SCHED ADD ON - ENDO
HOSPITAL INFORMATION SYSTEM (HIS)

Scheduling Emergency Cases – ENDO

1. Log into Scheduling Appointment Book (SchAppt Book)
2. Click on the Appointment tab if not already defaulted

3. From the Appointment tab, fill in the required fields with red asterisks and yellow fields.
   - Appointment type: Endoscopy Rapid [type in 'Endoscopy Rapid' and hit Enter from your keyboard to populate it into the appointment type field] - *see Note 2 for further details about Endo appointment types*
   - Appointment location: click on the drop down to select an ENDO location – NFS, SCS, WS
   - Person name: type the patient's name [Lastname, FirstName] or click on the ellipsis to open the Patient Search window. You can also search by the patient's MRN number in the MRN field
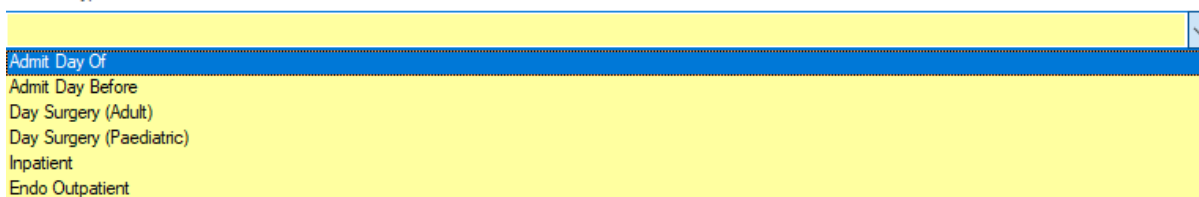
- Click Search. Locate the patient from the result entry and click OK. Patient's name is added to the Person's Name field

- Primary Surgeon: type the surgeon's name [Lastname, Firstname] or click on the magnifying glass icon to search for the provider 🔍
- Decision to Treat: enter the date [DD/MM/YYY] and time in the next field
  - i. Tip: type in 't' in the date field to populate the current date
  - ii. Tip: type in 'n' in the time field to populate the current time
  - iii. Time and date can be changed by clicking on the up & down arrows ⬍
- Patient Type: click on the drop down to select the patient type
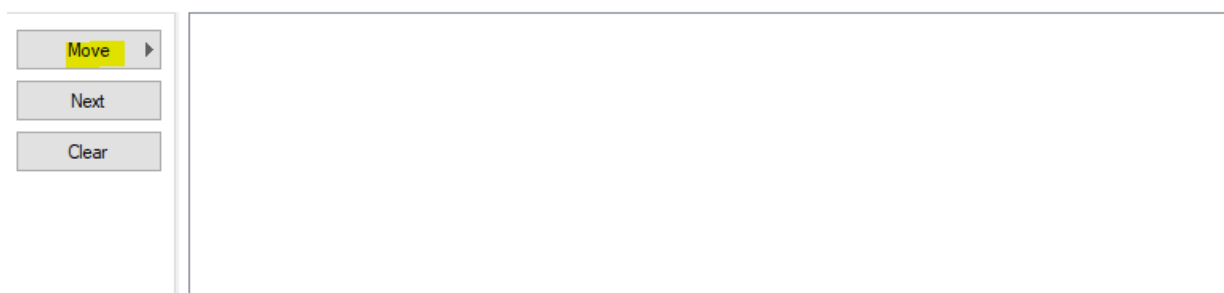
*Patient Type:

Admit Day Of
Admit Day Before
Day Surgery (Adult)
Day Surgery (Paediatric)
Inpatient
Endo Outpatient

- Priority: Urgent - Endo is auto populated as the priority

*Priority:

Urgent - Endo

4. Once all fields in the Appointment tab have been filled, click Move to open the Appointment Attributes

Work in progress:

