

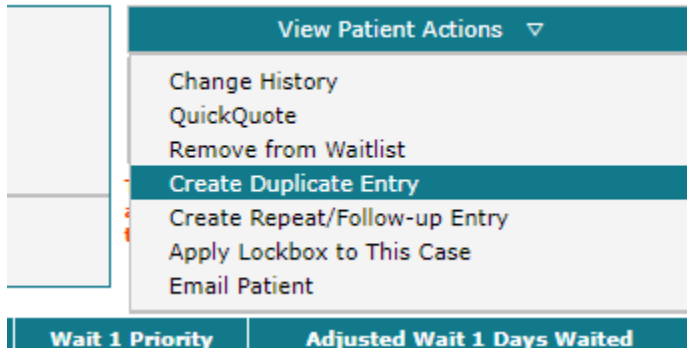
Creating a Duplicate Entry -For cataract Surgery only

To create a duplicate entry:

Add the patient to ATC following standard method.

Open the patient in the View Patient screen.

Select View Patient Actions – Create Duplicate Entry



The system will prompt for procedure notes and will automatically select the same procedure with the opposite body site/laterality.

Create Duplicate Entry ✖

Provide the following information for the duplicate waitlist entry:

Procedure Within Category Short List Full List

CATARACT EXTRACTION /XEN IMPLANT

* Consented Procedure :
CATARACT EXTRACTION /XEN IMPLANT

Est. Px Time	Body Site (existing entry is 'Right')	Procedure Notes
21 mins Serv Avg: 21 Apply	<input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Bilateral	Need special Lens

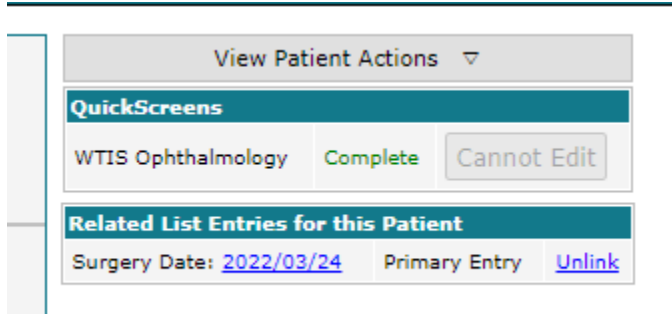
Ensure to review the Procedure Details on View Patient after creating a duplicate entry.
 Only the first procedure is copied to a duplicate entry.

Once you click the 'Create Duplicate Entry' link and supply the procedure information, the system will create the new waitlist entry and load the 'View Patient' screen for the new waitlist entry.

Cancel	Nt.	Name	MRN	Procedure	Target Days (Urg)	Anesth	Next Available	Current Surg Date	Adjusted Days on List	Days to Target	PSS Status
<input type="checkbox"/>	●	XXXX.XXXX	XXXXXXXX [1]	CATARACT, EXTRACTION INTRACAPSULAR WITH INTRAOCULAR LENS INSERTION, LEFT (Left) 7 minutes	182 (4)	N			0	181	Send
<input type="checkbox"/>	●	XXXX.XXXX	XXXXXXXX [2]	CATARACT, EXTRACTION INTRACAPSULAR WITH INTRAOCULAR LENS INSERTION, RIGHT (Right) 7 minutes	182 (4)	N			0	181	Send

A section of the View List, showing the original case, followed by its duplicate

Notice in the image above that each of entries is assigned a number, located beneath the MRN. **[1]** denotes the primary waitlist entry and **[2]** denotes the secondary waitlist entry.



The image above would be found on the View Patient of the duplicate waitlist entry. You can see the surgery date for the primary entry. Clicking on the surgery date, or 'N/A' if a surgery has not yet been determined, loads the 'View Patient' screen for the primary entry.

"Unlink" allows you to disassociate a duplicate waitlist entry from the primary waitlist entry; the link between the primary and secondary case would be severed. The two cases would continue to exist on your waitlist, but as completely independent cases with no reference to each other.

It is important to understand that while two cases are linked, they are still managed independently. For instance, if you change the procedure time, diagnosis, or any information about the primary entry, it will not automatically update the secondary entry, and vice versa.

The purpose of keeping a duplicate waitlist entry linked with its primary waitlist entry is to keep closely related procedures visibly linked and to reduce the effort required when duplicating a procedure. A good example of this would be an eye surgery that is required for each eye. You would duplicate one procedure and alter the laterality of the second.