

webPAS Waiting List User Guide NZ Software Release V10

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7 Revision History



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1 Introduction

This user guide describes the use of the webPAS Waiting List module.

It details the facilities that comprise the Waiting List module, including the various screens and fields. It also describes processes and procedures in which the Waiting List module can be used.

Although this guide makes assumptions about the business rules for a generic installation, a given site will have its own business rules and the way in which the Waiting List module is used at your site may differ from the description in this guide.

In addition, the flexibility of the webPAS enables sites to configure the Waiting List module to a sites specific requirement, including the layout of screens. Therefore not all fields described in this guide will be available to your configuration and indeed, additional (user-defined) fields may also be available. For details about your site's configuration, contact your CSC Solution Consultant.

Despite the diversity of needs in the health industry, organisations tend to operate in similar ways. The Waiting List user guide should be a useful resource and form a sound basis for in-house documentation developed for your site's particular configuration.

The Waiting List module provides the functionality to:

- Add patients to the Waiting List
- Manage the Waiting Lists by updating the status of patients on the Waiting List
- View the list by Unit, Doctor or Date
- Make admission and operation booking for patients on the list
- Print Letters for patients on the list.

The following diagram shows the modules to which Waiting List is linked:





1.1 How This Guide is Organised

This guide describes how to use the Waiting List module and is intended for use by Waiting List staff.

The Waiting List module can be configured with the Theatre module to enable the transfer of information from the Waiting List to Theatre and then to the Inpatient module for admission.

The facilities of the webPAS Waiting List module are divided into the following main areas:

1.1.1 Enquiries

The Waiting List module is equipped with useful facilities for making enquiries on referral data during day-to-day operations. It enables users to search for a patient according to selection criteria and display details associated with a particular referral.

Once a patient is selected, users can perform various patient-specific tasks, such as viewing visits and referrals associated with a patient.

1.1.2 Waiting List Activities

The diagram below illustrates a summary of events in the Waiting List module.



For more information about the common activities performed using Waiting List, refer to the section <u>Waiting List Activities</u>.



1.1.3 Reports

The Waiting List module provides extensive reporting facilities for patient information, bed days and wait list times.

For more information about the reports, refer to the section Waiting List Reports.

1.2 Related Documentation

This user guide should be read in conjunction with the webPAS Standard Conventions User Guide, the webPAS ACC User Guide, the webPAS PMI User Guide and the webPAS Theatre User Guide.

Many of the options available in the Waiting List module are common functionality with the PMI and are described in detail in the webPAS PMI User Guide.

The webPAS Waiting List Configuration Guide details the set-up required for system parameters and Categories and Codes.



2 Searching for a Patient

2.1.1 Waiting List Search

The Waiting List search is performed in the same way as a local search; however the list of patients returned includes only those matching the search criteria with a Waiting List entry.

1. Select **Waiting List Search** from the appropriate patient level drop down menu.

The Waiting List Patient Search screen will display.

| | | | Waiting List Patient Search | | | |
|-------------------------|----------------|--------------------|---------------------------------------|--------------------|-------------------------|-----------------|
| Sumame Date of Birth | Given Name Age | Range 2 years 🗸 | U/R Number Search Type Sound-Ex | Episode Identifier | All Male Female | Search Reset |
| | << Previous | | | | Next >> | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- 2. Complete the search criteria.
- 3. Click Search.

Matching records with a Waiting List entry will be returned.

The Waiting Status is displayed with the date that the patient was placed on the Waiting List.

| | Waiting List Patient Se | sarch | | |
|--|---------------------------------------|-------------------------------|---|-----------------|
| Sumane Given Name JONES X Date of Birth Age Range 2.vears X | U/R Number Search Type Sound-Fx | r Episode Identifier | All Male Eemale | Search Reset |
| Patient | U/R | Date of Birth (Age) | Status | |
| JONES Ms Mary 23 Kingston Crescent Rotorua 3010 1245 | GVM5977 | 14 Jun 1951 (63y) Female | Date on List 26 Feb 2015 at Wellington Hospital Status - Unscheduled Created by: WEL | ^ |
| DINES Mrs Mary 16 Maybury St Point England Auckland 1006, New Zealand 0450 | GXD0393 | 24 Dec 1969 (45y) Female | Date on List 15 Sep 2007 Status - Discharged Created by: HUT | |
| JONES Alice (Alias) JONES Miss Alice May 187 George St Dunedin 9016, New Zealand 2890 | GXL6241 * | 15 Feb 1962 (53y) Female | Date on List 12 Oct 2011 Status - Unscheduled Created by: HUT | |
| | | End of Search | | |
| | | | | |
| | | | | |
| | | | | |

4. Click the relevant patient folder to access the patient's Waiting List Details screen.

| 🗀 JONES Ms Mary 📙 🍟 | | | | | | | P | IHI No | | GVM5977 | D |
|--|-----------------|--------------------------|------------------------------------|---------------|-------------|---------------|--------|---------|------|---------------|----|
| Date of Birth 14 Jun 1951(Age 63 yrs) Se | ex Female | | | | | | | | | | |
| 🌋 Information 🗸 Function | ons V | | | | | | | | | | |
| 🖬 🖬 S | tatus All | | | | | | | | | New Procedure | j. |
| Selected : 1 | | JOL | NES Ms Mary (Waiting List Details) | | | | | | Q | % 8 | |
| Date on List | Unit | Doctor | Procedure | BS Priorit | Status | RFC Status | LBI | Event | Date | | |
| 26 Feb 2015 | General Surgery | Tauvae , Deborah (Prof) | PARTIAL GASTRECTOMY (ASSIST.) | 2 | Unscheduled | | 150416 | 2150936 | | | ~ |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |



3 List Views

This section describes how to display and work with Waiting List module list views.

3.1.1 Displaying a List

There are many lists throughout the webPAS which filter information for the user. The lists that are available to you depend on the permissions associated with the user's security account.

