

Create patient in Add/Modify person

conversation

Work Step

Manually match patient in Novari for system to update. [42750]



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Cerner Workflow ID: 495 (v. 9.0) Client Workflow ID: 959

Last updated by Kristen Boichuk (Doan), May 03, 2024 4:02pm (UTC -4 hours)

Workflow Details:

Niagara Health System

Workflow Name:Perioperative - Schedule Elective Appointment (Novari)Workflow State:Future StateWorkstream:Pre-Admission/Pre-VisitVenue:PerioperativeClient Owner:Boichuk (Doan), Kristen RachelCerner Owner:Chariton,Caitlin MStandard:YesRelated Workflow(s):Tags:

Workflow Summary:

Service Line: Related Solution(s): Surgical Management Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP TestBuilder Script(s): Cerner Workflow ID: 495 (v. 9.0) Client Workflow ID: 959 Workflow Notes: This workflow outlines the steps involved in requesting and scheduling a surgical or endoscopic procedure, utilizing Orders to Scheduling for elective cases. Introduced By: WS 1 Validated By: WS 2

Swim Lane:

Role(s): Surgeon Proceduralist

Department(s): Security Position(s):

Start/Stop [16650]

Description: Decision to treat patient with a Surgical or Endoscopy Procedure

Off Page Reference [42620]

Workflow Link: Perioperative - Schedule Emergency Appointment - Main OR

Work Step [42740]

Description: Check the Case Details Screen to see if the Encounter has been created Method: Novari ATC

Comments: *Follow up with providers*



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Work Step [42362]

Description: By 2 weeks Pre Procedure: Use MRN to locate the encounter and leave orders in a planned state

Method: PowerChart

Decision [42594]

Description: Do you want to admit the patient postoperatively on the day of surgery? Comments: Orders will be placed on the chart directly within Millennium by the Surgeon after the encounter is created.

Work Step [42596]

Description: Enter PAO - Admit to Day Surgery and a planned phased SURG PowerPlan Method: PowerChart

Decision [42412]

Description: Is this an elective procedure?

Off Page Reference [42689]

Workflow Link: Perioperative - Schedule Emergency Appointment - ENDO

Work Step [42597]

Description: Enter PAO- Admit to Inpatient and a planned phased SURG PowerPlan Method: PowerChart

Comments: Keep all analgesia, antiemetics and sedatives within a unique subphase in case these orders conflict with Anesthesia Power Plans.

> This will allow Nursing to activate your SURG phase containing analgesia, antiemetic and sedative medication orders after eg. an epidural is discontinued along with the ANES medication orders that accompanied it.

Decision [42703]

Description: Does this patient require medications to be held?

Off Page Reference [42706]

Workflow Link: Phys Track- Medication Process - Medication Hold



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Work Step [42722]

- Description: Determine most appropriate Surgical Location for Procedure based on patient assessment findings.
- Comments: For Example, patients with multiple comorbidities or an ASA >3 may be scheduled into the Main OR instead of the APU Gyne Clinic.

Surgical locations can be changed easily within the Novari ATC application if required prior to being submitted to the Care Venue.

Off Page Reference [42752]

Workflow Link: Women and Babies - C-Section Scheduling

Off Page Reference [42600]

Workflow Link: Phys Track - Perioperative - Surgeon/ Proceduralist: Day of Procedure

Swim Lane:

Role(s): External Office Staff/Surgeon/Proceduralist [Custom] Department(s): Security Position(s):

Work Step [42623]

Description: Add case into Novari ATC within 48 hours of decision to treat for Surgical Cases. Method: Novari ATC

Work Step [42649]

Description: From Provider Office Dashboard: Add patient to waitlist by selecting 'List' > 'Add Patient'

Method: Novari ATC

Work Step [42651]

Description: From 'Add Registered Patient' tab, Search patient by HCN, MRN or Name + DOB Method: Novari ATC

Decision [42724]

Description: Did you locate the correct patient?



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Work Step [42660]

Description: Complete the required fields in the "Add Patient Form" and select "Submit" Method: Novari ATC

Comments: Fields may include: Provider, Service, Diagnosis Description, Diagnosis Category (i.e. Malignant), Procedure, Procedure Notes (i. e. special equipment), est. provider time, body site, responsibility for payment, referral type, referring provider, referral date, decision to treat date, wait priorities (Cancer Care Ontario), short notice appointment interest, Patient Alert/ Allergy (i.e. MH, Latex), medications, comorbidities, patient concerns and notes, etc.

Work Step [42667]

Description: Complete Scheduling/ Case Information or additional fields as prompted Method: Novari ATC

Decision [42734]

Description: Are Pre Operative Activities (consults for PSAC Clinic) required/ indicated?

Work Step [42625]

- Description: Add attachments to the case as they available (i.e. Consent, History and Physical etc.)
 - Method: Novari ATC
- Comments: Procedure Consent, Blood Consent, Anesthetic Questionnaire, History and Physical etc.

