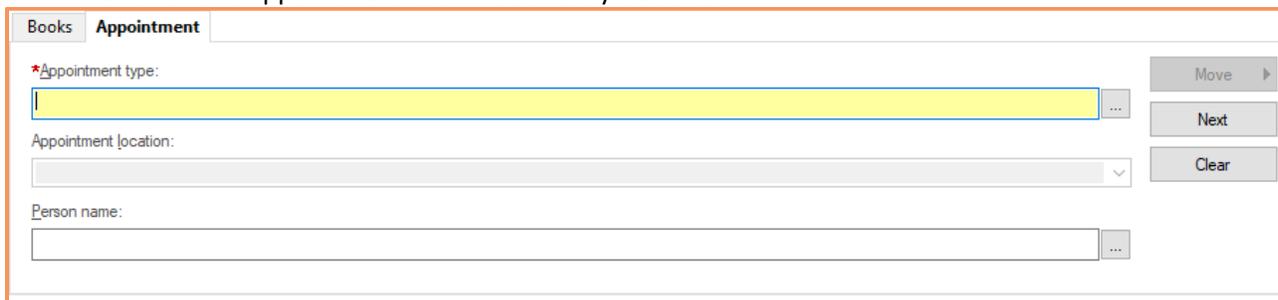1. Log into Scheduling Appointment Book (SchAppt Book)
2. Click on the Appointment tab if not already defaulted
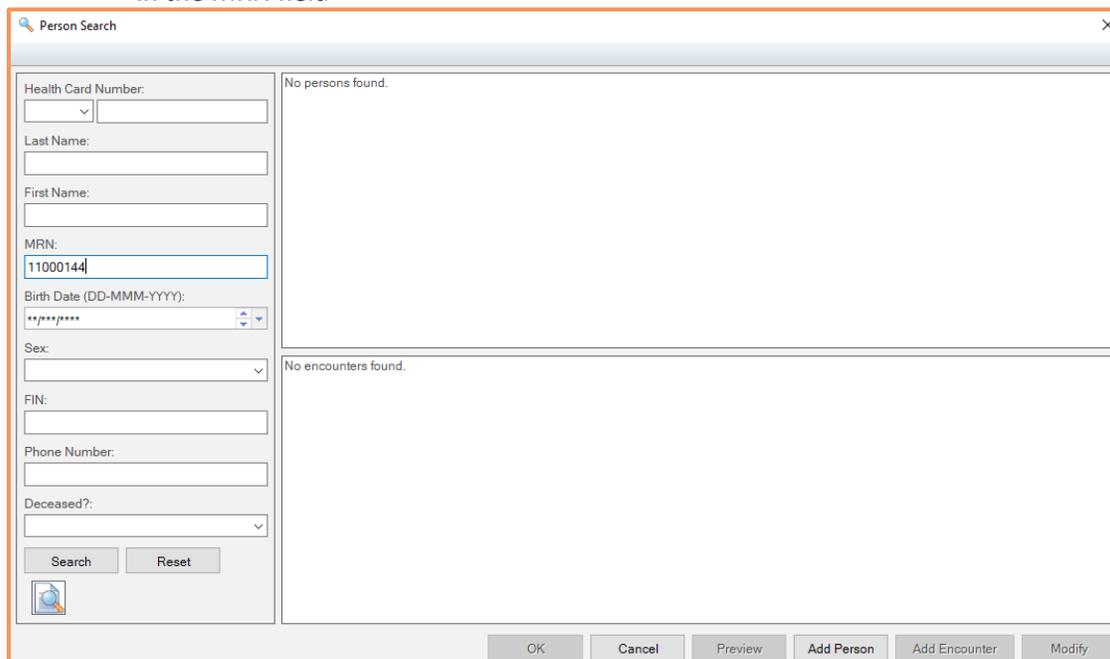