Some of the hospital level lists that are available in the webPAS Waiting List module include:

- Waiting Lists Unscheduled
 Booking Contacts Scheduled
- Waiting Lists by Unit
- Booking Contacts Short Notice
- Waiting Lists by Date
 Pre-Assessment List

Waiting Lists by Doctor

- Waiting List Extract

| Selected : 26 | | Waitin | g List | | | | Q | 7. 🖨 |
|--|--------------|---|--------------|------------------|--------------------------------|-------------------|--------|------|
| Patient | Date on List | Procedure | Cat | Date Cert. Given | Doctor | Proposed Adm Date | LBI | |
| COX, Dr Perry (09/05/1968,M, GZY7749) | 04 Dec 2014 | ORAL GLUCOSE TOLERANCE TEST FOR THE DIAGNOSIS OF D | Semi-Urgent | | Henshall-Vader , Jon (Doctor) | | 150413 | |
| ROBERTSON , Mr Roger (13/04/1956, M, AAA8528) | 12 Dec 2014 | IMPEDANCE AUDIOGRAM INVOLVING TYMPANOMETRY AND MEA | Semi-Urgent | 12 Dec 2014 | Henshall-Vader , Jon (Doctor) | | 150412 | |
| COX, Dr Perry (09/05/1968, M, GZY7749) | 08 Jan 2009 | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | Staged | 08 Jan 2009 | TRAN , Tony (DR) | | 150253 | |
| BEE, Lady Tezza (10/10/1941,F, HAH5468) | 22 Dec 2009 | SINGLE STAGE LARGE MYOCUTANEOUS FLAP REPAIR TO 1 D | Planned | 21 May 2012 | TRAN , Tony (DR) | | 150301 | |
| ROBINSON , Miss Hipaney Kate Maddison 20/04/1970,F, GYR0750) | 13 May 2012 | SKIN AND SUBCUTANEOUS TISSUE OR MUCOUS MEMBRANE, R | Surveillance | 18 Jul 2012 | Tauvae , Deborah (Prof) | | 150391 | |
| ROBINSON, Miss Hipaney Kate Maddison 20/04/1970,F, GYR0750) | 14 May 2012 | SHOULDER, REPAIR OF ROTATOR CUFF, INCLUDING DECOMP | Surveillance | | Tauvae , Deborah (Prof) | | 150389 | |
| POOH, Mr Winnie The (01/01/1960,M, GXK0728) | 01 Jul 2011 | GASTRO-OESOPHAGEAL REFLUX WITH OR WITHOUT HIATUS H | Semi-Urgent | 11 Sep 2011 | Tauvae , Deborah (Prof) | | 150385 | |
| TUNATAIL, Mr Te Aroha Sally (10/10/1979, F, GXR7407) | 06 Dec 2013 | GASTRIC ISSUES | Semi-Urgent | | Tauvae , Deborah (Prof) | | 150397 | |
| APRICOT, Mr Terrence Phillip (24/07/1996,M, AAA3950) | 28 May 2014 | APPENDICECTOMY, WHEN PERFORMED IN CONJUNCTION WITH | Semi-Urgent | | Tauvae , Deborah (Prof) | | 150403 | |
| TIMOKO, Mr Tom Mark (10/10/1992, M, GYX8150) | 01 Jun 2014 | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR GASTRI | Semi-Urgent | | Tauvae , Deborah (Prof) | | 150406 | |
| JONES, Ms Mary (14/06/1951,F, GVM5977) | 26 Feb 2015 | PARTIAL GASTRECTOMY (ASSIST.) | Semi-Urgent | | Tauvae , Deborah (Prof) | | 150416 | |
| JONES, Ms Mary (14/06/1951,F, GVM5977) | 01 Mar 2015 | LAPAROSCOPIC APPENDICECTOMY (ASSIST.) | Semi-Urgent | | Tauvae , Deborah (Prof) | | 150418 | |

1. Select a Waiting List View option from the appropriate hospital level drop down list.

- The view toggle 🖾 icon allows the view to be changed.
- The drop down lists (i.e. Status, Unit) enables users to apply filters to the list which will either broaden or narrow the results that are returned. The filters default to All.



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Q

- The calendar icons 1731 and the calendar look up
 Thu 05 Mar 2015 >>> enable users to select date ranges. This allows users to filter out records that are either too old or too recent.
- Column headings will sort the data when they are clicked.
- The list can be printed by clicking the printer icon at the top of the list.
- The list can be filtered by typing text into the search box.



4 Waiting List Activities

This section describes how to:

- Check for existing Waiting List entries
- Add a patient to the Waiting List
- Access Waiting List details
- Access the Patient Visit List
- Suspend a Waiting List entry
- Create a Theatre booking
- Remove a patient from the waiting list

4.1 Viewing a Waiting List Entry

- 1. Select the required patient.
- 2. Navigate to the Patient Demographic screen.
- 3. Select **Waiting List** from the appropriate patient level drop down menu.

The Waiting List Details screen will display.

Note: Alternatively, use the **Waiting List Search** function from the hospital level **Search** drop down menu. This function prompts the user to search and retrieve the required patient (only shows patients with existing Waiting List entries), and defaults straight to the Waiting List Details screen for that patient.

| 🗀 JONES Ms Mary 📙 🦉 | | | | | | | t. | NHI No | | GVM5977 |
|------------------------------------|-----------------|--------------------------|--------------------------------------|--------------|-------------|---------------|--------|---------|------|---------------|
| Date of Birth 14 Jun 1951(Age 63) | rrs) Sex Female | | | | | | | | | |
| 🌋 Information 🗸 | Functions 🗸 | | | | | | | | | |
| 🗟 🗟 | Status 📕 🗸 | | | | | | | | | New Procedure |
| Selected : 1 | | | JONES Ms Mary (Waiting List Details) | | | | | | Q | % 👌 |
| Date on List | Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | |
| 26 Feb 2015 | General Surgery | Tauvae , Deborah (Prof) | PARTIAL GASTRECTOMY (ASSIST.) | 2 | Unscheduled | | 150416 | 2150936 | | ^ |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

The Waiting List Details screen will display the following information.

- Date the entry was added to the Waiting List
- Associated Unit
- Doctor
- Primary procedure to be performed



- Booking Status Priority
- Ready For Care (RFC) status
- Local Booking Identifier Number
- Event Number
- Date the admission is confirmed (date patient is actually admitted)

Click the calendar 🛄 icon to view the Waiting List Details screen for a specific entry.

Note: Click the kick icon to change the view to see difference Waiting List entry information.

The Waiting List entries displayed can be filtered by Status, using the Status drop down menu at the top of the screen. Status filter options include All, Unscheduled, Scheduled, Pre-admitted, Admitted, Discharged or Removed.

4.2 Adding a Patient to the Waiting List

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down menu.

The Waiting List Details screen will display.

