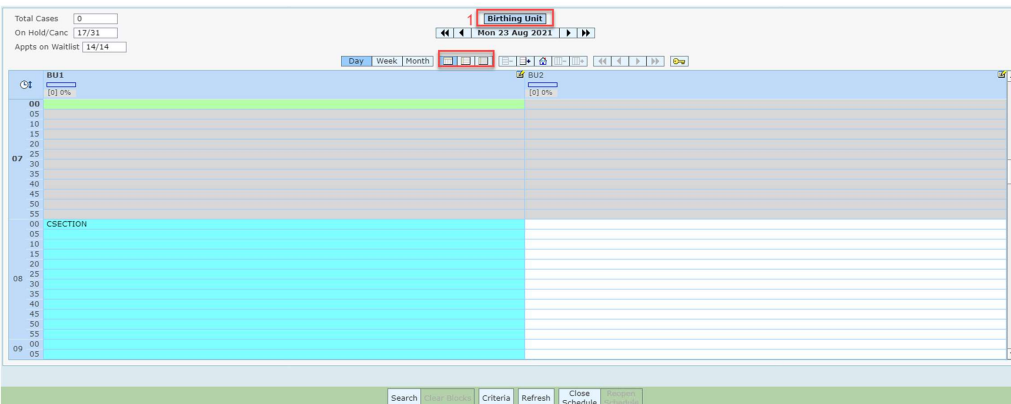
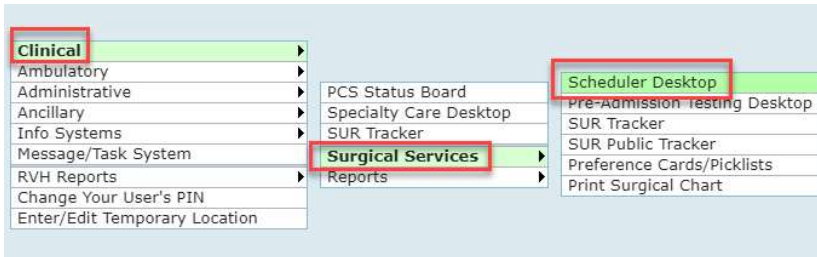


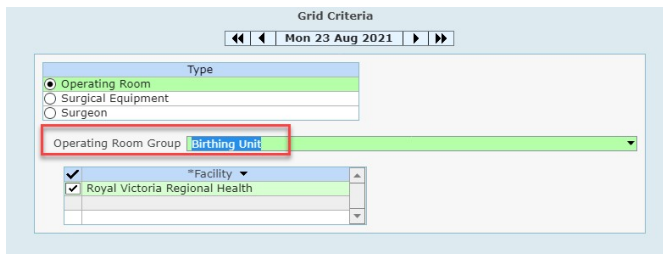
CARE4 MODULE NAME: C-Section Bookings for OR Clerks

Access and Main Screen

To access the Scheduler Desktop, the pathway from the Main Menu is:
Clinical – Surgical Services – Scheduler Desktop



1. At the top of the screen (1), you can change which grid you're viewing by selecting the name. Operating Room Group should indicate **Birthing Unit** to show Birthing Unit cases.



Find Patient

1. On the Birthing Unit Grid, C-section bookings will be through the **Waitlist** on the right-hand column. This will populate Surgeon specific waitlists. On the Waitlist screen, select the correct surgeon and select **Compile** at the bottom of the screen.

Note: If this patient currently is not on a waitlist, you can search for a patient by selecting **Patient** on the right-hand column. This will allow you to search for a patient within Expanse to book a procedure.