3. From the Appointment tab, fill in the required fields with red asterisks and yellow fields.
   - Appointment type: Surgery Rapid [type in 'Surgery Rapid' and hit Enter from your keyboard to populate it into the appointment type field] - *See Note 1 for further details about MAIN OR Appointment types*
   - 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
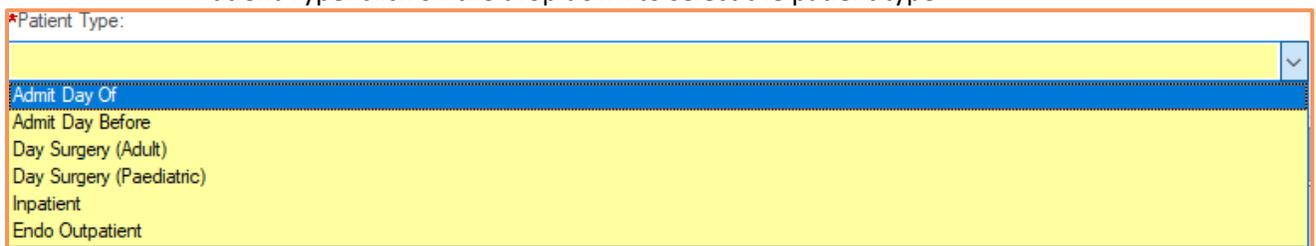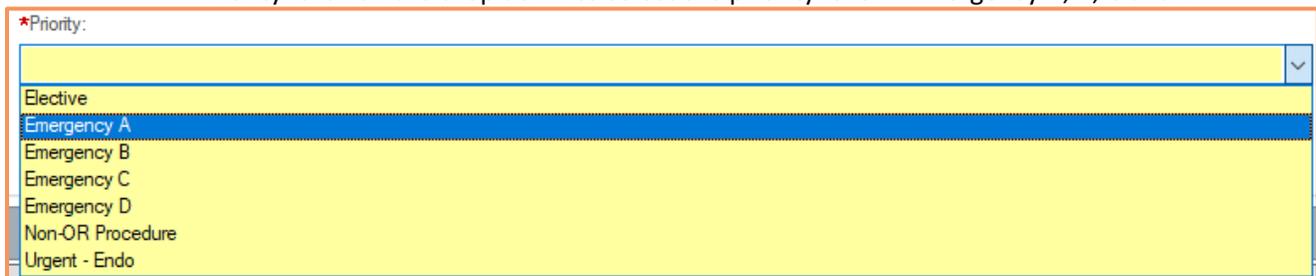
- o Click Search. Locate the patient from the result entry and click OK. Patient's name is added to the Person's Name field
- Primary Surgeon: type the surgeon's name [Lastname, Firstname] or click on the magnifying glass icon to search for the provider 🔍
- Decision to Treat: enter the date [DD/MM/YYY] and time in the next field
  - o Tip: type in 't' in the date field to populate the current date
  - o Tip: type in 'n' in the time field to populate the current time
  - o 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

  - o 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

| *Priority: |
| --- |
| Elective |
| Emergency A |
| Emergency B |
| Emergency C |
| Emergency D |
| Non-OR Procedure |
| Urgent - 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.