Move ▶
Next
Clear

5. In the Appointment Attributes window, click on the 'Endoscopy Rapid Sedation' book. The Orders and Search tabs are defaulted. Locate to the Search tab at the bottom and type the Endoscopy procedure name in the Search text field. Click Enter on your keyboard to populate the result entry
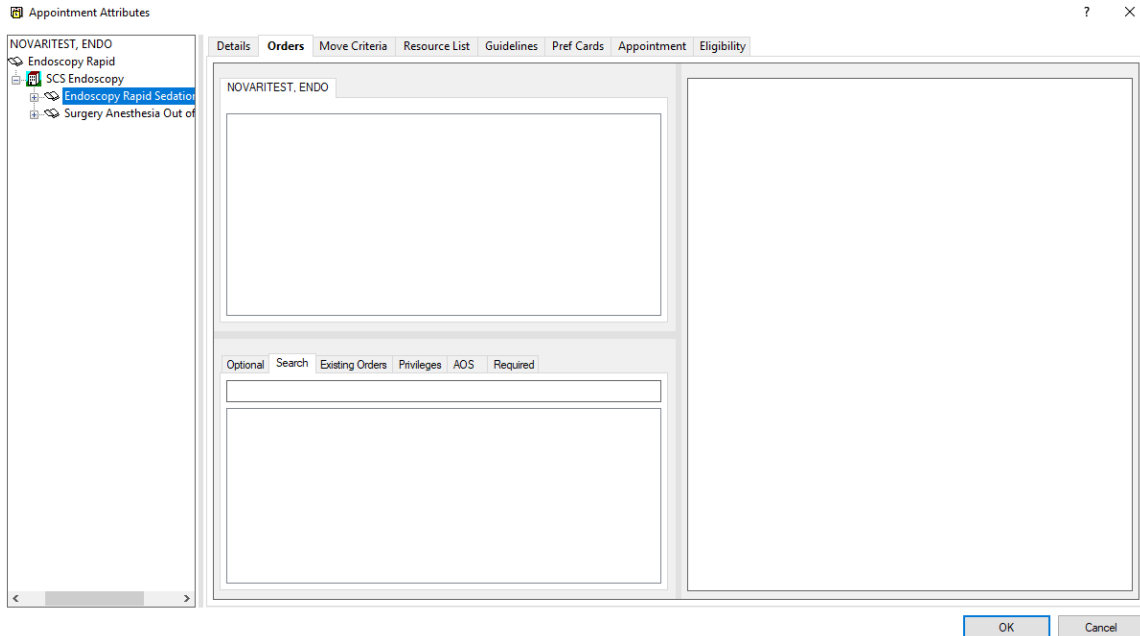
6. Double click on the correct procedure name to display the Order Entry Fields (OEF). The selected procedure will display in the Orders box at the top
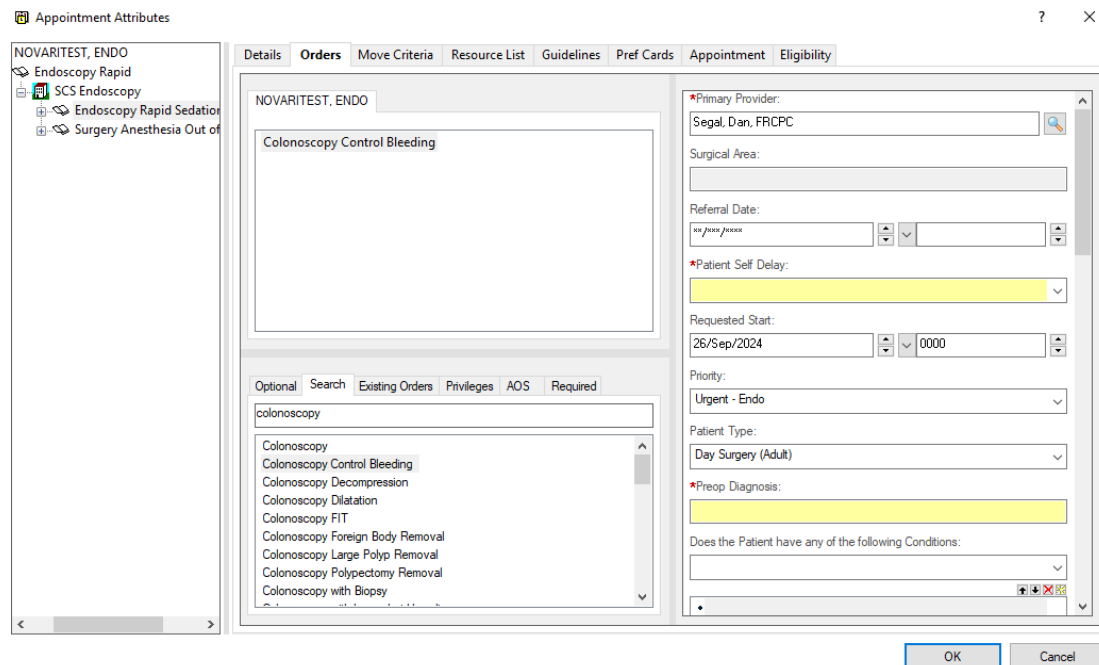
7. In the Order Entry field, fill in the required fields with red asterisks and yellow fields
    - Procedure Duration - click on the Historical Average if not already defaulted
8. Next, click on the 'Surgery Anesthesia Out of Department' book in the Appointment Attributes to schedule anesthesia, just in case, for the endoscopy procedure
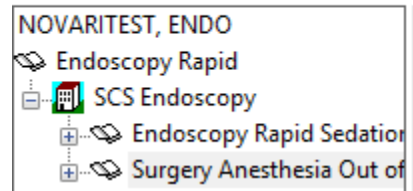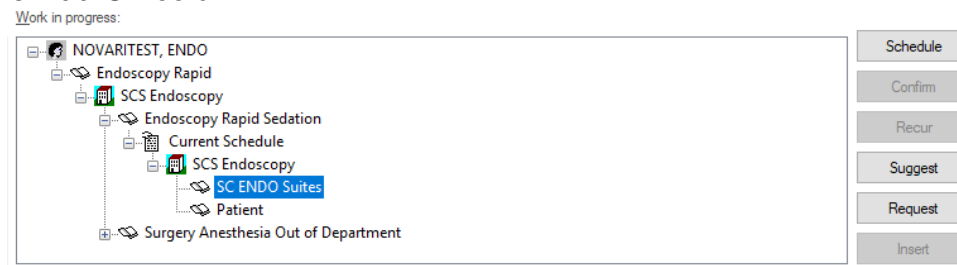