3. Click New Procedure.

The Add Waiting List Entry screen will display.

| 🗀 APPLE Ms Annie | Jane <u>A</u> 🛛 🕊 🕂 | | | | NHI No | GZM8818 |
|------------------------------|----------------------|-------|---------------------|--|----------|---------|
| Date of Birth 03 Apr 1980(Ag | e 36 yrs) Sex Female | | | Claim Code RG | Visit No | 2152173 |
| 🧟 Information 🕚 | Functions V | | | | | |
| | | Add W | aiting List Entry | | | |
| Referral Date | 26 Aug 2016 🔯 📖 | | Comments | | | |
| Intended Hospital | Wellington Hospital | | | | | |
| Consultant | | 9 | | | ~ | |
| Unit | × | | | | | |
| Procedure Code 1 | | Q Ø | | | \sim | |
| Procedure Code 2 | | 9. | Preadmission Notes | | | |
| Procedure Code 3 | | 9 | | | ~ | |
| Procedure Description | | | | | | |
| Duration of Procedure | | | | | \sim | |
| BS Priority | ~ | | | | | |
| Score | | | | | | |
| Clinician Sus Cancer | ~ | | | | | |
| Patient Type | × | | | | | |
| Admitting Point | ~ | | | | | |
| Exp. Post Op Ward | × | | | | | |
| Planned LOS | (days) | | | | | |
| Health Specialty | ~ | | | | | |
| Booking Source Code | × | | | | _ | |
| Claim Code | <u> </u> | | W/List Short Notice | `````````````````````````````````````` | | |
| Certainty Date | | | Principal Purchaser | × | | |
| FSA Referral | Ö | | FSA Date | Ö 🔳 | | |
| Date Keyed | 26 Aug 2016 | | Assessor Code | | | |
| Operator ID | julieti | | Anaesthetic Type | ~ | | |
| | | Add | Cancel | | | |
| | | | | | | |

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4. Enter the **Referral Date**.

The **Referral Date** value will default to the current date. If required, change using the Calendar Lookup icon or the Date/Time Stamp icon **o**.

- 5. Enter the Intended Hospital required.
- 6. Enter the Consultant code, or click the lookup icon to search for the required code.

Waiting List Consultant/Unit Search

7. Select the required Unit from the drop down list.

The Waiting List Consultant/Unit screen will display.

All consultants linked to the selected Unit will display.

| | Waiting L | ist Consultant/Unit Search | ? = × |
|-----------------|--------------------------------|----------------------------|--------|
| | U | nit General Surgery V | |
| | | Unit General Surgery | |
| Consultant Code | Consultant Name | Description | Active |
| BAL | Steven , Bailey (Dr) | | Active |
| DAVIA | Andrews , Davendra (Dr) | Dr Andrews General | Active |
| HENSJ | Henshall-Vader , Jon (Doctor) | | Active |
| PC | Perry, cox (Dr) | | Active |
| TAUVD | Tauvae , Deborah (Prof) | Deborah Tauvae | Active |
| TREV | Trevenen , Phil (Mr) | | Active |
| <u>TT</u> | Taylor , Tina (Dr) | | Active |
| WATKS | Watson , Kelvin (Dr) | Watkins General | Active |
| | | << Previous Next>> | |
| | | | |

8. Select the required Consultant Code to select the consultant.

The system returns the user to the Add Waiting List Entry screen and populates the Consultant and Unit fields.

Note: If a Consultant belongs only to one Unit, the system will auto-populate that Unit to the Unit field. If the Consultant belongs to more than one Unit, the user will be required to select the appropriate value from the Unit drop down list.

9. Enter up to **3 Procedure Codes** or click the search icon to perform a Procedure Code search.

The Waiting List Procedure Search screen will display.

| | Waiting List Procedure Search | ? 🗕 🗙 |
|------------------|-------------------------------|--------|
| Keyword Search [|] | Search |
| | | |
| | | |

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- 10. Enter the starting letter/s of the procedure description in the Search Starting with field.
- 11. Click Search.

All matching procedure codes for the specified unit are displayed.

| Interrueu Frusundi | Tereintuuni Huspital | | |
|--------------------|--|-------------------------------|--------|
| | | Waiting List Procedure Search | ? = × |
| | Keyword Search GASTRIC | Search | |
| | | All Procedure Groups | |
| Procedure Code | Description | | Active |
| 13500 | GASTRIC HYPOTHERMIA BY CLOSED CIRCUIT CIRCULATION | | Active |
| 13503 | GASTRIC HYPOTHERMIA BY CLOSED CIRCUIT CIRCULATION | | Active |
| 14200 | GASTRIC LAVAGE IN THE TREATMENT OF INGESTED POISON | | Active |
| 30475 | ENDOSCOPY WITH BALLOON DILATATION OF GASTRIC OR GA | | Active |
| 30511 | MORBID OBESITY, GASTRIC REDUCTION OR GASTROPLASTY | | Active |
| 30512 | MORBID OBESITY, GASTRIC BYPASS FOR, BY ANY METHOD | | Active |
| 30520 | GASTRIC TUMOUR, REMOVAL OF, BY LOCAL EXCISION, NOT | | Active |
| 30535 | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | | Active |
| 30536 | OESOPHAGECTOMY INVOLVING GASTRIC RECONSTRUCTION BY | | Active |
| 30538 | OESOPHAGECTOMY INVOLVING GASTRIC RECONSTRUCTION BY | | Active |
| | | << Previous Next >> | |
| | | | |

12. Click the required **Procedure Code** to select the procedure.

The system returns the user to the Add Waiting List Entry screen, with the CMBS Code and Procedure fields populated.

Note: The Procedure Code defaults the Procedure Description into the Procedure field. It is possible to add or change information in this field if the description is not adequate.

- 13. Enter the **Duration of Procedure** if required.
- 14. Select a value from the Booking Status Priority drop down list.

Note: Selecting a code that is flagged as **Staged** or **Planned** will make the **Certainty Date** field mandatory.

- 15. Enter the **CPAC Score**. This is a 1-100 scoring system.
- 16. Select the **Clinician Sus Cancer** from the drop down list.
- 17. Select the **Patient Type** from the drop down list.
- 18. Select the **Admitting Point** from the drop down list.
- 19. Select the Exp. Post Op Ward from the drop down list.
- 20. Enter the Planned Length of Stay in days.

Note: 0 should be entered for day patients, a value of 1 (or greater) should be entered for overnight stays.

- 21. Select the Health Specialty from the drop down list.
- 22. Select the **Booking Source Code** from the drop down list.
- 23. Select the Claim Type from the drop down list.
- 24. Enter a Certainty Date.



Note: Selecting a **Booking Status Priority** code that is flagged as **Staged** or **Planned** will make the **Certainty Date** field mandatory.

The **Certainty Date** value will default to the blank. Select a Date using the Calendar Lookup icon a or the Date/Time Stamp icon **o**.

25. Enter a FSA Referral Date.

Note: The FSA Referral Date must be on or before the Referral Date and the FSA Date.

The **First Specialist Assessment Referral Date** value will default to the blank. Select a Date using the Calendar Lookup icon or the Date/Time Stamp icon **o**.

