CARE4 MODULE NAME: C-Section Bookings for OR Clerks
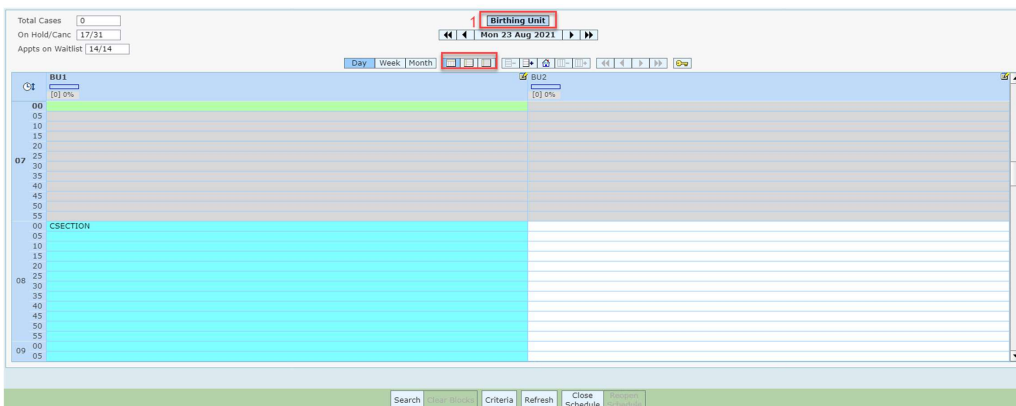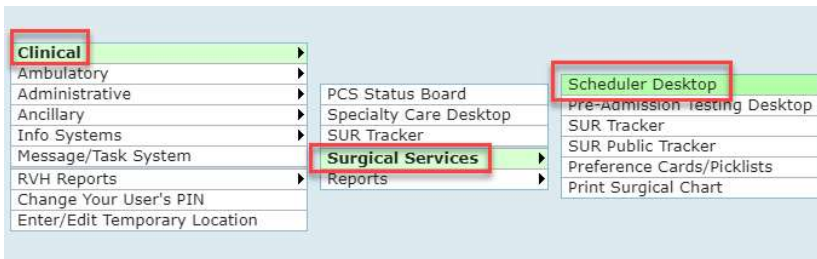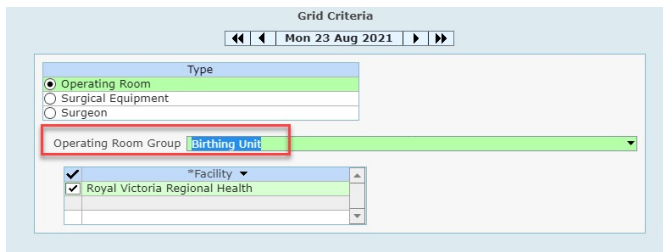
Access and Main Screen

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
○ Dr. J. McKinnon Waitlist	5
○ Dr. J. Menna Waitlist	
○ Dr. J. Miller Waitlist	
○ Dr. J. Moreau Waitlist	3
○ Dr. J. O'Sullivan Waitlist	3
○ Dr. J. Tomas Waitlist	1
○ Dr. J. Umeh Waitlist	8
○ Dr. J. Wong Waitlist	1
○ Dr. J. Wong Waitlist	
○ Dr. J. Zadra Waitlist	
◉ Dr. K. Adare Waitlist	3
○ Dr. K. Bremer Waitlist	4
○ Dr. K. Dickie Waitlist	3
○ Dr. K. Foell Waitlist	
○ Dr. K. Fortinsky Waitlist	

✔	Facilities	Procs
✔	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

Room
Patient
Waitlist

1 of 3 Selected

✔	Priority ▼	Name Phone	WL Date/Time Waiting Time	Procedure	Surgeon	Status	Preferred Surgery Date	Preferred Surgery Time
☐	Priority 4	Surtest,Ashley	1 days	Colposcopy & biopsy	Adare,Kaitlyn Elizabeth	Pending		
☐	Priority 4	Surtest,Ashley	0 days	Myomectomy hysteroscopic	Adare,Kaitlyn Elizabeth	Pending		
✔		Surtest,Ashley	0 days	Caesarean section	Adare,Kaitlyn Elizabeth	Pending		

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

Find
Book
Pending

Edit
Cancel
Chg CWS Status
View
Letter

Pre-Register
Register
Express Reg
Edit Reg

CARE4

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.

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.


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.

5. 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.

6. 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			
Procedure	Primary/Secondary	Surgeon	Start Time
Caesarean section	Primary	Adare,Kaitlyn Elizabeth	16:30

7. 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.
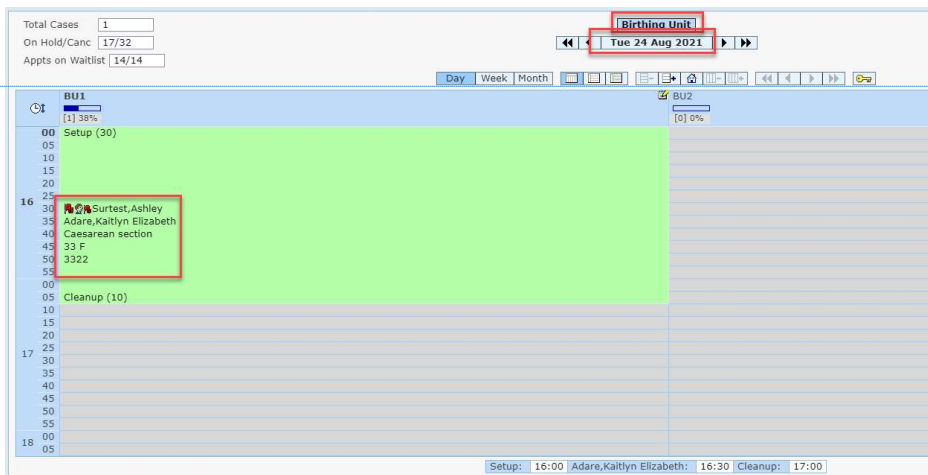
8. Regarding pre-registration of newborns:
   - CGMH, GBGH, and Headwaters will register newborns prior to birth to a temp location
   - RVH will not be pre-registering their newborns

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