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
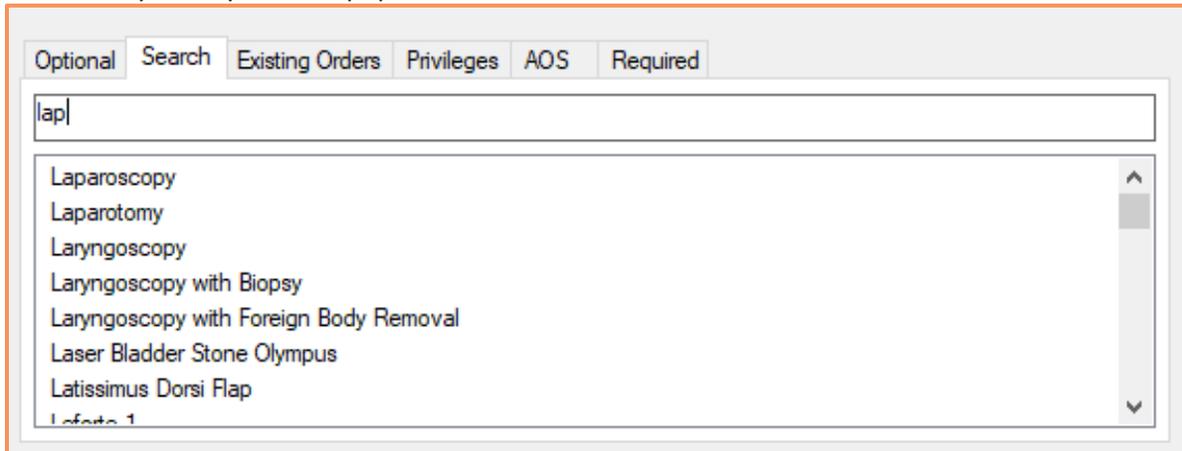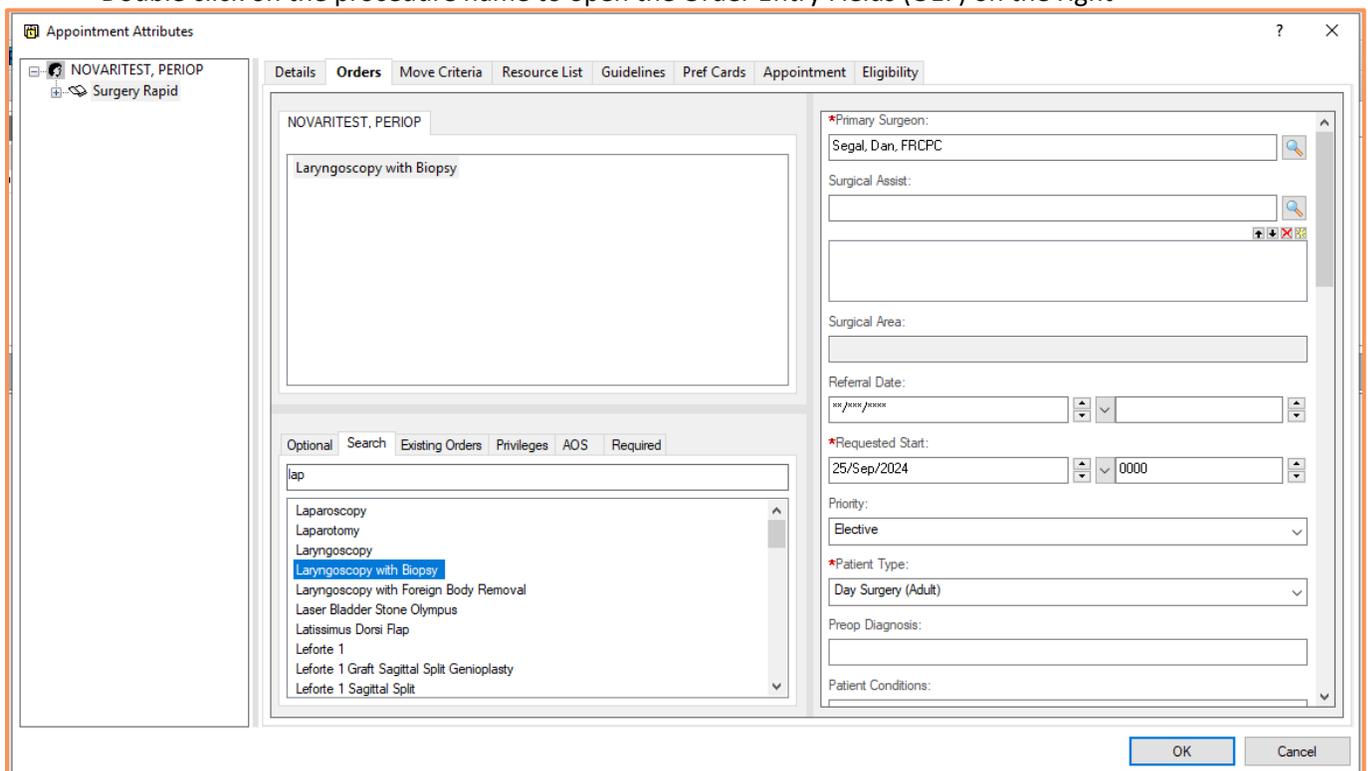