- 26. The **Date Keyed** will default to the current date. This field cannot be changed.
- 27. The **Operator ID** will default to the current user logged on. This field cannot be changed.
- 28. Enter any relevant **Comments**. This is a free-format text field.
- 29. Enter any relevant **Preadmission Notes.** This is a free-format text field.
- 30. Select a W/List Short Notice value from the drop down list, if known.
- 31. Select the Principle Purchaser from the drop down list.
- 32. Enter a FSA Date.

Note: The FSA Date must be on or before the **Referral Date** and must be on of after the FSA Referral Date.

The **First Specialist Assessment Date** value will default to the blank. Select a Date using the Calendar Lookup icon or the Date/Time Stamp icon **o**.

- 33. Enter the **Assessor Code** or click the search \square icon to perform an HCP search.
- 34. Select the Anaesthetic Type from the drop down list.
- 35. Click Ok.

The record is saved.

36. Print Labels and Letters as required.

The system returns to the Waiting List Details screen for the patient.



4.3 Accessing Waiting List Details

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down menu.

The Waiting List Details screen will display.

Note: Alternatively, the **Waiting List Search** function (available from the hospital level Search drop down menu) can be used. This function prompts the user to search and retrieve the required patient (only shows patients with existing Waiting List entries), and defaults to the Waiting List Details screen for that patient.

| 🗀 APPLE Ms Annie Jane | ▫◮▯ᄬᄭ | | | | | | 1 | NHI No | | GZM8818 |
|----------------------------------|-----------------|----------------------------------|---|--------------|-------------|---------------|--------|----------|-------------|---------------|
| Date of Birth 03 Apr 1980(Age 36 | yrs) Sex Female | | | | | | \ | /isit No | | 2152575 |
| 🌋 Information 🗸 | Functions V | | | | | | | | | |
| 😼 😼 💠 | Status All | | | | | | | | | New Procedure |
| Selected : 6 | | APPLE M | ls Annie Jane (Waiting List Details) | | | | | | Q | 7.8 |
| Date on List | Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | _ |
| 🕂 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | ^ |
| 📅 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 1 | Unscheduled | | 150747 | 2152575 | | |
| 🗮 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 📆 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 104 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.

| APPLE Ms Annie Jane 🏼 | 7□ ♣ ₫ | | NHI No | GZ |
|----------------------------------|--|----------------------------|-------------|----|
| of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | |
| Information 🗸 Fu | nctions V | | | |
| | Waiting List Details - Event Number 2 | 152575 | | |
| Status | Unscheduled | Event Number | 2152575 | |
| Referral Date | 01 Aug 2016 | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | Preadmission Date | Time | |
| | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | Patient Confirmed | | |
| Duration of Procedure | 30 mins | Proposed Operation Date | Time | |
| BS Priority | Routine | Scheduled Admission Date | Time | |
| Score | 2 | Change Date | | |
| Clinician Sus Cancer | Not High Sus Cancer | LBI | 150747 | |
| Patient Type | Inpatient | Booking Status | 02 | |
| Admitting Point | DOSA Dayward | FSA Referral Date | 01 Aug 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | FSA Date | 01 Aug 2016 | |
| Planned Length of Stay | 2 Days | Pre-Anaesthetic Status | Ū | |
| Consultant | Dr cox Perry | Anaesthetic Type | General | |
| Unit | General Surgery | | | |
| Booking Source Code | General Practitioner | | | |
| Claim Code | Non Accident | | | |
| Certainty Date | 26 Aug 2016 | | | |
| Purchaser | DHB Purchase | | | |
| Assessor | Perry Cox (Dr) | | | |
| Comments | Test comments | | | |
| Preadmission Notes Date Keyed | Preadmission notes 26 Aug 2016 | | | |
| | | | | |



All of the information entered on the Waiting List Entry screen will display. Use this screen to:

- Update the waiting list entry details
- View a History of the waiting list entry
- View printed Letters or Print a new Letter
- Remove the entry from the Waiting List
- Suspend the waiting list entry
- Make a Theatre Booking
- Make a Medical Booking
- View the NBRS History of the waiting list entry
- Make an Outpatient appointment to a Pre-assessment Clinic
- Make an Outpatient appointment to a Pre-anaesthetic Clinic

4.3.1 Updating a Waiting List Entry

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| 🗀 APPLE Ms Annie Jane | • \Lambda 🛛 🐐 🕀 | | | | | | 1 | NHI No | | GZM881 | 8 |
|------------------------------------|-----------------|----------------------------------|---|--------------|-------------|---------------|--------|----------|-------------|-------------|-----|
| Date of Birth 03 Apr 1980(Age 36) | rs) Sex Female | | | | | | \ | /isit No | | 215257 | 5 |
| 🌋 Information 🗸 | Functions 🗸 | | | | | | | | | | |
| 🖬 🖬 😣 | Status All | | | | | | | | | New Procedu | ire |
| Selected : 6 | | APPLE M | Is Annie Jane (Waiting List Details) | | | | | | Q | 7.8 | |
| Date on List | Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | | |
| 📅 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | | ^ |
| 📅 01 Aug 2016 | General Surgery | Perry, cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 1 | Unscheduled | | 150747 | 2152575 | | | |
| 📅 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 🔁 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 🔁 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |

4. Click the calendar 🛄 icon beside the required Waiting List entry.



| APPLE Ms Annie Jane | 10 常中 | | | | | | NHI No | GZM8 |
|------------------------------------|-----------------------------------|----------------|---------------------|-------------|--------------|-----------------|-------------|----------|
| e of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | | | | | |
| Information V Fu | nctions V | | | | | | | |
| | | Waiting List I | Details - Event Nun | ber 2152575 | | | | |
| Status | Unscheduled | | | | Event Numb | er | 2152575 | |
| Referral Date | 01 Aug 2016 | | | | Days Since | Certainty Given | 0 | |
| Procedure Codes | 30535 | | | | Days Not Re | ady for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GA | STRIC RECONSTR | UCTION BY ABDO | | Preadmissio | n Date | Time | |
| | | | | | Pre-Anaesth | etic Date | Time | |
| | OESOPHAGECTOMY WITH GA | STRIC RECONSTR | UCTION BY ABDC | | Patient Conf | irmed | | |
| Duration of Procedure | 30 mins | | | | Proposed O | peration Date | Time | |
| BS Priority | Routine | | | | Scheduled A | dmission Date | Time | |
| Score | 2 | | | | Change Date | e | | |
| Clinician Sus Cancer | Not High Sus Cancer | | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | | Booking Star | tus | 02 | |
| Admitting Point | DOSA Dayward | | | | FSA Referra | I Date | 01 Aug 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | | | FSA Date | | 01 Aug 2016 | |
| Planned Length of Stay | 2 Days | | | | Pre-Anaesth | etic Status | | |
| Consultant | Dr cox Perry | | | | Anaesthetic | Туре | General | |
| Unit | General Surgery | | | | | | | |
| Booking Source Code | General Practitioner | | | | | | | |
| Claim Code | Non Accident | | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | | |
| Purchaser | DHB Purchase | | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | | |
| Comments | Test comments | | | | | | | |
| Preadmission Notes | Preadmission notes 26 Aug 2016 | | | | | | | |
| Summany | ndate History Letters | Remove | Suspend | Booking | Med Booking | NBRS History | PAC Appt | PAS Appt |
| Summary | nistory Letters | nemove | Suspend | BOOKING | Med Booking | NBR3 History | FAC Appt | гма мрр(|