Waitlist	Appts
<input type="radio"/> Dr. J. McKinnon Waitlist	5
<input type="radio"/> Dr. J. Menna Waitlist	
<input type="radio"/> Dr. J. Miller Waitlist	
<input type="radio"/> Dr. J. Moreau Waitlist	3
<input type="radio"/> Dr. J. O'Sullivan Waitlist	3
<input type="radio"/> Dr. J. Tomas Waitlist	1
<input type="radio"/> Dr. J. Umeh Waitlist	8
<input type="radio"/> Dr. J. Wong Waitlist	1
<input type="radio"/> Dr. J. Wong Waitlist	
<input type="radio"/> Dr. J. Zadra Waitlist	
<input checked="" type="radio"/> Dr. K. Adare Waitlist	3
<input type="radio"/> Dr. K. Bremer Waitlist	4
<input type="radio"/> Dr. K. Dickie Waitlist	3
<input type="radio"/> Dr. K. Foell Waitlist	
<input type="radio"/> Dr. K. Fortinsky Waitlist	

Facilities	Procs
<input checked="" type="checkbox"/> Royal Victoria Regional Health	3

Print List List Criteria **Compile**

2. Once a Surgeon's waitlist has been compiled, examine the procedure column to find the Caesarean Section case, then click in the box beside the patient that requires a c-section booking. After select **Edit** from the right-hand column.

Dr. K. Adare Waitlist
3 appointment(s) found on or before 19/08/2021.

All Pending Waitlisted Rebook

1 of 3 Selected

Priority	Name	WL Date/Time	Procedure	Surgeon	Status	Preferred Surgery Date	Preferred Surgery Time
<input type="checkbox"/> Priority 4	Surtest, Ashley	1 days	Colposcopy & biopsy	Adare, Kaitlyn Elizabeth	Pending		
<input type="checkbox"/> Priority 4	Surtest, Ashley	0 days	Myomectomy hysteroscopic	Adare, Kaitlyn Elizabeth	Pending		
<input checked="" type="checkbox"/> Priority 4	Surtest, Ashley	0 days	Caesarean section	Adare, Kaitlyn Elizabeth	Pending		

Acct # VA0006307/21
Facility Royal Victoria Regional Health
Reg Type Inpatient
Visit Reason BABY

Room Patient Waitlist
Find Book Pending
Edit Cancel Chg CWS Status View Letter
Pre-Register Register Express Reg Edit Rea

Commented [HA1]: After the offices went live today, I discovered that the c-sections had required a priority to be entered. This was not the case in test, but my solution to this is crop out the priority part of the picture and they will have to look at the procedure column for any cases that start with Caesarean (this ensures it captures the few codes such as with tubal ligation, will be found)



Bookings

1. On the **Procedure** tab, it is important to examine the populated information to ensure it is correct and all asterisk fields (*) are filled out.

Procedure | Demographics | Resources | Wait Times

Facility: Royal Victoria Regional Health
Account: 15A006394/21

Surgeon: Adare, Kaitlyn Elizabeth
Procedure: Caesarean section
Primary: P/S
Assisting Surgeon: Not Applicable
Side: Not Applicable
Surg Start: 30

Procedure Description: Caesarean section

Setup	09:00	30
Start	09:30	30
Cleanup	10:00	10
Total	70	
Move Case		

Case Type: Planned/Elective
Reg Type: Inpatient
AM Admit: Yes
Anesthetologist: Epidural + IV Sedation
Anesthesia Type: Epidural + IV Sedation

Room: BU1
Comment:
EDR Reason:
Pre-Admission Calls:
Call List: RVH Pre-op Screening
Call Date/Time: 19/08/2021 15:32
Preferred Time:
Call Comments:

Search:
Time Slot:
New Date/Time: 20/08/2021 09:00
Appt Date: 20 August 2021 09:00
Patient Arrival:
Case Number: 3224

2. The **SUR Scheduling** tab under **Demographics** will show the date and time requested, if the patient requires a Pre-operative appointment, and if the patient requires an anesthetic consult. The **Demographics** tab also contains the **Registration Info** tab has a required field, **Reason for Visit**, that needs to be completed. Then select **Insurances** to view their current insurance.