8. From the result entry section, locate the correct procedure name by scrolling through the list. Double click on the procedure name to open the Order Entry Fields (OEF) on the right
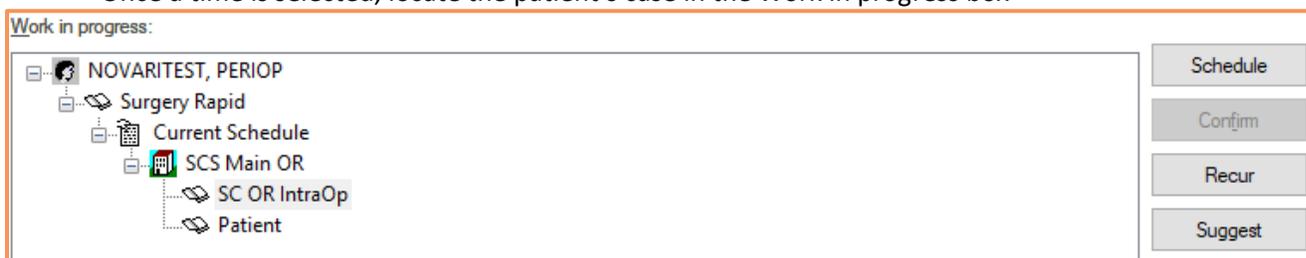

- The selected procedure is added to the Orders tab
9. Complete and fill in the fields in the OEF window
   - Procedure Duration: click on the Historical Average if not already defaulted
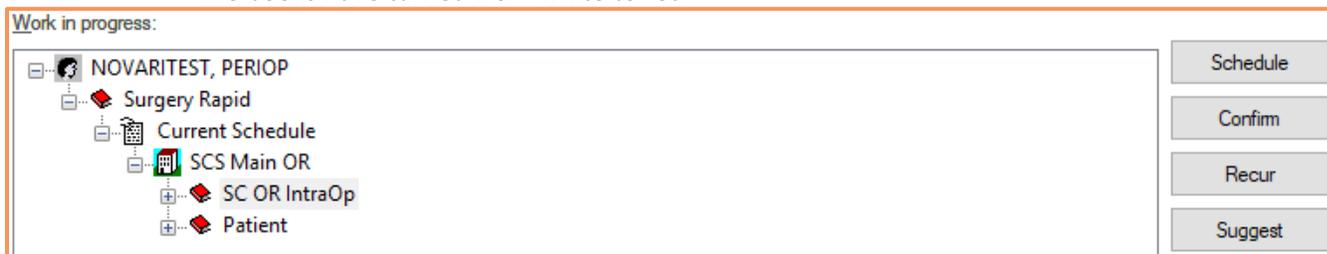
10. Click OK to proceed with booking the emergency case. The case is added to the Work in Progress box

11. Find the Add On room. You may need to scroll to the right to locate the room/column
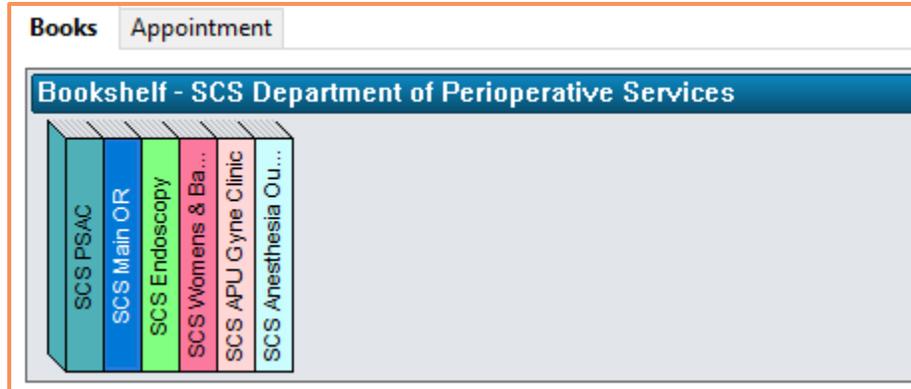
SC Add On

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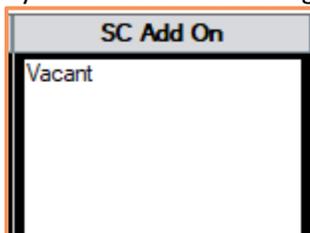
12. Click anywhere in the Add On column to highlight a time. Scroll down to locate for more times. Once a time is selected, locate the patient's case in the Work in progress box

Work in progress:

NOVARITEST, PERIOP
 Surgery Rapid
  Current Schedule
   SCS Main OR
    SC OR IntraOp
    Patient

Schedule
Confirm
Recur
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
 Surgery Rapid
  Current Schedule
   SCS Main OR
    SC OR IntraOp
    Patient