3. Click Update.

The Update Waiting List screen will display.

| 칱 APPLE Ms Annie J | ane <u>A</u> 🛛 👻 🕂 | | NHI No | GZM8818 |
|-------------------------------|--|----------------------------|-----------------------|---------|
| Date of Birth 03 Apr 1980(Age | 36 yrs) Sex Female | | Visit No | 2152575 |
| 🌋 Information 🗸 | Functions V | | | |
| | Update Waiting List En | try - Event Number 2152575 | | |
| Referral Date | 01 Aug 2016 | | | |
| Intended Hospital | Wellington Hospital | | | |
| Consultant | PC Dr cox Perry | | | |
| Unit | | | | |
| Procedure Code 1 | 30535 JOESOPHAGECTOMY WITH GASTRIC RECONSTRU | Preadmission Date | | |
| Procedure Code 2 | | Pre-Anaesthetic Date | Time O () | |
| Procedure Code 3 | | Pre-Anaesthetic Status | ~ | |
| Procedure Description | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | | | |
| Duration of Procedure | 30 | Patient Confirmed | | |
| BS Priority | Routine | Proposed Op. Date | 📃 🧾 Time 🔤 🝎 🕞 | |
| Score | 2 | | | |
| Last Review Date | | Comments | | |
| Clinician Sus Cancer | Not High Sus Cancer 🗸 | Test comments | | |
| Patient Type | Institut bd | | | |
| Palient Type | | | | |
| Admitting Point | DOSA Dayward 🗸 | | ~ | |
| Exp. Post Op Ward | Ward 8 - Gen Surgery | Preadmission Notes | | |
| Planned LOS | 2 (days) | Preadmission notes | | |
| | | | ~ | |
| Health Specialty | General Surgery | | | |
| Booking Source Code | General Practitioner | | ~ | |
| Claim Code | Non Accident | W/List Short Notice | 0 - 12 Hours Notice V | |
| Certainty Date | 26 Aug 2016 🛛 🝎 📖 | Principal Purchaser | DHB Purchase | |
| FSA Referral | 01 Aug 2016 🛛 🝎 📖 | FSA Date | 01 Aug 2016 🛛 🝎 📖 | |
| Date Keyed | 26 Aug 2016 | Assessor Code | PC Perry Cox (Dr) | |
| Operator ID | julieti | Anaesthetic Type | General | |
| | Ok | Cancel | | |

4. Change the details as required.

Note: Changes to the certain fields will write the required records for NBRS. For example:



- Change of Score will make the Last Review Date mandatory and will write an '07' NBRS record.
- Change of **Booking Status Priority** to a code flagged as **Staged** or **Planned** will make the **Certainty Date** field mandatory and will write an '02' NBRS record.
- Changes to FSA Referral Date, FSA Date, Health Specialty, Booking Source Code, Principle Purchaser will write a Change NBRS record.

| 🗀 APPLE Ms Annie Jane 🛕 📔 | ₩₽ | | | | | | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Fer | nale | | | | | | | Visit No | | 2152575 |
| 🌋 Information 🗸 Functions | 🗸 | | | | | | | | | |
| Ev | ent Number | 215257 | 5 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 8 | | | | NBRS I | listory | | | | Q | TA A |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | |
| 🛅 26 Aug 2016 at 14:23:19 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | ^ |
| 26 Aug 2016 at 14:23:00 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:46 Aug 2016 at 14:22:46 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:27 26 Aug 2016 at 14:22:27 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:20:33 26 Aug 2016 at 14:20:33 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 126 Aug 2016 at 14:19:59 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:19:16 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:15:13 01 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |

5. Click **Ok**.

The changes are saved and the patient's Waiting List Details screen is displayed.

4.3.2 Waiting List History

The Waiting List Entry History includes details of changes made and suspensions applied to the entry.

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down list.

| 🗀 APPLE Ms Annie Jane | • ▲ □ ♥ Ͳ | | | | | | | NHI No | | GZM8818 | 3 |
|------------------------------------|-----------------|----------------------------------|---|--------------|-------------|---------------|--------|----------|-------------|---------------|---|
| Date of Birth 03 Apr 1980(Age 36 y | rs) Sex Female | | | | | | \ | /isit No | | 215257 | 5 |
| 🌋 Information 🗸 | - Functions V | | | | | | | | | | |
| s 🗟 | itatus 📶 🗸 | | | | | | | | | New Procedure | е |
| Selected : 6 | | APPLE M | Is Annie Jane (Waiting List Details) | | | | | | Q | 7.8 | |
| Date on List | Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | _ | |
| 10 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | , | ^ |
| 🛅 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | | 150747 | 2152575 | | | |
| 🛅 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 📅 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 🛅 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 🔁 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |



5. Click the calendar 🛅 icon beside the required Waiting List entry.

The Waiting List Details screen will display.

