

SCHEDULING ECT APPOINTMENTS

- 1. Open the Scheduling Appointment Book
- Click the "Appointment" Tab.
 Note: Mandatory fields are marked with a red asterisk and highlighted in yellow. These fields must be completed to move on to the next step of scheduling an appointment.

Books Appointment	
*Appointment location:	
Appointment type:	
Person name:	

3. Appointment Location: SC MHECT

Appointment Type: MHA ECT Procedure

Person Name: Click on the ellipsis to open up the Person Search box. Enter either the Patient Name, or Health Card number, and click Search. With the patient name selection on the top pane, click OK. Note: Do not select an encounter from the bottom pane. The Patient will not appear in the Person Name field.







🔍 Person S	earch									×
Health Card	l Number:	^	MRN	Historical MRN					Patient Na	ame He
~			88033232; 11504753	D0096698; F06	59501; K07629	61; L0160	647; N0512756;	V0246462; W0404347	TEST, PAT	TIENT
Last Name			11593473	K0900255					TEST, PAT	FIENT COVID
Last Name.			11781476	L0183945					TEST, PAT	TIENT
test			11863618	F0718944; K08	50017; W04443	48			TEST, PAT	/IENT
First Name:										
patient										
MRN:										
Historical N	IRN-									
			1							
Birth Date (DD-MMM-YYYY):		、 、							
/*/****	Ç Y		Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-)	YYY) Ex	pected Date of Arriva
Sex:			HXNIAGARAREGIONAL	88033232	HXK289739		History	1900-Jan-01 12:00	20	24-Nov-28 09:30
	~									
FIN:										
Phone Nun	nber:									
Deceased?	:									
	~									
Search	n Reset									
		~	<							>
				ОК	Cano	el	Preview	Add Person Add	Encounter	Modify

4. Enter in any other required information, and select MOVE (located to the right of the Appointment Details)

			Work in progress:
	^	Move 🕨	
		Next	
^	Ì	Clear	
× .	~		

- 5. The appointment is now in the Work in Progress box and is ready to be scheduled.
- 6. Use the calendar to the far right to navigate to the date you wish to schedule the patient for.

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7. Select the Schedule button from the side menu.

	Work in progress:	
	E TEST, PATIENT	<u>S</u> chedule
<u>M</u> ove ▶	☐-∽ MHA ECT Procedure ☐- Current Schedule	Con <u>f</u> irm
11021		Recur
Clear	Q Patient	Suggest
		Re <u>q</u> uest
		Insert

8. In the Schedule Window, ensure you have selected you Resource, the Default Slot and you can enter in the Time for the procedure. Select OK.

Schedule - MHA ECT Procedure		? ×
Resource:		
ECT Procedure Clinic		~
Default slot:		
ECT Procedure (10:00 AM - 10:30 AM)		~
Time: 1000 Duration: Hour(s) 30 Distinguish setup and cleanup durations	Day OK	Cancel
	UN	Cancer

 Click Confirm and the Confirm window will appear. Verify the appointment date/time are correct and select OK.





TITLE OF WORKFLOW

HOSPITAL INFORMATION SYSTEM (HIS)

			¥	Vork in progres	IS:							
		^	Move ▶	E TEST,	PATIENT	tura						Schedule
ıfirm					INA ECT PIOCEO	Juie				?	×	Confirm
						MRN: 8803323	2;11504753		DOB: 017J	an/1980		<u>R</u> ecur
e: TEST, PATIE	NT					Age: 44 Years			Sex: Male			Suggest
TEST, PATIENT	Summary	General	Resource View	Guidelines	Notification	Conversation Summaries	Itineraries	Locks	Eligibility	Booking Notes		Reguest
MHA ECT Procedure	TEOT											Insert
ECT Procedu	Allergies	<u>, PAI</u> s:	IENI	Med	I Rec Nbr:	88033232;11504753						-
V TEST, PATIEN	Allergies	Not Reco	orded									^
	11/Dec/2	024 - 10:0	00 AM 30 Minute	s MHA	ECT Procedu	Ire SC MHECT	ECT Pro	ocedure C	Clinic			
							Ontion		Drint	Drint AD		
>							Opdor		rink	PITE ADD		
									ОК	Can	cel	
									_			

10. The Encounter Select window will appear. Select Add Enc.

Encount Encount	er Selection	1							?	>
FIN	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name	Reg Date	Arrive Date	
HXK289739	History	02/Jan/1900 - 12:00 PM		HXNIAGARAREGIONAL	HXNIAGARAREGIONAL			01/Jan/1900 - 12:00 PM	01/Jan/1900 - 12:00 PM	
Modify		Add Enc							OK Car	ncel

11. The Available Conversations window will display. Use the drop down to select the Pre Reg conversation.

The Pre-Registration conversation will appear. Select OK on the bottom right of the screen and this will direct you to any required fields.

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OPERATION

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PreReg	\times
The following St. Catharines Site aliases have been assigned for SCHED, KATIE:	
FIN: 22-006866 Visit Id: 22-008117	
ОК	

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SCHEDULING – LINKING APPOINTMENTS

1. Locate the ECT appointment on the GRID or using the APPOINTMENT INQUIRY. Right click on the existing appointment, select ACTIONS, then select LINK.

You will have the option to LINK to an Existing Appointment or create a New Appointment. Select New Appointment.

			Unlock)2	24 - Procedure	
re Clinic			Shuffle Swap Resources Reorder			
			Group Session	>		
			Link	>	Existing Appointment or Request	
	Actions	>	Unlink		New Appointment	
	Add New Appointment Book Request Confirm Request Remove Request Recur Appointment					
	Navigation	<u>}</u>				
	Report 2	>				
	Applications	>				
	Person 2 Slots 2 Resources 2 Book Settings 2	> > >				

 The LINK window will appear. Provide a LINK Reason from the drop down menu. Select OK.







🗃 Link					?	\times
Name:						
Existing appointment or re	quest					
New appointment						
Appointments and Requests	Event Details	Orders				
*Link reason:						
Other						~
Comments:						
						^
				 		*
				OK	0	ancel
				0.11		arrour

 You will be prompted now to enter the Appointment Details for the New Appointment. Appointment Location: SCS Anesthesia Out of Dept Appointment Type: Surgery Anesthesia Out of Department Requesting Provider: (Enter Mental Health Provider)

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Select MOVE when all details are entered.

The Appointment Attributes window will appear.
 Search for Anesthesia Care (ECT) in the search box. Double click to select the order.
 Once it is populated, select OK.

CHED, KATIE	Details Orders Move Criteria Resource List Guidelines P	ref Cards Appointment Eligibility
Surgery Anesthesia Out of Depart	SCHED, KATIE	*Ordering Provider:
	1	Test, Cerner
	Anesthesia Care (ECT)	Surgical Area:
		Procedure Duration:
		Historical Average
		O Recent Average
		O Default 0
	Search Existing Orders Privileges AOS Required Nomenclatur	
	anes	O Scheduled based on Historical Average 0
	Anesthesia Care (ECT) Anesthesia Care (ENDO)	^
	Anesthesia Care (IR)	
	Epidural Bidoo Facch (SN) Epidural Catheter Insertion	
	Lumbar Puncture (SN)	
	Las. 79. 3	

The appointment will now be in the Work in Progress window.
 Schedule the Anesthesia appointment for the same time as the ECT appointment.
 Select CONFIRM.

The Encounter selection window will appear. Select the encounter by single clicking on the encounter that was created from the ECT procedure appointment. Press OK. Appointments will now be linked.