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

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

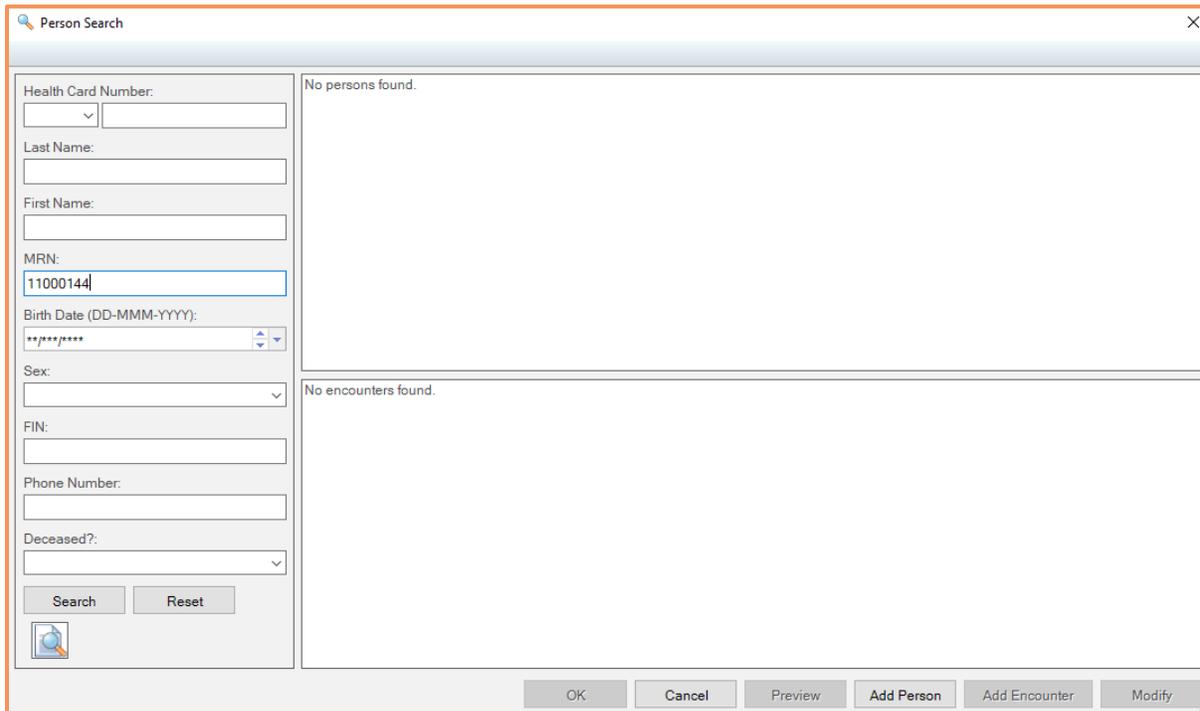| Surgery	Used for booking an Elective appointment
Surgery Anesthesia Out of Dept	Used for booking Anesthesiologist time out of the OR
Surgery PSAC (Nurse & Anesthesia)	Used for booking PSAC/PSS appointment to see Nurse and Anesthesiologist
Surgery Rapid	Used for booking an Emergency appointment