Documents can be scanned or uploaded after which the user can assign the document type to tell the system if its a consent, history and physical etc.

Decision [42641]

Description: Are there any missing mandatory attachments associated with the booking? Method: Novari ATC

Work Step [42634]

Description: Navigate to 'Calendar' and place the patient on the Surgical Block Method: Novari ATC



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Work Step [42647]

Description: Click "Submit Block to Care Venue Module" to complete the booking Method: Novari ATC

System [42673]

Description: Booking request will populate the Care Venue Surgical Schedule Method: Novari ATC

Work Step [42656]

Description: From Provider Office Dashboard: Add patient to waitlist by selecting 'List'> 'Add Patient'

Method: Novari ATC

Work Step [42658]

Description: From 'Add Unregistered Patient' tab, enter required fieldsMethod: Novari ATCComments: Required fields include demographic data; Address, Contact information, Sex, Primary Care Provider etc.

System [42730]

Description: An MRN prefixed with 'P' for 'Pending' will be generated Method: Novari ATC

Work Step [42670]

Description: Add any additional required Pre Operative Activities (Consults for PSAC Clinc) Method: Novari ATC

Comments: Visits: Nursing Consults, Anesthesia Consults in the PSAC Clinic

Swim Lane:

Role(s): Surgical Scheduler [Custom] Endoscopy Scheduler [Custom] APU Scheduler [Custom] Womens and Babies Scheduler [Custom]

Department(s): Security Position(s): Perioperative - Scheduler

Work Step [16667]

Description: Monitor Care Venue Surgical Schedule



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Method: Novari ATC

Work Step [42713]

Description: Select "SC PAEDS"

Method: Scheduling Appointment Book

Comments: Ortho cases ages 14-16 can go through regular day surgery department

System [42715]

Description: This allows the SCS 4th Floor PAEDS Day Surgery Department to have generate a Paediatric OR Schedule

System [42528]

Description: Novari receives scheduling message which updates physician booking office list Method: Novari ATC

Decision [42550]

Description: Does the patient have a PSS/PSAC visit?

Off Page Reference [42551]

Workflow Link: Perioperative - Pre Surgical Assessment Clinic (Novari)

Work Step [42748]

Description: Create patient in Add/Modify person conversation Method: Scheduling Appointment Book

Work Step [25829]

Description: Begin completing Request Method: Scheduling Appointment Book

Decision [42711]

Description: Is this a paediatric patient having their procedure at the St. Catharines Site?

Work Step [42373]

Description: Update Order Entry and Accept Format questions appropriately, if needed. Method: Scheduling Appointment Book

Decision [26670]

Description: Is a PSS/PSAC Visit required?



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Method: Scheduling Appointment Book

Work Step [26672]

Description: On the Details tab, confirm that the PSAC Required field defaults to 'No' Method: Scheduling Appointment Book

Work Step [42610]

Description: Review and verify procedure and order entry fields interfaced from Novari ATC as appropriate

Method: Scheduling Appointment Book

Work Step [16733]

Description: Book appointment into appropriate block Method: Scheduling Appointment Book

Work Step [16758]

Description: Confirm appointment Method: Scheduling Appointment Book

Decision [42399]

Description: Is this a Same Day Surgery Case?

Comments: i.e. Will they be discharged on the same day as their surgical procedure?

These patient will not get an inpatient bed assignment.

Work Step [16804]

Description: Create PreReg encounter

Comments: If currently admitted to site A and going to site B for procedure but not being admitted to Site A.

Off Page Reference [42400]

Workflow Link: Registration - ERM - PreRegistration Process

Work Step [42742]

Description: After creating the encounter in Millennium, Link the Encounter number in ATC to case

Method: Novari ATC



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Off Page Reference [42746]

Workflow Link: Perioperative - Pre Procedure

Work Step [42750]

Description: Manually match patient in Novari for system to update.

Work Step [26671]

Description: On the Details tab, confirm that the PSAC Required field is set to 'Yes' Method: Scheduling Appointment Book

Decision [42457]

Description: Does this patient require admission after their Procedure?

Decision [42694]

Description: Is this patient currently admitted to the hospital?

Work Step [42402]

Description: Create PreAdmit encounter

Comments: If utilizing the Surgery Request MPage component, this may have already been created, depending on the local configuration. This may require a modification to the encounter type for a Same-Day Admit patient.

Off Page Reference [42617]

Workflow Link: Registration - ERM - Pre-Admit Process

System [26673]

Description: Triggers population of PSAC Request List (on Confirmed Procedure appointment) Method: Scheduling Appointment Book

Work Step [42464]

- Description: Use current inpatient encounter unless patient is coming from Complex Care or the Extended Care Unit (ECU)
- Comments: If a request was generated from the active Inpatient encounter, then the scheduler would just need to verify that it is already associated appropriately.

