Paediatrics Neurology – Creating a day case appointment.

Scenario

A patient is currently on the day case waiting list and needs an appointment created.

Open Schapptbook

1. Click on Request List Enquiry.

- 2. Set Enquiry to **Request by Person**.
- 3. Click on the Patient ellipse.

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Name:	
Request List	
Request by Person 2 Patient:	~
	3

- 4. Type the patient's **MRN** in the MRN field of the opening Patient Search window.
- 5. Click Search.
- 6. The **patient's demographics** will appear on the right hand side of the window **check you** have the correct patient.
- 7. Click **OK**.



8. The **Patient name** now appears in the Patient field of the Request List, click **Find**.



- Select the correct pathway for the patient from the list, then right-click to open a window of options.
- 10. Click Schedule.

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11. The Appointment Attributes window opens, from here you have two options, edit the order if needed then click OK, or **click OK** immediately.



- 12. The patient details are now appearing in the Work in progress field, select the required **appointment date** from the calendar.
- 13. Select an **appointment time**.
- 14. Click Schedule.

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14	I/07/2022 - GNCH Non Theatres		· · · ·
- Cold No Predeo () - 000 No Invert A - 010 - 0			*

15. Set the **appointment duration** – if fixed clinic slots, no need to.

 10.20

 10.30

 10.35

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Schedule Confirm

T8 Suggest

Insert

- 16. Click **OK**.
- The appointment slot will now be amber and show Pending.

ed clinic	Schedule - Non Theatres Elective	?	×
	Resource:		
	GNCH Non Theatres		~
	Default slot:		
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MATTINI C.	Age: 8 Years Gender:	Male	Desition 1.5
MATTHEV stres Electiv	General Offer Resource View Guidelines Notification Conversation Summaries Itineraries Locks	Eligibility	Bookin
NCH Non T	20		
Comments:			^
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Patient Nar ZZZHUNT	me Enc Type ER, NATTHEW Day Case Wating List		

18. Select Confirm.

- 19. Type in the **TCI Location**.
- 20. Click on the **Offer** tab.

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OK Cancel

View Modify Set Enc

21. Input Current Appt TCI Date and Current Appt TCI Time.

22. Click **OK**.

		Age: 8 Years	Gender: Male		
	ane. ZZZHONTER, MATTHEW				
Summary General Offer	Resource View Guidelines Notifica	tion Conversation Summaries	Itineraries Locks Eligibility	Booking	
Encounter Type:	RTTPeriodBreach Date:	CurrentRTTStatus:	Surgery Appt Flag:		
Day Case Warting List	↓ 11/11/2022 ▼	 ZUn Admission for Treatment 	No		
Current Appt TCI Date: 14/07/2022	Current Appt TCI Time: 10:00				
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23. The appointment has now been confirmed and showing blue.

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