Scheduling Emergency Cases – ENDO
1. Log into Scheduling Appointment Book (SchAppt Book)
2. Click on the Appointment tab if not already defaulted
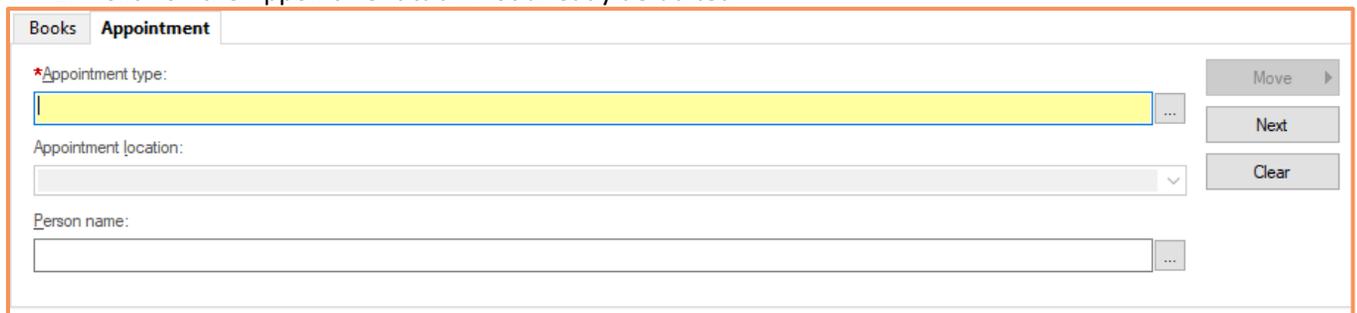
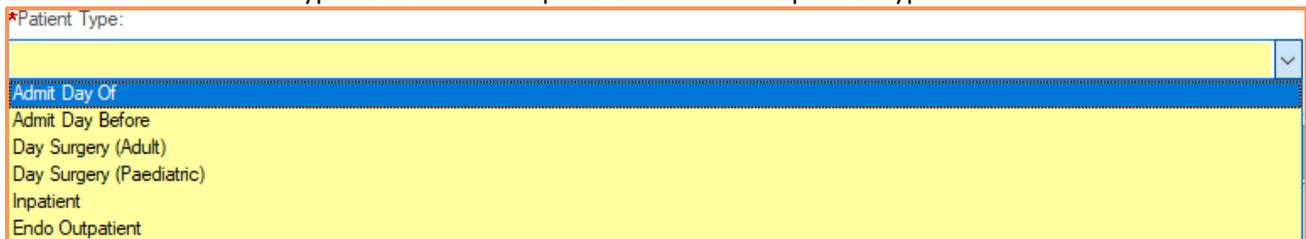3. From the Appointment tab, fill in the required fields with red asterisks and yellow fields.
   - Appointment type: Endoscopy Rapid [type in 'Endoscopy Rapid' and hit Enter from your keyboard to populate it into the appointment type field] - *see Note 2 for further details about Endo appointment types*
   - 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

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 🔍
- 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

- 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

Appointment Attributes

NOVARITEST, ENDO
Endoscopy Rapid
SCS Endoscopy
Endoscopy Rapid Sedation
Surgery Anesthesia Out of

Details | Orders | Move Criteria | Resource List | Guidelines | Pref Cards | Appointment | Eligibility

NOVARITEST, ENDO

Optional | Search | Existing Orders | Privileges | AOS | Required

OK   Cancel

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
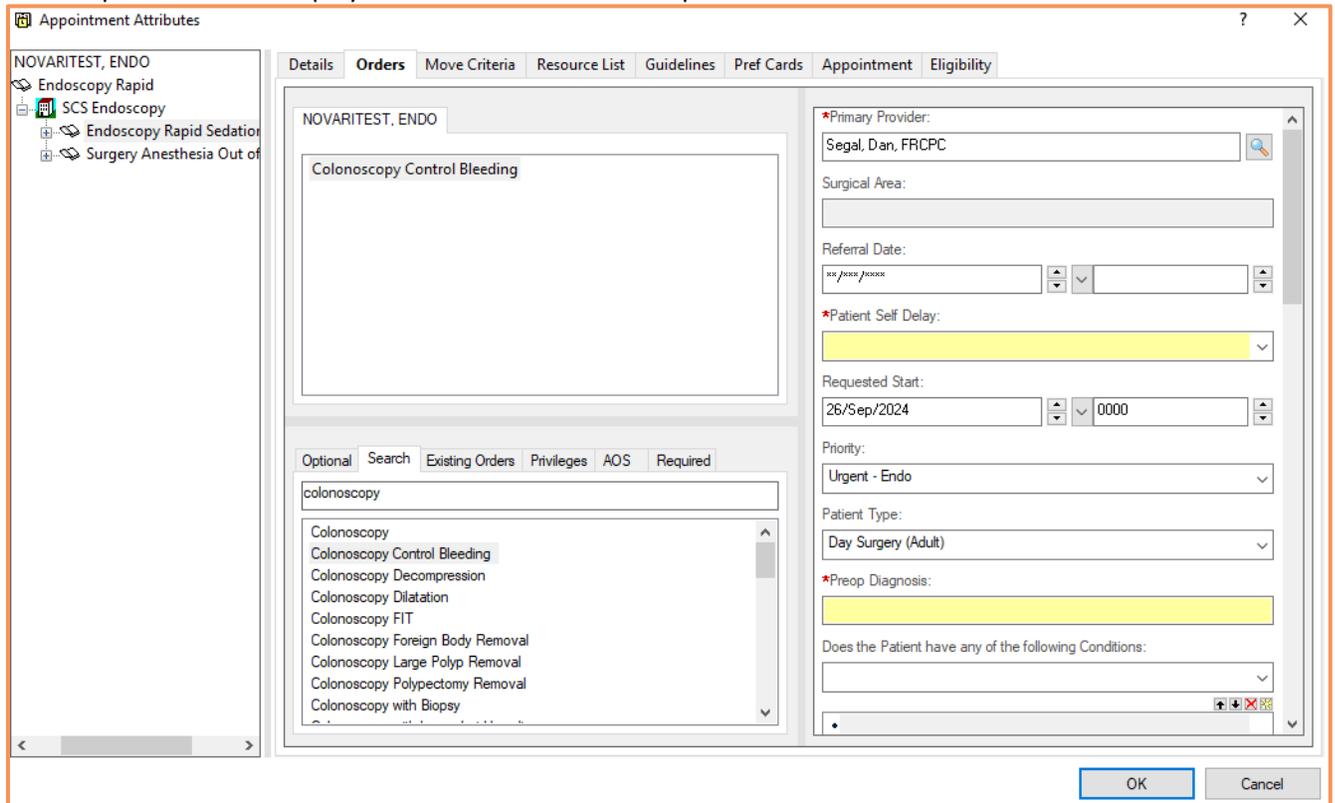

