name: ZZTESTIPAC, NOCAUTI	Move Move PLAS ED Consult Current Schedule Carrent Schedule Move PLAS ED Consult Current Schedule PLAS ED Consult Current Schedule PLAS ED Consult Current Schedule PLAS ED Consult PLAS
Barkho, Jouseph Osama I	AD 🗸

2. This will change your location to the new one you entered in the appointment location.

Books Appointment	Work in progress:
*Appointment location: NF PLAS	ZZTESTIPAC, NOCAUTI Gonsult G
NF Sunday Plastics PM	

Follow the appointment steps above and confirm the appointment.





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PLASTIC CLINIC ROTATIONS

SC Plastics

Dr. Young has clinic on Thursday afternoons

Dr. Bush has clinic on Tuesday afternoons

					Young	Peter Ger	and J MD	~
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G A	BP	P. P. 00	D. p. Plan	E p	Ur.			
E	Pl	5 p. 5	Т., Р.,	Ur				
G. P	R: P	Pl	Pl		J			

							Bush, Keith J. MD	
Open		Tue,	28/Jan	/2025		Wed, 29/Jan/2025	Thu, 30/Jan/2025	
E0	B PL SC PL S ^r	Urge Plast	SY PL EA PL SC	SP PL VL PL SC	Urge			
ED	LO PL SC	Plast	Plast Plast	Urge	PL_ SC			
ED	KL. PL-SG	Plast	Plast	Urge				
	Plast	Plast	Plast	Urge				
Plast	Plast	Plast	Plast					

NF Plastics

Dr. Huq has clinic on Wednesday and Thursday afternoons

			Huq, Nasimul S, MD	~			
	Wed, 29/Jan/202	5	Thu, 30/Jan/2025				
ED Plastice Consult	Plastics Patients	Plastics Patients	ED Plastics Consult	Plastics Patients	Plastics Patients		
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Plastics Patients	Plastics Patients	Plastics Patients	Plastics Patients	Plastics Patients	Plastics Patients		





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WS Plastics

Dr. Barkho has clinic on Friday all day.



Sunday Plastics Clinics

Rotate between NF and SC.

You will notice a block beside the clinic on the Sunday it is not operating at the site. Please ensure you do not override and book a patient in to a blocked Sunday.



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