Manage Theatre Booking/appointments

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Create a Theatre Booking

1. From the Appointment screen, navigate to the theatre session.
2. Click into the session to book an appointment.
3. Search and select the patient.
4. Select the Appointment Type from the list that has been marked as theatre appointment type. *
    a. Selecting a theatre appointment type will expose additional theatre fields.
5. Fill in any relevant fields.
6. Additional fields will display on the screen for theatre bookings (use the table below for reference).
7. Click **Create Appointment**.

* Your system administrator needs to configure this pick list.

Field	Description	Example
Patient MRN	Patient's Medical Record Number (Read only)	00000226
Patient Name	Patient's Name (Read only)	Maggie Carlson
Appointment type	Choose an appointment type	Surgery
Location address	Location is auto populated	Adelaide Clinic 18 Dequetteville Terrace PARADISE SA 5075 (08) 8203 0500
Room		Room 1
Date	The date the appointment is on (Read only)	18/04/2015

Field	Description	Example
Start time	Pre-filled based on the time you clicked to book the appointment. End time is not present as the start time and duration are used to calculate this.	10:00
Duration	This will pre-fill based on the time/slot you clicked into, but when appointment type is selected it will change to the default length for that appointment type. This can be overridden by typing into the field.	60 min's
Appointment status	When first booking an appointment this defaults to 'Booked'.	Booked
Student		
Note	Optional Note field. This is for administrative purposes and is not usually seen by the patient. However, your system administrator can customise emails or calendar invites, sent to the patient, to include this field. Please check with your system administrator as to whether this field is exposed to the patient.	
Procedure	Details of the intended Procedure	Excision cheek
Left Side	Relates to the procedure - is it going to be performed on the Left Side	Yes
Right Side	Relates to the procedure - is it going to be performed on the Right Side	No
Planned admission date	Date that the patient needs to be admitted to the hospital. This can be different to the appointment date if the patient needs to be admitted the day before the appointment.	18/12/2017
Planned admission time	Time that the patient needs to be admitted at the hospital on the planned admission date.	08:00
Planned admission days	defaults to 1 (Day hospital) but can be overridden	1
Fasting time	If fasting is required choose a time to fast from	06:00

Field	Description	Example
Pre-op Hospital Only Note	Note for the hospital - only prints on the Theatre List for the hospital	
Pre-op Clinic Only Note	Note for your clinic - does not print on the Theatre List	Bill with no gap
Pre-op Patient & Hospital Note	Note for the patient and hospital - prints on the Theatre List for the hospital and is often used in Patient Appointment Letters to give instructions / further information to a patient	
Assistant	Assistant's name - this pick list shows all professional contacts	Jones, John (Dr)
Anaesthetic choice*	Pick list - this is configured by your system administrator. When changed, you will get a message: This option requires an anaesthetist, do you want to use session configured anaesthetist? •Click Yes to use the default anaesthetist for the session •Click No to select another	IV Local
Anaesthetist	(only shows if the selected Anaesthetic Choice requires an Anaesthetist) Anaesthetist's name - this pick list shows all professional contacts where professional category = Anaesthetist	Rourke, Mickey (Dr)
LMO	Name of Local Medical Officer (LMO) / GP for this patient. This pick list if generated from the Patient's Referrals > LMO.	Dr Mark Wahlberg
Referral	Name of current medical referral for this patient. This pick list if generated from the Patient's Referrals > Medical Referrals.	Dr Walter White

Field	Description	Example
Note	Optional Note field. This is for administrative purposes and is not usually seen by the patient. However, your system administrator can customise emails or calendar invites, sent to the patient, to include this field. Please check with your system administrator as to whether this field is exposed to the patient.	
Case	This is probably not relevant in most cases and can be ignored. If using Case Management you can associate the appointment with an open Case	

Book a Post Op Appointment

After booking the theatre appointment you can book in a follow up appointment linked to the original theatre appointment.

