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.

🖨 Sc	heduli	ng: So	heduli	ing Ap	opoin	tment	Book
Task	Ed	it V	iew	Help			
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•			2022			Þ	Books Appointment
•			June			•	*Appointment type:
Мо	Tu	₩e	Th	Fr	Sa	Su	Non Theatres Bective
30	31	1	2	3	4	5	Next
6	7	8	9	10	11	12	*Appointment location:
13	14	15	16	17	18	19	GNCH Non Theatres
20	21	22	23	24	25	26	*Patient name:
27	28	29	30	1	2	3	3
4	5	6	7	8	9	10	

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

Reference Search
MRN:
(91650797) 4
NHS Number:
Sumarne:
Ecreopame
Date of Birth:
••)••)••••
Gender:
FIN NBR:
Postorda:
5
Search Reset

- 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.

Appointment Book	×
? Is this a Waiting List encounter?	
Yes No	

MRN:	Deceased	MRN	NHS Numbe	r Name		Date of Birth	Age	Gender	Address	Address (2)	Postcoo
91650797		91650797		ZZZHU	NTER, DANIEL	01/Jan/14	8 Years	Male	Freeman Hospita	I Freeman Road	NE7 70
NHS Number:											
					6						
Sumame:											
Forenname:											
Date of Birth:											
Gender:	-								_	_	
ŬŬ	Enc Type		Enc Status	Reg Date	Disch Date	Treatment Function	on Att	ending Clinici	an Facility V	Vard Room Be	ed Est Ar
FIN NBR:	Day Case V	along List	Active			Paediatric Neuro	iogy Ba	su, Anna	GNUH		-
Duran da											
Postcode:											
Search Reset											
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	<			_							>
					ОК	Cancel	Preview	Add P	erson Add i	Encounter	Modify

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

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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.

1												
	Туре	Med Svc	Lead Clinician	Reg Date D	Disch Date F	Facility						
5 1	Day Case Waiting List	Paediatric Neurology	Basu, Anna			GNCH						
										10		
										12		
_											A 1	
										UK	Cancel	
	Scheduling: Schedu	ling Appointment Bo	sok									
	Scheduling: Schedu	ling Appointment Bo	ook EL]									
	Scheduling: Schedu III Select Episode - Episoden:	ling Appointment Bo	ook EL]									
	Scheduling: Schedu Scheduling: Schedu Select Episode - Episodes:	ling Appointment Bo [ZZZHUNTER, DANIE	ook EL]									
	Scheduling: Schedu L Select Episode - Episodes: Name	ing Appointment Fo (ZZZHUNTER, DANIE Type	sok EL]	Created		Creator	Last Reg Date	Registrar	End Effective Date			
	Scheduling Schedu Select Episode - Episodes: Name TD000000000	Ing Appointment So (ZZZHUNTER, DANIE Type 142936802 18 Week	ook EL] k Weit Pathway	Created 28/Jun/202	22 12:35	Creator HUNTERO5	Last Reg Date	Registrar	End Effective Date 31/Dec/2100	D		

- **/Chronic Category:
 First Language:
 Interpreter Reprind 1:
 Religion:
 Convent to Relates Religion:1:

 * URL
 **/CP Details:
 */CP Details:
 <
- 17. Click on the Inpatient Waiting List tab.
- 18. Complete the following yellow mandatory fields:
 - a. Lead Clinician enter and find name.
 - b. **Referring Clinician** enter and find name.
 - c. Intended management set to Day Case.
 - d. Priority Type Routine or Urgent.
 - e. Admission Booking Code Full booking.
 - f. Admission type Select Waiting List.
 - g. Clinical Priority Select appropriate priority.
 - h. Pathway Issuer if NUTH type then, click the ellipse to quickly find NUTH.

i. Intended RTT Status – Select appropriate status.

*UK Resident for 12 Mor Yes	nths?i	*Administrative Category: NHS ~	*GP Details: RHODES, AL	GP Practice: MIDDLE CHARE MEDICAL GROUP	*GP Begin Effective Date: 01/01/2014	GDP Details:			
Address Inpatient Waitin	ng List Next of	f Kin Guardian/Parental Responsibility	Waiting Times and Status						
*Date on Waiting List: 28/06/2022	÷×	*Lead Clinician:	Main Specialty:	*Treatment Function:	*List Type:	~			
*Referring Clinician:	4	*Intended Management:]						
*Priority Type:		*Admission Booking Code:	*Admission Type:	*Clinical Priority:	Transfer Facility:	Pt Willing To Transfer Cons?:	Last Validated:	*Short Notice:	~
TCI Date: 	A V	TCI Time:	TCI Location:			18			
*Pathway Issuer:	Q.	Pathway ID:	Inter Trust RTT Start Date:	*Intended RTT Status:]				
Hospital Trust:		*Building: GNCH v	Ward:	Bedboard					19
Encounter Procedures									CK Cancel

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

The following Great North Children's Hospital aliase: ZZZHUNTER, DANIEL :	s have been assigned for
FIN NBR: 12001897 Visit ld: 21032944	20
	ОК

- 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.

Books	Appointment			
*Appoint	tment location:	22	^	Move 🕨
GNCH I	Non Theatres	~	i.	Next
*Patient	name:			~
ZZZHU	NTER, DANIEL			Clear
*Lead C	linician:			
		21	.	

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.

🕅 Appointment Attributes		? ×
CZZZHUNTER, DANIEL	Orders Resource List Guidelines Pref Cards Appointment	Eligibility
]	ОК	Cancel

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- 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.

Work in progress:		
ZZZHUNTER, DANIEL		Schedule
Non Theatres Elective		Confirm
Current Schedule		Comm
GNCH Non Theatres		Recur
S Patient		Current
		Suggest
	28	Request
		Insert

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

			Age: 8 Years	Gender: Male
ZZZHUNTER, DANIEL	Smeduling Criteria Summary General	Details Orders Guideline	es Notification Conversation Sum	maries Eligibility Booking Note
Non Theatres Electiv	Appointment Date	11/07/2022	▲ ~ 10/08/2	022
	O Request in:	1 🗘 Days	 From: 14/07/2 	022
	Mon Tue	Wed	Thu Fri	Sat Sun
	Appointment Time	0800	1800	
	O Time restrictions:	AM Only		
	- Request List All request lists:	Se	Selected request lists: NT GNCH NT NUTH at Default	29
>	Show all			

The patient has now been placed on the waiting list.