

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

Books Appointment		
*Appointment type:		Move 🕨
Appointment location:		Next
	\sim	Clear
Person name:		

- 3. From the Appointment tab, fill in the required fields with red asterisks and yellow fields.
 - Appointment type: Surgery Rapid [type in 'Surgery Rapid' and hit Enter from your keyboard to populate it into the appointment type field] See Note 1 for further details about MAIN OR Appointment types
 - Appointment location: click on the drop down to select a MAIN OR 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

🔍 Person Search							×
Health Card Number:	No persons found.						
FIN: FIN: Phone Number: Deceased?: Search Reset	No encounters found.						
		ОК	Cancel	Preview	Add Person	Add Encounter	Modify

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SCHEDULING EMERGENCY CASES – MAIN OR HOSPITAL INFORMATION SYSTEM (HIS)

- 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 皆

- Decision to Treat: enter the date [DD/MM/YYY] and time in the next field
 - \circ Tip: type in 't' in the date field to populate the current date
 - \circ Tip: type in 'n' in the time field to populate the current time
 - $_{\odot}$ Time and date can be changed by clicking on the up & down arrows $\overline{lashcelowbrack}$
- Patient Type: click on the drop down to select the patient type

*Patient Type:



Emergency cases – Day Surgery (Adults/Paediatric) is selected

• Priority: click on the drop down to select the priority level – Emergency A, B, C and D

² riority:	
lective	
mergency A	
mergency B	
mergency C	
mergency D	
Ion-OR Procedure	
Irgent - Endo	-

- Special Instruments: free text the special instruments for the case. Click on the ellipsis for a bigger text box
- 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, the Orders and Search tabs are defaulted. Locate the Search tab at the bottom of the window
- 6.

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7. In the Search field, type in the procedure name. When typing the procedure name, hit Enter from your keyboard to populate the result entries

Optional	Search	Existing Orders	Privileges	AOS	Required		
lap							
Laparos	сору						^
Laparoto	omy						
Laryngo	scopy						
Laryngo	scopy with	Biopsy					
Laryngo	scopy with	Foreign Body Re	emoval				
Laser Bl	adder Ston	e Olympus					
Latissim	us Dorsi Fla	ар					
Loforto	1						*

8. From the result entry section, locate the correct procedure name by scrolling through the list. Double click on the procedure name to open the Order Entry Fields (OEF) on the right

🕅 Appointment Attributes			? ×
□ NOVARITEST, PERIOP □ □ □ Surgery Rapid	ders Move Criteria Resource List Guidelines Pref Cards Appr	pintment Eligibility]
NOVARITE	ST, PERIOP	*Primary Surgeon:	^
		Segal, Dan, FRCPC	9
Laryngos	copy with Biopsy	Surgical Assist:	
			٩,
			★ ★ X
		Surgical Area:	
		Referral Date:	
			iĽĒ
Optional S	earch Existing Orders Privileges AOS Required	*Requested Start:	
lap		25/Sep/2024	
Laparosco	ру	Priority:	
Laparotom	y onv	Bective	~
Laryngosc	opy with Biopsy	*Patient Type:	
Laryngosc Laser Blad	opy with Foreign Body Removal der Stone Olympus	Day Surgery (Adult)	~
Latissimus	Dorsi Flap	Preop Diagnosis:	
Leforte 1	iraft Sanittal Solit Genionlastv		
Leforte 1 S	Sagittal Split V	Patient Conditions:	
		ц	
			OK Cancel

- The selected procedure is added to the Orders tab
- 9. Complete and fill in the fields in the OEF window
 - Procedure Duration: click on the Historical Average if not already defaulted

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- 10. Click OK to proceed with booking the emergency case. The case is added to the Work in Progress box
 - 11. Find the Add On room. You may need to scroll to the right to locate the room/column



12. Click anywhere in the Add On column to highlight a time. Scroll down to locate for more times. Once a time is selected, locate the patient's case in the Work in progress box

Work in progress:	
NOVARITEST, PERIOP	Schedule
🗄 🗠 Surgery Rapid	Canfing
🖮 🛅 Current Schedule	Coniim
🚋 📶 SCS Main OR	Recur
SC OR IntraOp	noodi
Patient	Suggest

- 13. Click on the 'SC OR IntraOp' white book. Once selected, drag the book to the time to schedule the procedure
 - The books have turned from white to red

work in progress:	
NOVARITEST, PERIOP	Schedule
'⊟	Confirm
E SCS Main OR	Recur
H Patient	Suggest

- 14. Click Confirm to schedule the case
- 15. Review all tabs in the Confirmation window and Click OK to confirm
- 16. In the Encounter selection, select the existing Inpatient Encounter. Do not add a new encounter. Click OK. Procedure is scheduled
- 17. 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

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• Each sites have their own books and can only display one site at a time





Books	Appoint	ment				
Books	helf - SC	CS Depai	tment of F	Perioperati	ve Services	
SCS PSAC	SCS Main OR SCS Endoscopy SCS Womens & Ba	SCS APU Gyne Clinic SCS Anesthesia Ou				

18. Double click on the 'SCS Main OR' book to open the schedule. Locate the SC Add On room. The procedure booked is in 'Confirmed' status and in color blue.