7. In the Order Entry field, fill in the required fields with red asterisks and yellow fields
   - Procedure Duration - click on the Historical Average if not already defaulted
8. Next, click on the 'Surgery Anesthesia Out of Department' book in the Appointment Attributes to schedule anesthesia, just in case, for the endoscopy procedure
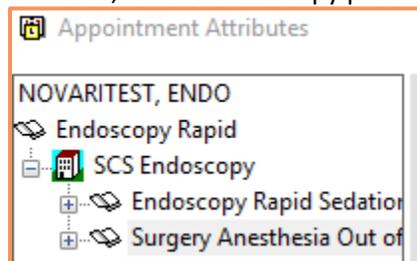

9. Once the Surgery Anesthesia Out of Department book is selected, go to the Search tab and type in the search field 'Anesthesia Care (ENDO)'
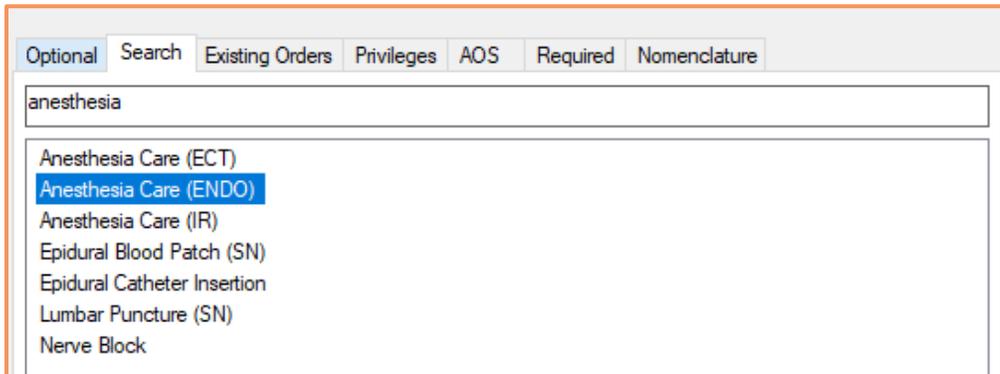
10. Double click on the 'Anesthesia Care (ENDO)' to display the Order Entry Field (OEF)
11. In the OEF window, the Ordering Provider is populated. Select the Historical Average bubble in the Procedure Duration. Click OK
12. The patient's appointment attributes are displayed in the Work in Progress (WIP) 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
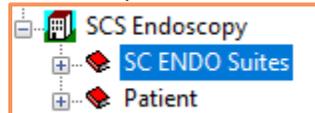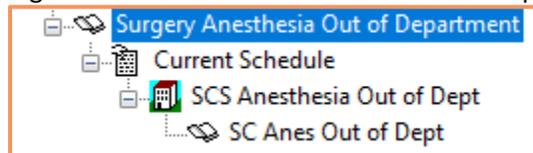