Commented [HA2]: Also include if they require Anesthetic consult as well

Registration Info | SUR Scheduling | ENDO Scheduling | Special Equipment | Coll Notes | Insurances

Special Indicators

Preferred Surgery Date:
Preferred Surgery Time:
Surgery Date Move:
Diagnosis:
Requires Admission Before Surgery?
How Many Days Before?
Reason:
Anesthesiologist Required?
Surgical Assist Required?
Pre-operative Appointment Required?
Anesthetic Consult Required?
Special Patient Considerations:

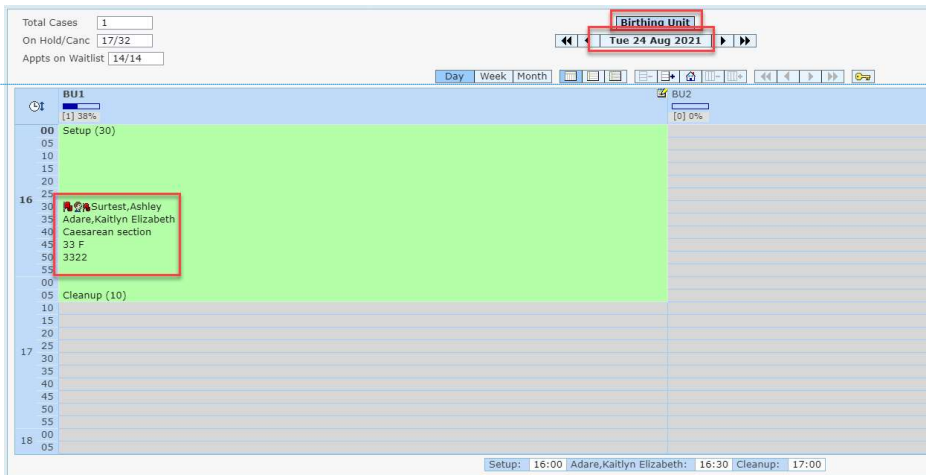
3. With the requested date and time, return to the **Procedure** tab and in the **New Date/Time** field (left hand yellow box), enter the requested date and time that the procedure is scheduled for. The other yellow boxes are fields that you can fill out if you know the information (anesthesiologist/assisting surgeon) or need to add a comment.
4. Once the New Date/Time field is entered, the RVH Pre-op screening information will appear on the Procedure tab.
 - If the patient **does** require a Pre-op appointment, leave the RVH Pre-op screening information on the Procedure tab.
 - If they **do not** require a Pre-op appointment, delete the information from the Call list.
 - Ensure that clearing this information is the last step before saving, or the information will populate back in.

Note: You can select **Save** from the Procedure tab, which will populate any information that needs to be completed or tabs that need to be viewed prior to procedure booking.

- Once you can select Save on the Procedure screen, you may or may not be presented with a **Conflict** screen. If you are presented with the **Conflict** screen, examine the type/category of the error (OR unavailable, duplicate procedure, resource unavailability, etc.) and decide if the conflict should be overridden. If so, select **Override** on the bottom right to proceed.
- Lastly, you are presented with a Confirmation Case screen which highlights the procedure booking information.

Confirmation Case 3322				
Surtest,Ashley booked for Caesarean section on Tuesday, 24 August 2021 4:00 pm EDT at Operating Room				
Caesarean section	Procedure	Primary/Secondary	Surgeon	Start Time
		Primary	Adare,Kaitlyn Elizabeth	16:30

- Returning to the grid should now show the c-section case that you just booked. Ensure you are viewing the correct grid and the correct date for the scheduled c-section.



Commented [HA3]: I am not sure what BU's process is with pre-registering, but for the surgeries in the OR, we are now pre-registering when the prompt comes up at end of booking.

- Regarding pre-registration of newborns:
 - CGMH, GBGH, and Headwaters will register newborns prior to birth to a temp location
 - RVH will not be pre-registering their newborns

To pre-register, select your patient and select **Pre-Register** on the right hand column. Complete the required fields to finish pre-registration.