NOTE 1: Main OR Appointment Types

Surgery	Used for booking an Elective appointment
Surgery Anesthesia Out of Dept	Used for booking Anesthesiologist time out of the OR
Surgery PSAC (Nurse & Anesthesia)	Used for booking PSAC/PSS appointment to see Nurse and Anesthesiologist
Surgery Rapid	Used for booking an Emergency appointment

Scheduling Emergency Cases – ENDO

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

Books Appointment		
*Appointment type:		Move 🕨
Appointment location:		Next
	\sim	Clear
Person name:		

- 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

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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

🔍 Person Search							×
Health Card Number:	No persons found.						
FIN: Phone Number: Deceased?: Search Reset	No encounters found.						
		ОК	Cancel	Preview	Add Person	Add Encounter	Modify

- i. 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 \square

- 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 •

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*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

Appointment Attributes								?	×
NOVARITEST, ENDO	Details	Orders	Move Criteria	Resource List	Guidelines	Pref Cards	Appointment	Eligibility	
SCS Endoscopy Rapid									
Endoscopy Rapid Sedation	NOVAR	ITEST, EN	DO						
🛓 🖘 Surgery Anesthesia Out of									
							_		
	Optiona	Search	Existing Orders	Privileges AOS	Required				
							[
								ОК Са	ncel





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

Endoscopy		
Endoscopy Rapid Sedation	NOVARITEST, ENDO	*Primary Provider:
Surgery Anesthesia Out of		Segal, Dan, FRCPC
	Colonoscopy Control Bleeding	Surgical Area:
		Referral Date:
		*Patient Self Delay:
		Requested Start:
		26/Sep/2024
	Optional Search Existing Orders Privileges AOS Required	Priority:
	colonoscopy	Urgent - Endo
	colonoscopy	Patient Type:
	Colonoscopy Colonoscopy Colonoscopy	Patient Type: Day Surgery (Adult)
	Colonoscopy Colonoscopy Colonoscopy Colonoscopy Control Bleeding Colonoscopy Decompression	Patient Type: Day Surgery (Adult) *Preop Diagnosis:
	Colonoscopy Colonoscopy Colonoscopy Colonoscopy Control Bleeding Colonoscopy Dilation Colonoscopy Dilation Colonoscopy Elit	Patient Type: Day Surgery (Adult) *Preop Diagnosis:
	colonoscopy Colonoscopy Control Bleeding Colonoscopy Decompression Colonoscopy Flatation Colonoscopy Flatation Colonoscopy Foreign Body Removal	Patient Type: Day Surgery (Adult) *Preop Diagnosis: Dase the Patient base are of the following Conditions:
	colonoscopy ^ Colonoscopy Control Bleeding ^ Colonoscopy Dictation ^ Colonoscopy FlT Colonoscopy Foreign Body Removal Colonoscopy Large Polyp Removal ^	Urgent - Endo Patient Type: Day Surgery (Adult) *Preop Diagnosis: Does the Patient have any of the following Conditions:
	colonoscopy • Colonoscopy Control Bleeding • Colonoscopy Decompression • Colonoscopy Dilatation • Colonoscopy FlT • Colonoscopy Foreign Body Removal • Colonoscopy Polypectomy Removal •	Patient - Endo Patient Type: Day Surgery (Adult) *Preop Diagnosis: Does the Patient have any of the following Conditions:

- 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

Appointment Attributes
NOVARITEST, ENDO
🖘 Endoscopy Rapid
É
🗄 🥸 Endoscopy Rapid Sedation
🖅 🥸 Surgery Anesthesia Out of

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)'

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Optional	Search	Existing Orders	Privileges	AOS	Required	Nomenclature
anesthesi	ia					
Anesthe	sia Care (l	ECT)				
Anesthesia Care (ENDO)						
Anesthesia Care (IR)						
Epidural Blood Patch (SN)						
Epidural Catheter Insertion						
Lumbar Puncture (SN)						
Nerve B	llock					

- 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



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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

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• Each sites have their own books and can only display one site at a time





Books	Appoint	tment				
Books	helf - S	CS Depa	tment of Per	ioperative Se	rvices	
SCS PSAC	SCS Main OR SCS Endoscopy SCS Womens & Ba	SCS APU Gyne Clínic SCS Anesthesia Ou				

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. Can't hire it due to use within the
	Endoscopy Rapid protocol