9. Once the Surgery Anesthesia Out of Department book is selected, go to the Search tab and type in the search field 'Anesthesia Care (ENDO)'
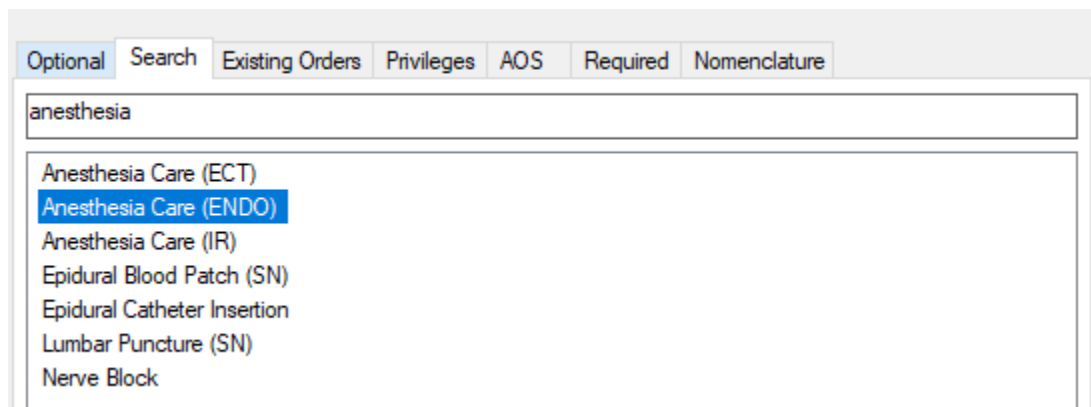

10. Double click on the 'Anesthesia Care (ENDO)' to display the Order Entry Field (OEF)
11. In the OEF window, the Ordering Provider is populated. Select the Historical Average bubble in the Procedure Duration. Click OK
12. The patient's appointment attributes are displayed in the Work in Progress (WIP) box. Locate the SC ENDO Add-On room/column. Scroll down to locate more times and click anywhere in the Add-On column to select a time to schedule the case
    - NOTE: If the procedure is dropped at the wrong time by accident, click on the SC Endo Suites book and drag it again to the preferred time in the Add-On column/room
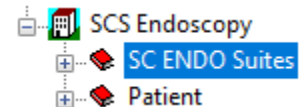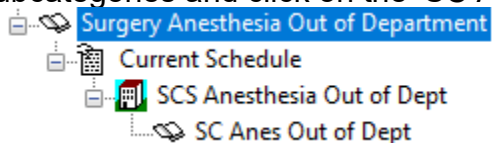
13. In the Work in Progress box, click on the SC ENDO Suites book. Drag the book to the time selected in the Add On column

