Booking Operations

Bp Learning

| 1 Access Operations | 2 Add a new procedure | 3 Operation Details | 4 Book the Operation |

Access Operations

The following workflow will rely on some additional set up of your Bp VIP.net database:
- Autotext are set up to pull through billing information to the Appointment Book.
- The Operations List is configured to show procedure information using the template and the autotexts: OPPATIENT and OPPROCEDURE.
- The Page Owners Appointment Books can be set up to show 3 columns. Use 'Refresh' to ensure information is kept up to date if you are using Autotexts.
- **Using an Autotext that has a 'chosen field' can cause the Appointment Book to freeze. Use with caution**.

Add a new Operation

When the patient is in the 'SNAPSHOT'.

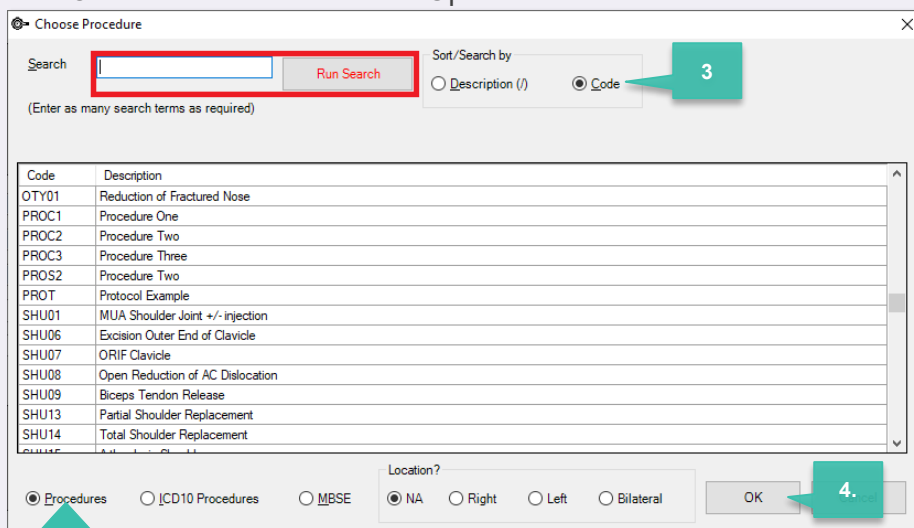**1.Press** 'Ctrl+F9' or click an 'Operations' button on the Medical Desktop.

2.Click the 'New' button on the 'Operations' screen.
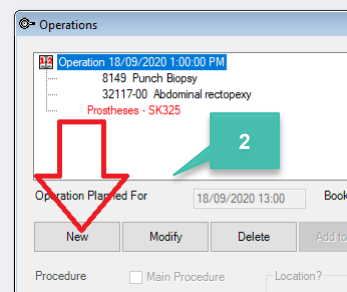
3.Search for the Procedure Item code either by 'Code' or 'Description'.
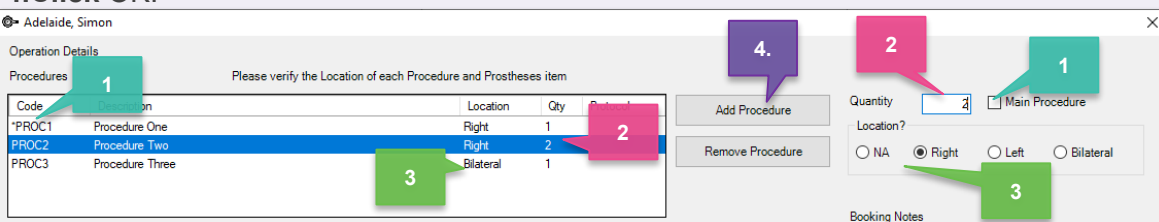
TIP:
You can hold your 'Ctrl' button down to select multiple procedures. The first selection will default to the Main Procedure.

If you use more that one 'Procedure list', e.g., Day Stay clients, you may have *ICD10 Procedures* – Select from the 'Procedures' list. Location can also be selected on this screen.

4.Click OK.

1.Select procedure item and tick Main Procedure.

2.Change the quantity of the item count

3.Select the applicable location per procedure item if required.

4.Use Add and Remove Procedure to add or delete procedure items.

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Continuing…. The Operation Details screen

The **Operation Details** screen is where all details of the operation event are recorded.

Unit ✱		Surgeon	
Anaesthetist		Anaesthetic	
Assisting Prov.		Assisting Prov. 2	
Scrub Nurse		Scout Nurse	

Booking Notes

Summary Notes

| Time Required | 0 | mins | Print Order | 1 | Admission Date | 01/11/2021 | Time | 12:12 | (e.g. 23:20) |

Unit- Location of Surgery (mandatory) ✱	This will change to match the unit column in the Appt. book.
Anaesthetist – Provider type must be set to Anesthetist.	Will display in Notes column in the Appointment Book.
Assisting Prov.1 & 2 – Must be a Provider record (Int or Ext).	Will display in Notes column in the Appointment Book.
Scrub Nurse/Scout Nurse – Provider type must be nurse.	Will not display in Notes column in the Appointment Book.
Surgeon – Must be a Provider record (Int or Ext).	Will display in Notes column in the Appointment Book.
Anaesthetic – Select Type.	Will not display in Notes column in the Appointment Book.
Booking Notes - Will display in Notes column in the Appointment Book.	**Summary Notes** - Will not display in Notes column in the Appointment Book.
Time Required – a total of time required per procedure or fill in to take up the time required when booking the operation.	**Print Order** - Set a manual order for this operation in the Appointment (Operation) List Printout.
Admission Date: Date of booking.	**Time:** Defaults to booking time – can be changed.

Like the 'Procedure Item' function, use the 'Add Prostheses' button to add a prosthesis. Fill out 'Quantity' if you require more than one of the same item, and complete 'Location' field for the prosthesis item.

Book The Operation

⚠ Click 'Make Booking' button to go to the Appointment book **Monthly view** to select an available slot.

| Quote | Add/Go to Waiting List | Make Booking |

OR……...

1. **Open** the **Appointment Book**.
2. **Select** the available operation slot and book the patient. **Select** the Procedure.

	Unit	Type	S	Booking	Notes	Clinical/Warnings	Administration
15:00	HAM	Oper		73: Anthony BAKER	R - PROC1 Procedure One,R - PROC3 Procedure Three, Prostheses: R - PROS1 Prostheses Item 1 Surgeon: Ent, Fred Anaesthetist: Anaesthetist, Adam The booking notes can be used to complete supplementary information about the procedure. e.g. Use Pack One!	Past experience with syncope after local Anaesthetic. Have discussed monitoring during procedure.	<INS: Southern Cross Pol No: 12345. Approved> Patient asked to arrive at 2.00pm.

☐ Everything displayed in the **Notes** column will print on the 'Appointment Operation List'.

☐ A **Clinical/Warnings** column can be used to record additional clinical information including Allergies from an Autotext.

☐ An **Administration column** can be used to show notes such as the patient's health insurer, their approval status.

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