| APPLE Ms Annie Jan | e <u> </u> 🐐 | · 平 | | | | | | | NHI No | GZM88 |
|-------------------------------|----------------|---------------------|--------------|----------------|-------------------|--------------|--------------|-----------------|-------------|----------|
| e of Birth 03 Apr 1980(Age 36 | yrs) Sex Fema | ale | | | | | | | | |
| Information 🗸 - | Functions | | | | | | | | | |
| | | | | Waiting List D | etails - Event Nu | nber 2152575 | | | | |
| Status | | Unscheduled | | | | | Event Numb | er | 2152575 | |
| Referral Date | | 01 Aug 2016 | | | | | Days Since (| Certainty Given | 0 | |
| Procedure Codes | | 30535 | | | | | Days Not Re | ady for Care | 0 | |
| Procedure | | OESOPHAGECTO | MY WITH GAST | RIC RECONSTRU | UCTION BY ABD | D | Preadmissio | n Date | Time | |
| | | | | | | | Pre-Anaesth | etic Date | Time | |
| | | OESOPHAGECTO | MY WITH GAST | RIC RECONSTRU | UCTION BY ABD | D | Patient Conf | irmed | | |
| Duration of Procedure | | 30 mins | | | | | Proposed Op | peration Date | Time | |
| BS Priority | | Staged | | | | | Scheduled A | dmission Date | Time | |
| Score | | 3 | | | | | Change Date | e | 26 Aug 2016 | |
| Clinician Sus Cancer | | Not High Sus Can | er | | | | LBI | | 150747 | |
| Patient Type | | Inpatient | | | | | Booking Stat | tus | 07 | |
| Admitting Point | | DOSA Dayward | | | | | FSA Referra | I Date | 29 Jul 2016 | |
| Expected Post Op Ward | | Ward 8 - Gen Surg | ery | | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | | 2 Days | | | | | Pre-Anaesth | etic Status | | |
| Consultant | | Dr cox Perry | | | | | Anaesthetic | Туре | General | |
| Unit | | General Surgery | | | | | | | | |
| Booking Source Code | | Public Hospital | | | | | | | | |
| Claim Code | | Non Accident | | | | | | | | |
| Certainty Date | | 26 Aug 2016 | | | | | | | | |
| Purchaser | | MOH Purchase | | | | | | | | |
| Assessor | | Perry Cox (Dr) | | | | | | | | |
| Comments | | Test comments | | | | | | | | |
| Preadmission Notes | | Preadmission note | 95 | | | | | | | |
| Date Keyed | | 26 Aug 2016 | | | | | | | | |
| Summary | Update | History | Letters | Remove | Suspend | Booking | Med Booking | NBRS History | PAC Appt | PAS Appt |

Click History.

The Waiting List Procedure History screen will display.

| APPLE Ms / | Annie Jane \Lambda | 0 🗯 11 | | | | | | NHI No | GZM88 |
|----------------------|----------------------|-------------|-----|-------------------|--------------------------|-------------------|-----------------|--------------------|------------------|
| o of Ridh 02 Apr 4 | | Eomolo | | | | | | Visit No. | 04505 |
| e or birtir 05 April | 1960(Age Jo yis) Jex | remaie | _ | | | | | VISILINO | 21020 |
| Information | n Functi | ions V | | | | | | | |
| | | | | Waiting List | t Procedure History- Eve | nt Number 21525/5 | | | |
| Date on List | 01 Aug 2016 | Procedure | o | SOPHAGECTOMY WITH | GASTRIC RECONSTRU | ICTION BY ABDO | | Status Uns | cheduled |
| | - | | | | Procedure Histor | γ | | | |
| Effective | User | Change | Cat | Proposed Adm Date | Reason for Change | Alteration Date | Unit | Confirmed Adm Date | Consultant |
| 01 Aug 2016 | Juliet Iremonger | Added | 1 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | Rank | 1 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | Priority | 2 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | Priority | 5 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | W/L Updated | 5 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | W/L Updated | 5 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | W/L Updated | 5 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| 26 Aug 2016 | Juliet Iremonger | W/L Updated | 5 | | | 26 Aug 2016 | General Surgery | 2152575 | Perry , cox (Dr) |
| | | | | | Suspension Histor | ry | | | |
| From Date | | | | To Date | List Sta | itus | | Reason | |
| | | | | | OK | | | | |

3. Click Ok.

4.3.3 Patient Waiting List Letters

The Waiting List module enables users to print Waiting List letters for patients. It also maintains a history of letters that have already been printed and sent to a patient.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.



| 눹 APPLE Ms Annie | Jane 🛕 📔 🍟 抑 | | | | | | | NHI No | | GZM8818 |
|------------------------------|-------------------------------|----------------------------------|---|------------|-----------------------|---------------|--------|----------|-------------|---------------|
| Date of Birth 03 Apr 1980(Ag | ge 36 yrs) Sex Female | | | | | | , | Visit No | | 2152575 |
| State Information | Functions | | | | | | | | | |
| 🗟 🗟 | Status 📶 🗸 | | | | | | | | | New Procedure |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | % 🔒 |
| Date on List | Unit | Doctor | Procedure | BS Prio | _{ril} Status | RFC Status | LBI | Event | Date | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | ^ |
| 🔁 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | | 150747 | 2152575 | | |
| 📅 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 🔁 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 🛅 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 🛅 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |
| | | | | | | | | | | |

3. Click the calendar 🛅 icon beside the required Waiting List entry.

The Waiting List Details screen will display.

| APPLE Ms Annie Jar | ie <u> </u> 🕽 🔻 🅂 | | | | | NHI No | GZ |
|-----------------------------|----------------------------|---------------------------------|--------------|---------------|-----------------|-------------|----------|
| of Birth 03 Apr 1980(Age 36 | yrs) Sex Female | | | | | | |
| Information 🗸 | Functions V | | | | | | |
| | | Waiting List Details - Event Nu | mber 2152575 | | | | |
| Status | Unscheduled | | | Event Number | er | 2152575 | |
| Referral Date | 01 Aug 2016 | | | Days Since (| Certainty Given | 0 | |
| Procedure Codes | 30535 | | | Days Not Re | ady for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRI | IC RECONSTRUCTION BY ABE | 0 | Preadmission | n Date | Time | |
| | | | | Pre-Anaesth | etic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRI | IC RECONSTRUCTION BY ABE | 0 | Patient Confi | rmed | | |
| Duration of Procedure | 30 mins | | | Proposed Op | eration Date | Time | |
| BS Priority | Staged | | | Scheduled A | dmission Date | Time | |
| Score | 3 | | | Change Date | • | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | Booking Stat | us | 07 | |
| Admitting Point | DOSA Dayward | | | FSA Referral | Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | Pre-Anaesth | etic Status | | |
| Consultant | Dr cox Perry | | | Anaesthetic | Гуре | General | |
| Unit | General Surgery | | | | | | |
| Booking Source Code | Public Hospital | | | | | | |
| Claim Code | Non Accident | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | |
| Purchaser | MOH Purchase | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | |
| Comments | Test comments | | | | | | |
| Preadmission Notes | Preadmission notes | | | | | | |
| Date Reyed | 20 Aug 2010 | | | | 1000011 | | |
| Summary | Update History Letters | Remove Suspend | Booking | Med Booking | NBRS History | PAC Appt | PAS Appt |