14. The SC Endo Suites and Patient books have changed color from 'white' to 'red' books.
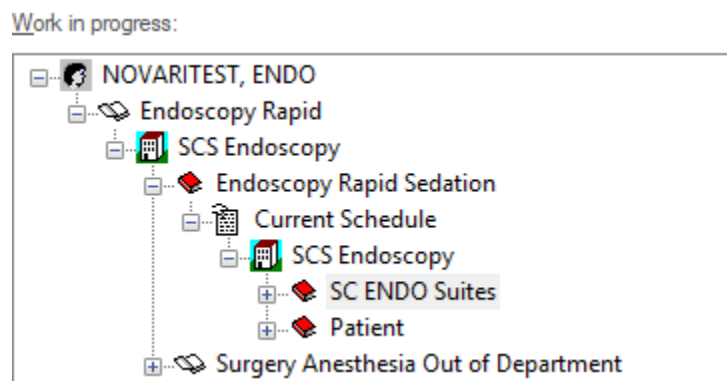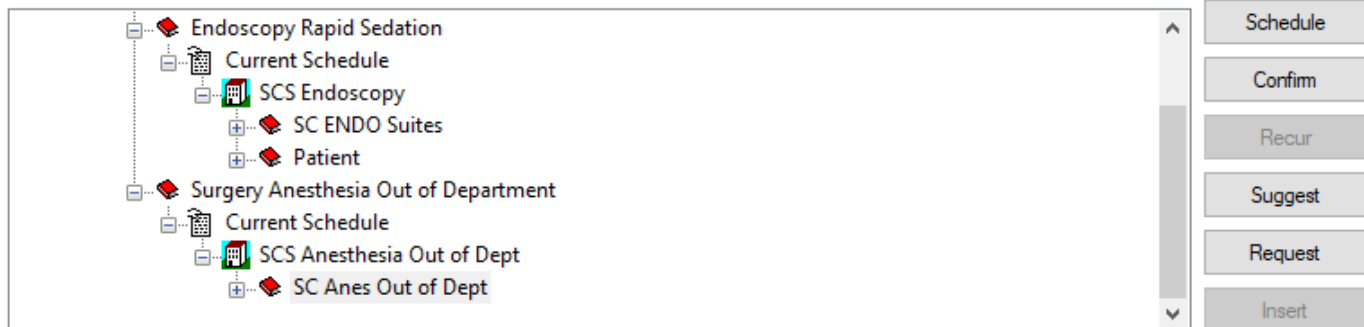

15. Next, click on the 'plus' sign beside Surgery Anesthesia Out of Department to open the subcategories and click on the 'SC Anes Out of Dept' book

16. Locate the SC ENDO column. Scroll down to locate more time and find the same time the patient was scheduled for the procedure. Drag the SC Anes Out of Dept book to the same time for anesthesia

17. The SC Anes Out of Dept book changed its color from white to red. Click on the Confirm button beside the WIP box to confirm the appointment
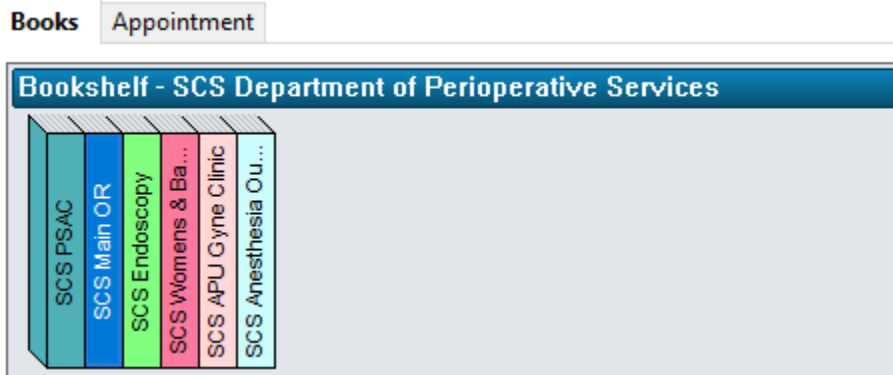
18. Review all tabs in the Confirmation window and Click OK to confirm. Click on the existing Inpatient Encounter. Do not add a new encounter. Click OK in the Encounter selection window. Procedure is scheduled
19. To find the scheduled procedure, click on the Books tab. Click on the Select button to display the SCS Department of Perioperative Services in the Books tab
    - Each site have their own books and can only display one site at a time

20. Double click on the 'SCS Endoscopy' book to open the schedule. Locate the SC ENDO Add-On room. The procedure booked is in 'Confirmed' status and in color blue.

NOTE 1: Endoscopy Appointment Types

Endoscopy	Used for booking an Elective appointment
Endoscopy Protocol	Used when scheduling an elective procedure not from Novari
Endoscopy Rapid	Used for booking an Emergency appointment
Endoscopy Rapid Sedation	There is no purpose and should not be used.