

## Paediatrics Neurology – Adding an existing patient onto the Day Case Waiting List

### Scenario

An existing patient needs to be added to the Day Case waiting List.

### Open Schapptbook

1. Select the correct **Appointment Type** field you are looking to book.
2. Select the specific **Appointment Location** from the drop-down box.
3. Click on the Patient Name **ellipse button** to open the Patient search window.

4. Type in the Patient's **MRN**.
5. Click **Search**.

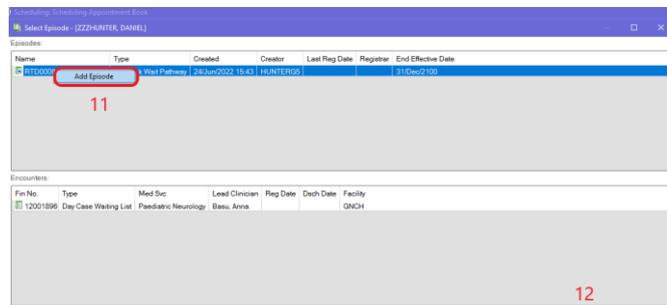
6. The patient's demographics will appear in the top row, check to ensure these details are **correct**.
7. Click **Add Encounter**.
8. Click **Yes** to the 'Is this a Waiting List encounter' question.

9. From the Available Conversations window select **Inpatient Waiting List**.

10. Click **OK**.



11. Right click in the top left-hand corner of the episodes row, then click **Add Episode**.



12. Click **OK**.

13. Select **18 Week Wait Pathway** from the Pathway form window.

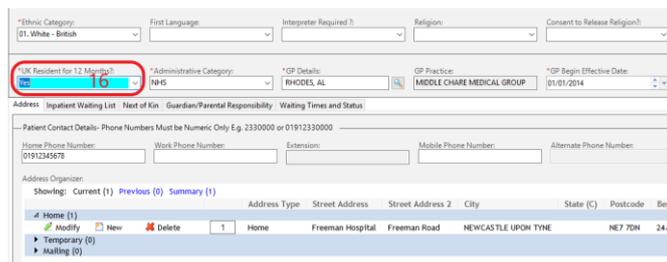


14. Click **OK**.



15. **Double left - click** on the new episode created.

16. Select **Yes** for UK Resident for 12 Months option – if unsure, select unable to validate, can update when Patient arrives for appointment.



17. Click on the **Inpatient Waiting List** tab.

18. Complete the following yellow mandatory fields:

- Lead Clinician** – enter and find name.
- Referring Clinician** – enter and find name.
- Intended management** – set to **Day Case**.
- Priority Type** – Routine or Urgent.
- Admission Booking Code** – Full booking.
- Admission type** – Select Waiting List.
- Clinical Priority** – Select appropriate priority.
- Pathway Issuer** – if NUTH type **then**, click the ellipse to quickly find NUTH.

i. **Intended RTT Status** – Select appropriate status.

19. Click OK.

20. An Inpatient Waiting List window appears informing you of aliases created for the patient, click OK.

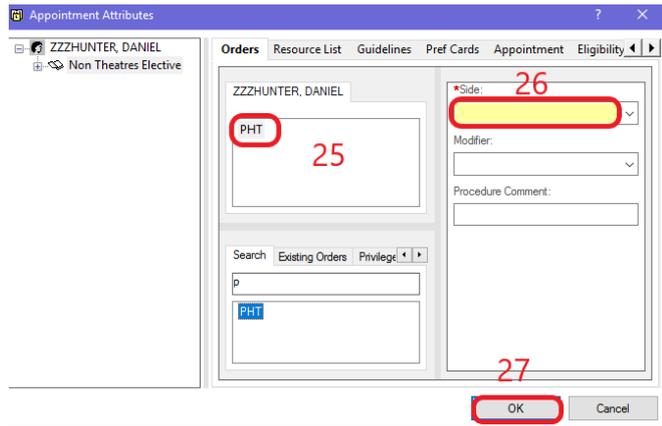
21. The patient's name is now populated in the **Patient Name** field, type in or search for the **Lead Clinician** name.

22. Click **Move** to move the patient's details into the **Work in progress** right hand column.

23. Type the **order name** in the **Search** field of the opening Appointment Attributes window.

24. Press enter key to place order name in box below.

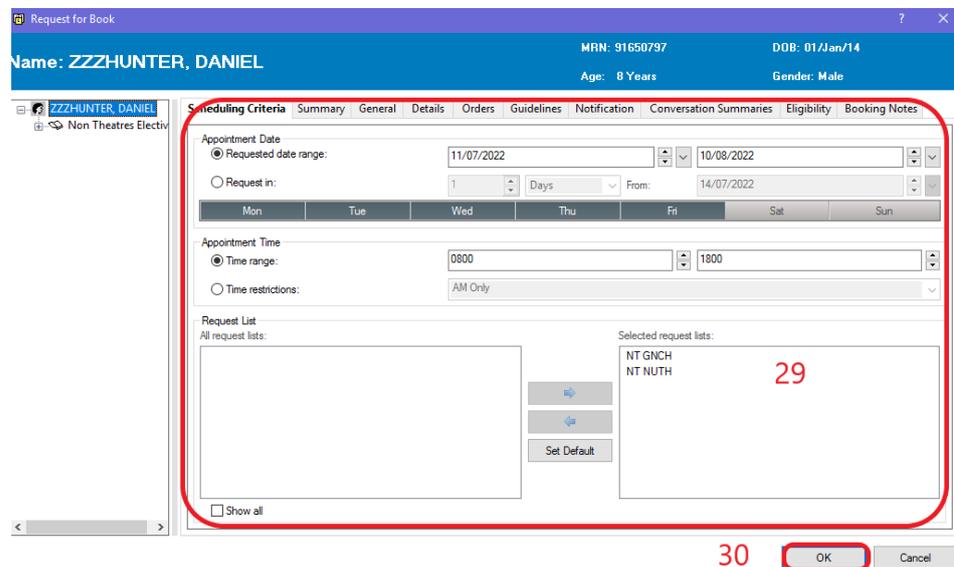
25. On order name, double left-click on mouse to place order in order top column.
26. Complete any mandatory fields.
27. Click **OK**.



28. The patient's details are now populated in the Work in progress column, click **Request**.



29. You can now **filter** appointment options from the opening Request for Book window.
30. Click **OK**.



The patient has now been placed on the waiting list.