4. Click Letters.



| | aons V | | | | | | | | _ |
|----------------------|------------------|-------------------|-------------|-------------------|---------------|-------------|--------------------|-------|---|
| atus | | | Wait | ing List Letters | | | ? - × | 75 | |
| eferral Date | Date 01 Aug 2016 | Procedure OESOPHA | GECTOMY WIT | H GASTRIC RECO | INSTRUCTION I | BY ABDO | Status Unscheduled | | |
| ocedure Codes | | | Letter Hist | tory - Event Numb | er 2152575 | | | | |
| ocedure | Date | Letter | Reply A | ction User | Cons | sultant | Unit | | |
| | 26 Aug2016 | Scheduled Adm | | Juliet Irem | nger Perry | /, cox (Dr) | General Surgery | | |
| vision of Drocoduro | | | N | lew Car | cel | | | | |
| Priority | | | | | | | | | |
| ore | | | | | | | | 2016 | |
| nician Sus Cancer | | | | | | | | 12010 | |
| tient Type | | | | | | | | | |
| mitting Point | | | | | | | | 2016 | |
| pected Post Op Ward | | | | | | | | 2016 | |
| anned Length of Stay | | | | | | | | | |
| onsultant | | | | | | | | al | |
| it | | | | | | | | | |
| oking Source Code | | | | | | | | | |
| alm Code | | | | | | | | | |
| rebaser | | | | | | | | | |
| sessor | | | | | | | | | |
| | | | | | | | | | |
| | 1 | | | | | | | | |
| | | | | | | | | | |
| mments | | | | | | | | | |
| mments | | | | | | | | - | |

5. Click New.

The Print Waiting List Letters screen will display.

| | | | Waiting List Letters | | ? = × |
|------------------|-------------------------|---------|--------------------------------------|-----------|-------------------------|
| Date 01 Aug 2016 | Procedure OESOP | HAGECTO | OMY WITH GASTRIC RECONSTRUCTION | N BY ABDO | Status Unscheduled |
| | | Le | etter History - Event Number 2152575 | | |
| Date 26 Aug2016 | Letter Scheduled Adm | | Print Waiting List Letters | ? = × | Unit General Surgery |
| | | Letter | ~ | | |
| | | Printer | printer 1 WEL V Number of Copies | 1 🗸 | |
| | | | Print Cancel | | |
| | | | | | |
| | | | | | |
| | l | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- 6. Select the required letter from the list.
- 7. Select the printer.
- 8. Click **Print**.

The letter will be printed and the Waiting List Letters history screen will display a record for the letter that has been printed.



| APPLE Ms Annie Jane 🥂 | 1 1 ≜ 11 | | | | | N | H No | GZM8818 |
|--|------------------------|--------------------------|------------------|----------------------|------------------------------|--------------------|------|---------|
| ate of Birth 03 Apr 1980(Age 36 yrs) S | ex Female | | | | | | | |
| 🔝 Information 🗸 Fun | ctions 🗸 | | | | | | | |
| Status | | | Waiting Li | st Letters | | ? - | × 75 | |
| Referral Date Procedure Codes | Date 01 Aug 2016 | Procedure OESOPHAGEC | TOMY WITH GA | STRIC RECONSTRUCT | ION BY ABDO | Status Unscheduled | | |
| Procedure | Dete | Letter | Letter History - | Event Number 2152575 | j Consultant | 11-26 | | |
| | = 26 Aug2016 | Scheduled Adm | керту Ас | uon User | Consultant Perry cox (Dr) | General Surgery | | |
| | 20 Aug2010 | Scheduled Adm | | Juliet liemonger | Perily, COX (DI) | | - 1 | |
| Duration of Procedure | E 26 AUG2016 | vvaiting List - Surgical | | Juliet Iremonger | Perry , cox (Dr) | General Surgery | | |
| BS Priority | | | New | Cancel | | | | |
| Score | | | | | | | 2016 | |
| Clinician Sus Cancer | | | | | | | r | |
| Patient Type | | | | | | | | |
| Admitting Point | | | | | | | 2016 | |
| Expected Post Op Ward | | | | | | | 2016 | |
| Planned Length of Stay | | | | | | | | |
| Consultant | | | | | | | al | |
| Unit | | | | | | | | |
| Booking Source Code | | | | | | | | |
| Claim Code | | | | | | | | |
| Certainty Date | | | | | | | | |
| Purchaser | | | | | | | | |
| Assessor | 1 | | | | | | | |
| Comments | | | | | | | | |
| | | | | | | | | |
| Barred and a start of the block | Draadmiasia | | | | | | | |
| Preadmission Notes | Preadmissio | n notes | | | | | | |
| Date Reyed | 20 Aug 2016 | | | | | | | |

4.3.3.1 Updating Waiting List Patient Letter History

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| 🗀 APPLE Ms Anni | ie Jane <u>A</u> 🛛 🔻 🕂 | | | | | | | NHI No | | GZM88 | 18 |
|-----------------------------|------------------------|----------------------------------|---|-------------|-------------|---------------|--------|----------|-------------|------------|-----|
| Date of Birth 03 Apr 1980(A | Age 36 yrs) Sex Female | | | | | | 1 | /isit No | | 21525 | 75 |
| 🤹 Information | V Functions V | | | | | | | | | | |
| 🗟 🗟 | Status 📕 🗸 | | | | | | | | | New Proced | ure |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | 7.8 | |
| Date on List | Unit | Doctor | Procedure | BS Prior | i Status | RFC Status | LBI | Event | Date | | |
| 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | | ^ |
| 📆 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | | 150747 | 2152575 | | | |
| 📆 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 🛅 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |
| | | | | | 1 | | | | | | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.



| APPLE Ms Annie Jane 🥂 | , 🛛 ♥ ∏• | | | | | | | NHI No | G | |
|-----------------------------------|-----------------|---------------|----------------|--------------------|--------------|---------------------------|-----------------|-------------|----------|--|
| f Birth 03 Apr 1980(Age 36 yrs) S | ex Female | | | | | | | | | |
| Information 🗸 Fun | tions 🗸 | | | | | | | | | |
| | | | Waiting List I | Details - Event Nu | mber 2152575 | | | | | |
| Status | Unscheduled | | | | | Event Numb | er | 2152575 | | |
| Referral Date | 01 Aug 2016 | | | | | Days Since (| Certainty Given | 0 | | |
| Procedure Codes | 30535 | | | | | Days Not Re | ady for Care | 0 | | |
| Procedure | OE SOPHAGECT | OMY WITH GAST | RIC RECONSTR | UCTION BY ABD | D | Preadmission | n Date | Time | | |
| | | | | | | Pre-Anaesthetic Date Time | | | | |
| | OESOPHAGECT | OMY WITH GAST | RIC RECONSTR | UCTION BY ABD | D | Patient Confi | irmed | | | |
| Juration of Procedure | 30 mins | | | | | Proposed Op | peration Date | Time | | |
| 3S Priority | Staged | | | | | Scheduled A | dmission Date | Time | | |
| Score | 3 | | | | | Change Date | • | 26 Aug 2016 | | |
| Clinician Sus Cancer | Not High Sus Ca | ncer | | | | LBI | | 150747 | | |
| Patient Type | Inpatient | | | | | Booking Stat | us | 07 | | |
| Admitting Point | DOSA Davward | | | | | FSA Referral | Date | 29 Jul 2016 | | |
| Expected Post Op Ward | Ward 8 - Gen Su | raerv | | | | FSA Date | | 29 Jul 2016 | | |
| Planned Length of Stav | 2 Davs | | | | | Pre-Anaesth | etic Status | | | |
| Consultant | Dr cox Perry | | | | | Anaesthetic - | Type | General | | |
| Jnit | General Surgery | , | | | | | | | | |
| Booking Source Code | Public Hospital | | | | | | | | | |
| Claim Code | Non Accident | | | | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | | | | |
| Purchaser | MOH Purchase | | | | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | | | | |
| | 1011) 001 (01) | | | | | | | | | |
| Comments | Test comments | | | | | | | | | |
| | | | | | | | | | | |
| Preadmission Notes | Preadmission n | otes | | | | | | | | |
| Date Keyed | 26 Aug 2016 | | | | | | | | | |
| Summany Us | data Listano | L - H | D | Current | Development | Mard Davidson | NDDC III-I | DAC Asst | DAC Annt | |

