**Perioperative: Scheduling an Emergency Procedure**

Quick Reference Guide

Emergency bookings are scheduled via the Scheduling Appointment Book. This is accessed from PowerChart. Scheduling the case enables SurgiNet and SurgiNet Anaesthesia records to be saved into the patient’s chart.

It is recommended that the hospital’s Procedure Suites are display on your Bookshelf before scheduling an emergency procedure. Please refer to Enterprise Scheduling Management (ESM): Set Default Bookshelf QRG to select your hospital’s Procedure Suites.

An Emergency Booking Form is still completed by a Surgeon.

1. Click Scheduling Appointment Book from the toolbar. If this is not on display, click the Toolbar Options dropdown menu.

2. Use the calendar to select the date of the procedure (as indicated on the Emergency Booking Form).


4. Click the Appointment tab.

5. Type surg in the *Appointment Type* field and then hit Enter on the keyboard. Alternatively, click the ellipsis button.

6. Select Surgery – Emergency and click OK.

7. Select Main Operating Theatre from Appointment location.

8. Click the ellipsis button next to the Person Name field to search for the patient.

The Patient Search window will open.

9. Enter three patient identifiers e.g., URN, family name, and date of birth in the respective fields and click Search.

10. Select the correct patient from the list of results and then click Ok. Do not select an encounter.

11. Search for the Surgical Consultant as per the booking form.

12. Select an Emergency Clinical Priority as per the booking form. NB: please refer to CAT 1 – 3 for obstetric emergency categories.

13. Complete the remaining fields as per the booking form:
   - Pt Classification
   - Admission Type
   - Ward from, Ward to
   - Anaesthesia Type

14. Enter any special instructions listed on the Emergency Booking form in the Public Surgical Comments box.

   Private Surgical Comments is not used.

15. Click Move.

The Appointment Attributes window will open to the Orders tab.
16. Type the procedure stated on the Emergency Booking form and hit Enter on the keyboard to generate a list of procedures to choose from.

17. **Double click** the procedure to select the procedure.

Continue documenting on the right side of the Appointment Attributes window.

18. Select the Surgical Specialty as per the Emergency Booking form.

19. Select Override in the Procedure Duration and change it to 5.

20. Type the Surgeon Procedure Description as per the Emergency Booking form.

21. Identify a Modifier if relevant for the procedure.

22. Select a Surgical Procedure Code by clicking the dropdown arrow.

23. Change the Set up Duration and Cleanup Duration to 0.

The appointment will display in the Work in Progress pane.

24. Click the MOT Emergency Rooms and drag to the desired surgery time. The appointment will now appear grey in the Appointment Grid.

Alternatively, click **Schedule** and the Schedule – Surgery – Emergency window will appear. Insert the time and click **OK**.

25. Click the Surgical Consultant and drag to the column identifying the Surgical Consultant.

26. Click **Confirm** and then click **Ok** to close the Confirm window.

The case is now scheduled. Continue scheduling cases or exit the system by clicking **X** in the toolbar.

Remember to perform **Check In** via the Case Selection screen once the patient arrives in suite.

Please refer to Perioperative: Case Selection – Check In patient QRG.