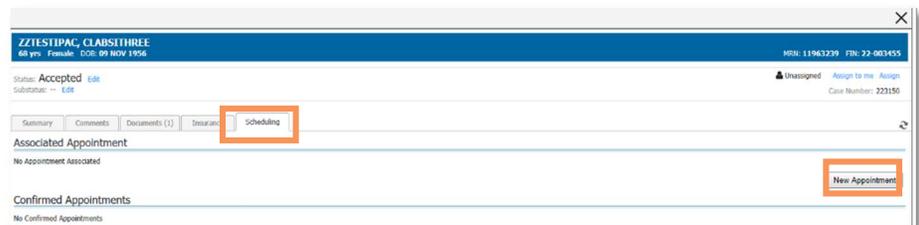


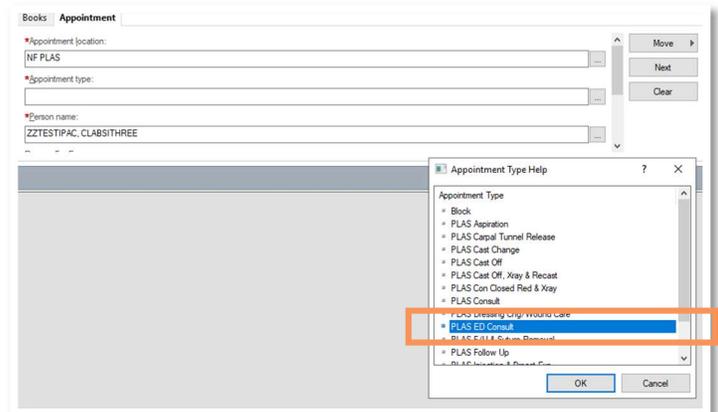
REFERRAL MANAGEMENT: ED PLASTICS SCHEDULING AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)

WARD CLERK-SCHEDULING AN ED PLASTICS APPOINTMENT

NOTE: you must schedule from Referral Management to ensure the correct Encounter



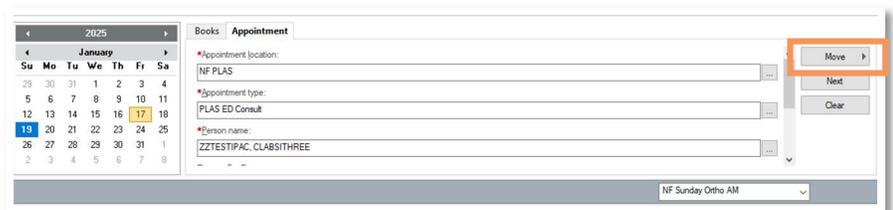
1. Choose the Appointment Location.
2. Choose the Appointment Type.
****Must be PLAS ED Consult****



3. The patient's name will pre-populate from the referral.

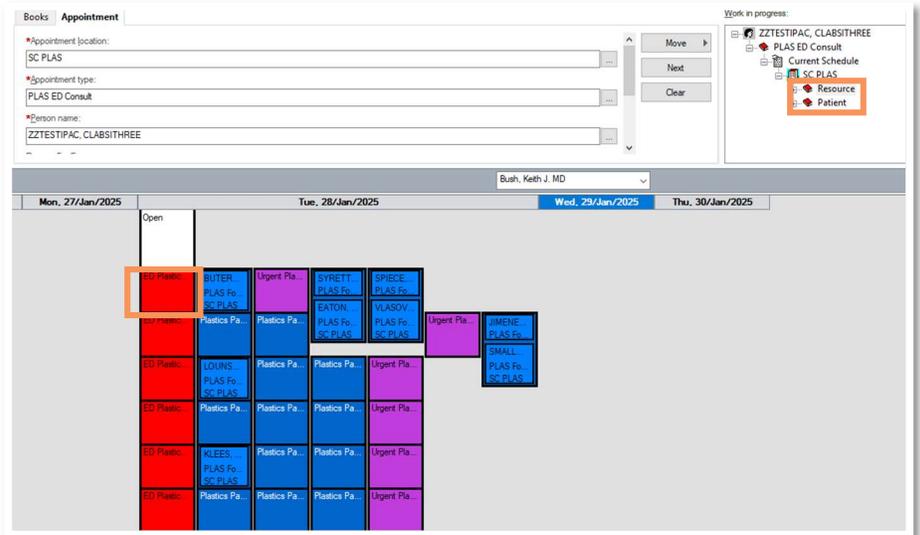
4. Complete the reason for referral.

5. Click **Move** and the patient will move to the right-hand column and is ready to be scheduled.

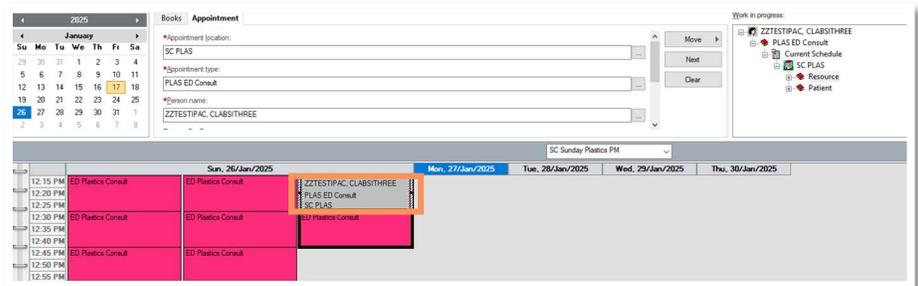


REFERRAL MANAGEMENT: ED PLASTICS SCHEDULING AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)