4. Click Letters.

The Waiting List Letters screen will display.

| 🗀 APPLE Ms Annie Jane 🛕 | 0 ₩₽ | | | | | | NH | ll No | GZM8818 |
|---|------------------|-------------------------|----------------|------------|------------------|------------------|--------------------|-----------------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) S | ex Female | | | | | | | | |
| 🌋 Information 🗸 Fund | ctions 🗸 | | | | | | | | |
| | | 10 | - 141 1 1-6 PA | A. 1. P. | | F2F | | 7 | |
| Status | | | Waitin | g List Let | | | ? =) | < 75 | |
| Referral Date | Date 01 Aug 2016 | Procedure OESOPHAGEC | TOMY WITH | GASTRI | C RECONSTRUCT | ION BY ABDO | Status Unscheduled | | |
| Procedure Codes | | | Letter Histor | ry - Event | Number 2152575 | 5 | | | |
| Procedure | Date | Letter | Reply | Action | User | Consultant | Unit | | |
| | 26 Aug2016 | Scheduled Adm | | | Juliet Iremonger | Perry , cox (Dr) | General Surgery | | |
| Duration of Procedure | 26 Aug2016 | Waiting List - Surgical | | | Juliet Iremonger | Perry, cox (Dr) | General Surgery | | |
| BS Priority | | | New | N | Cancel | | | | |
| Score | | | | | | | | 2016 | |
| Clinician Sus Cancer | | | | | | | | r | |
| Patient Type | | | | | | | | | |
| Admitting Point | | | | | | | | 2016 | |
| Expected Post Op Ward | | | | | | | | 2016 | |
| Consultant | | | | | | | | al | |
| Unit | | | | | | | | ľ | |
| Booking Source Code | | | | | | | | | |
| Claim Code | | | | | | | | | |
| Certainty Date | | | | | | | | | |
| Purchaser | | | | | | | | | |
| Assessor | | | | | | | | | |
| | - | | | | | | | | |
| Comments | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Preadmission Notes | Preadmissio | n notes | | | | | | | |
| Date Keved | 26 Aug 2016 | ii iioto3 | | | | | | | |
| Summary | date History | l etters | Remove | Suspe | and Bookin | Med Booking | NBRS History PA | AC Appt PAS App | - |
| caninary op | 113(01) | 201010 | | Suspe | Dookin | | , nono natory in | 1 HO APP | |

5. Click the letter \blacksquare icon beside the required record.

The Update Waiting List Letters screen will display.



| | Update Waiting List Letters |
|--------|-----------------------------|
| Reply | |
| Action | Update Cancel |
| | |
| | |
| | |

- 6. Select a value from the **Reply** drop down list.
- 7. Select a value from the Action drop down list.
- 8. Click Update.

The Waiting List Letters history screen is updated.

| Waiting List Letters | | | | | | | | | | | |
|---------------------------------------|-----------------------|-------------------------------|----------------|------------------|------------------|-----------------|--|--|--|--|--|
| Date 01 Aug 2016 Pr | ocedure OESOPHAGE | ECTOMY WITH G | ASTRIC RECONS | TRUCTION BY A | ABDO Stat | us Unscheduled | | | | | |
| Letter History - Event Number 2152575 | | | | | | | | | | | |
| Date Let | ter | Reply | Action | User | Consultant | Unit | | | | | |
| 26 Aug2016 Sch | heduled Adm | | | Juliet Iremonger | Perry, cox (Dr) | General Surgery | | | | | |
| 🧾 26 Aug2016 Wa | iting List - Surgical | Remain on List 26 Aug 2016 | Patient Booked | Juliet Iremonger | Perry , cox (Dr) | General Surgery | | | | | |
| New Cancel | | | | | | | | | | | |
| | | | | | | | | | | | |

9. Click **Cancel** to return to the patient's Waiting List Details screen.

4.4 Removing an Entry from the Waiting List

If a patient no longer requires the procedure for which they were placed on the Waiting List, users can remove the entry from the hospital Waiting List.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.



| 🗀 APPLE Ms Annie | Jane <u>A</u> 🛛 🔻 🎵 | | | | | | | NHI No | | GZM881 |
|-----------------------------|-----------------------|----------------------------------|---|-------------|----------------------|---------------|--------|----------|-------------|--------------|
| Date of Birth 03 Apr 1980(A | ge 36 yrs) Sex Female | | | | | | 1 | /isit No | | 215257 |
| 🤹 Information | ✓ Functions ✓ | | | | | | | | | |
| 🗟 🗟 | Status 📶 🗸 | | | | | | | | | New Procedur |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | 7.8 |
| Date on List | Unit | Doctor | Procedure | B5 Prior | _{il} Status | RFC Status | LBI | Event | Date | |
| 📑 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | |
| 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | | 150747 | 2152575 | | |
| 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 📴 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |
| | | | | | | | | | | |

3. Click the calendar 🛅 icon beside the required Waiting List entry.

| APPLE Ms Annie Jane | 7 0 ▲ 1 | | NHI No | GZ |
|----------------------------------|--|----------------------------|-------------|---------|
| of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | |
| Information V Fu | nctions V | | | |
| | Waiting List Details - Event Number 2152 | 575 | | |
| Status | Unscheduled | Event Number | 2152575 | |
| Referral Date | 01 Aug 2016 | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | Preadmission Date | Time | |
| | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | Patient Confirmed | | |
| Duration of Procedure | 30 mins | Proposed Operation Date | