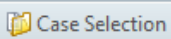


## Case Selection Tracking Board: Multiple Surgical Appointments

### Quick reference guide

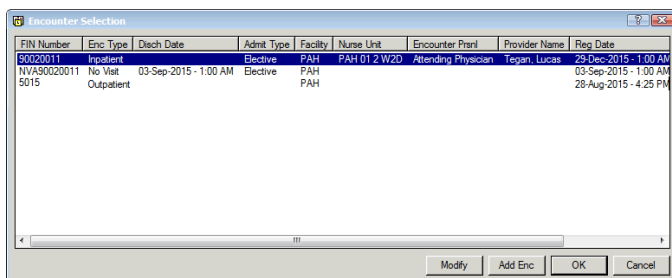
Patients may be booked on both an elective and an emergency list. If this occurs, there will be two surgical appointments in the [Case Selection](#) screen.

1. Click  from the toolbar
2. Check the theatre allocation entered under the **OR** column heading

```

OR
PAH Main OT D2
PAH Main OT A2
PAH Main OT A2
PAH Main OT A1
PAH Emerg Board
PAH Main OT A2
PAH Main OT D2
PAH Main OT C2
PAH Emerg Board
    
```

3. Confirm if the patient's surgery is to proceed as an *Elective* or *Emergency* case
4. See [Case Selection Tracking Board: Patient Check In QRG](#) to *Check In* the patient
5. Ensure the correct *Inpatient* encounter is selected from the *Encounter Selection* window



6. *Elective case*: Double-click on the *Elective PAH Main OT* surgical appointment to open the patient's chart to the inpatient encounter

Or,

*Emergency case*: Double-click on the *PAH Emerg Board* surgical appointment to open the patient's chart to the inpatient encounter



**Elective case:** Notify the HUB that the patient's surgery is proceeding from the elective list and has two surgical appointments; the patient needs to be cancelled from the Emergency Board

**Emergency case:** Notify the Elective Bookings Office that the elective surgical appointment needs to be cancelled.

Nurse