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



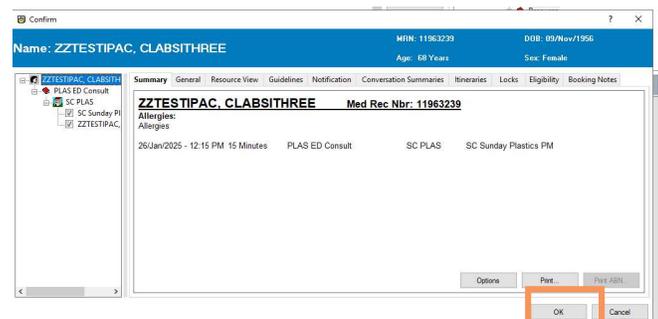
Note: If you get note that the spot is full or that you need to override, please move onto the next spot until you are able to drop the appointment in. **DO NOT OVERRIDE:** Move keep moving to find an appointment.



9. 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.

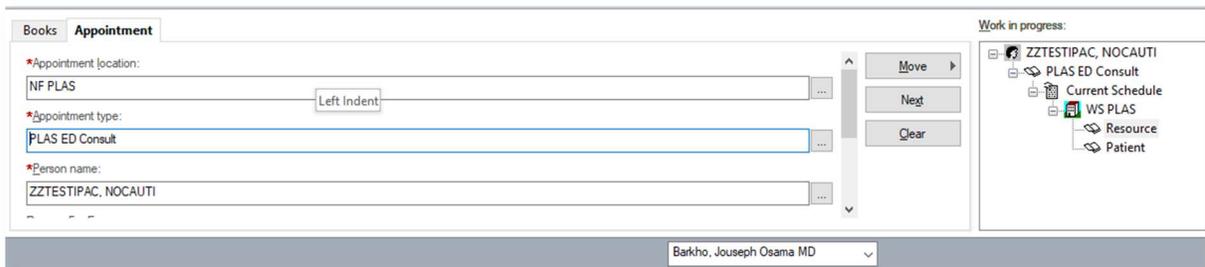
11. Once scheduled the referral will drop off your Referral List. Move on to the next Referral.



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.



The screenshot shows the 'Appointment' form with the following fields:

- Appointment location:** NF PLAS
- Appointment type:** PLAS ED Consult
- Person name:** ZZTESTIPAC, NOCAUTI

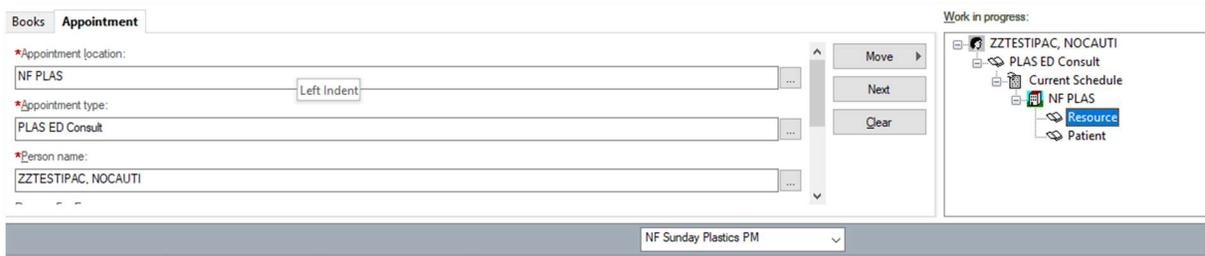
Buttons: Move, Next, Clear

Work in progress: ZZTESTIPAC, NOCAUTI

- PLAS ED Consult
 - Current Schedule
 - WS PLAS
 - Resource
 - NF PLAS (highlighted)
 - Patient

Bottom bar: Barkho, Jouseph Osama MD

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



The screenshot shows the 'Appointment' form with the following fields:

- Appointment location:** NF Sunday Plastics PM
- Appointment type:** PLAS ED Consult
- Person name:** ZZTESTIPAC, NOCAUTI

Buttons: Move, Next, Clear

Work in progress: ZZTESTIPAC, NOCAUTI

- PLAS ED Consult
 - Current Schedule
 - NF PLAS (highlighted)
 - Resource
 - Patient

Bottom bar: NF Sunday Plastics PM

Follow the appointment steps above and confirm the appointment.

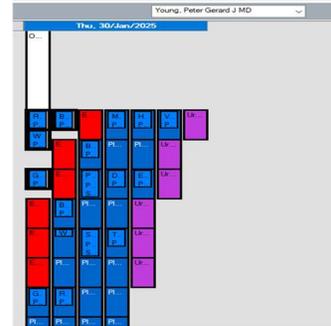


REFERRAL MANAGEMENT: ED PLASTICS SCHEDULING AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)

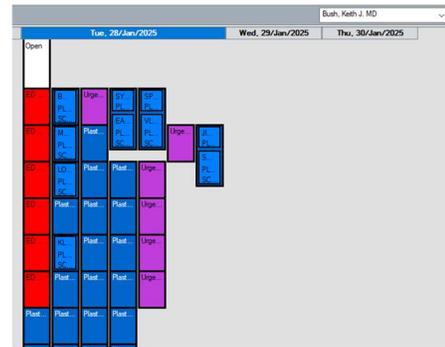
PLASTIC CLINIC ROTATIONS

SC Plastics

Dr. Young has clinic on Thursday afternoons



Dr. Bush has clinic on Tuesday afternoons



NF Plastics

Dr. Huq has clinic on Wednesday and Thursday afternoons