1. Theatre Lists.
2. Find the Theatre list and click **Show**.
3. Find the appointment in the list and click **Book Post Op Appointment**
    a. The Appointment screen launches in a new tab
4. Find a free spot and create the Post Op appointment (the patient details will pass through):
    a. This Post Op Appointment must be an appointment that is of type "consultation".
    b. The appointment must be booked no more than 2 weeks after the theatre booking to be linked.
    c. After creating, close the tab (not the entire window).
5. Back in the Theatre List Refresh the screen (F5 in most browsers).
6. You'll see that the Post Op Appointment is now linked to the entry in the Theatre List - this is indicated by the following fields:
    a. Post Op Appointment Datetime - hyperlink to the appointment e.g. 12/12/2017 13:00.
    b. Post Op Appointment Type: e.g. After Care.
    c. Post Op Appointment Status: e.g. Booked.
    d. Also, the Book Post Op button is no longer present for that Theatre booking.

Create an Appointment Letter

This section presupposes that your system administrator has configured letter templates that pull in the current appointment details. It also presupposes that you are familiar with generating Correspondence in CareRight.

1. There are two ways get to the Correspondence screen for an appointment:
    a. Click into Appointments > Right click an appointment > Correspondence; or,
    b. Click Theatre List > Show > Click on the appointment Start Datetime hyperlink (e.g. 06/12/2017 14:00) > Correspondence.

2. Scroll down the screen and you'll see all available letter templates, split into:
    a. Patient Letters
    b. Referral Letters
3. You now have two options, next to the letter templates are two buttons:
    a. New: Open the letter template in the edit window - do this if you want to make changes/additions to the letter before sending
    b. Print: Generates a PDF of the letter which can be downloaded or printed - do this if the letter template doesn't need to be changed before sending.

Editing a Theatre List

For a Theatre List you are able to:

- Add administrative notes to a theatre list (session) [+].
- Indicate whether all administrative planning for a theatre list has been completed.
- Change the default anaesthetist for the session.

This is done via these steps:

1. Click **Theatre Lists**.
2. Click **Show** on a list.
3. Click **Edit**.
4. Notes can be added to the Session.
    a. Planning Complete - tick to indicate that all administrative planning for a theatre list has been completed.
    b. Anaesthetist - you can change the default Anaesthetist for this session. [*]
5. Click **Update Calendar Session**.

[+] Notes are for internal purposes only and not visible on any printouts that the hospital or patient receive.

[*] Changing the anaesthetist for the session will not propagate through all the appointments booked into this session. Each appointment will need to be edited to reflect the change.

Perform Pre-Admission Planning

You may have your own pre-admission checks/administrative planning that needs to be performed before you send a theatre list to a hospital.

Details can be recorded here:

1. Theatre Lists.
2. Find the Theatre list and click **Show**.
3. Click **Edit**.

4. Session Notes: Record any Session notes that are relevant.
5. Planning Complete: Tick to indicate that planning is complete.
6. Click **Update**.

Mark Appointment as Complete

Change the status of the theatre appointment to a Completed status type. Changing the status of the appointment creates an entry for the procedure under Patient > Diagnosis and History > Operations

The status can be changed via the Appointments screen, Appointment List screen, patient appointment screen or via the steps:

1. Theatre Lists.
2. Find the Theatre list and click **Show**.
3. Find the appointment in the list and click **Edit**.
4. Change the Appointment Status = Completed.
5. Click **Create Appointment**.

Create Operation Reports

To Create an Operation Report:

1. Theatre Lists.
2. Find the Theatre list and click **Show**.
3. Find the appointment in the list and click **Edit Operation Report**.
4. Fill in the following free text fields as necessary:
    a. Findings
    b. Technique
    c. Post Op
5. Click **Update Operation Report**.

To print the Report click Print Operation Report.

Planning Complete Flag

If you have ticked Planning Complete (from the Theatre List > Show > Edit screen), if will be unticked automatically (by CareRight) if the following occurs:

- An appointment in the session is edited; and,
- A new appointment is added to the session.

Print a Theatre List

You can print a Theatre List from one of the following locations.

Theatre Lists:

1. Theatre Lists.
2. Find the Theatre list and click **Print**.
    a. This will generate a PDF and open the print dialogue box automatically. *
3. Alternatively, you can save to PDF from this screen or have the auto print* feature disabled.

Theatre Lists > Show:

1. Theatre Lists.
2. Find the Theatre list and click **Show**.
3. Click **Print**.
    a. This will generate a PDF and open the print dialogue box automatically. *
4. Alternatively, you can save to PDF from this screen or have the auto print* feature disabled.

* Auto-print is a configurable option, contact your system administrator to discuss using it