13. In the Work in Progress box, click on the SC ENDO Suites book. Drag the book to the time selected in the Add On column

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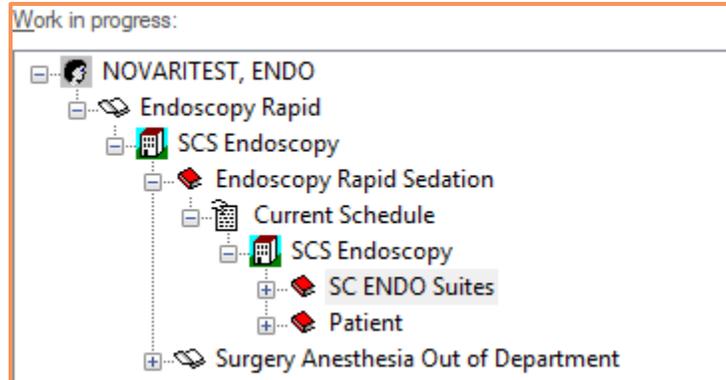

15. Next, click on the 'plus' sign beside Surgery Anesthesia Out of Department to open the subcategories and click on the 'SC Anes Out of Dept' book

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
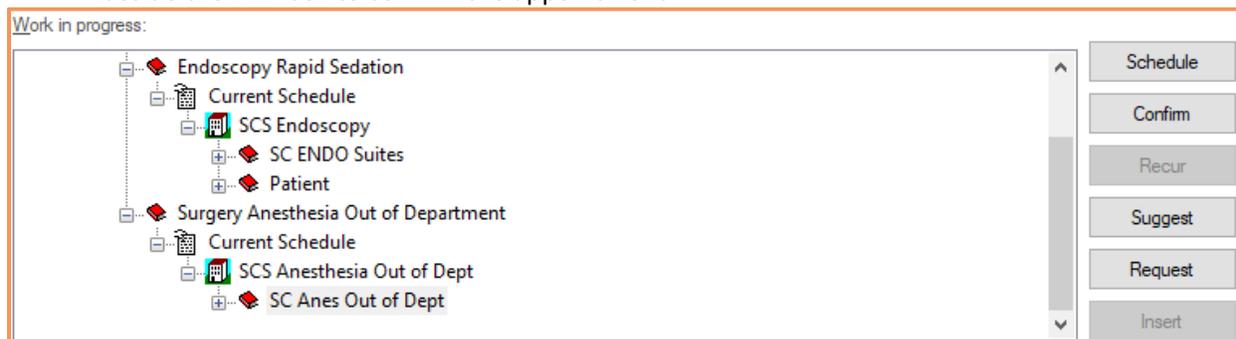
18. Review all tabs in the Confirmation window and Click OK to confirm. Click on the existing Inpatient Encounter. Do not add a new encounter. Click OK in the Encounter selection window. Procedure is scheduled

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 sites have their own books and can only display one site at a time
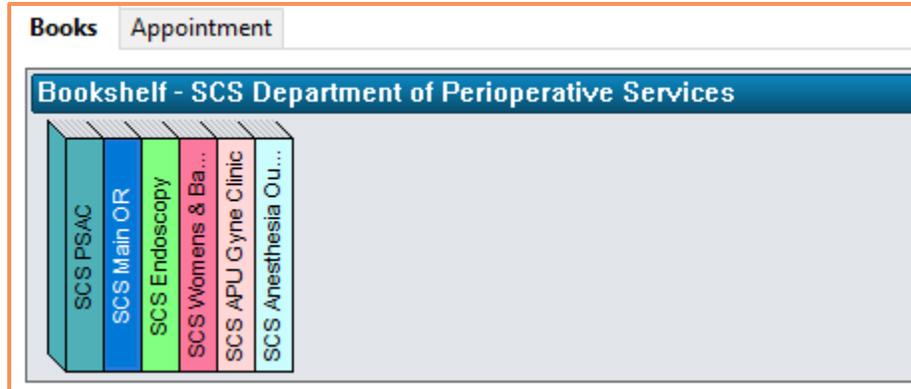
20. Double click on the 'SCS Endoscopy' book to open the schedule. Locate the SC ENDO Add-On room. The procedure booked is in 'Confirmed' status and in color blue.

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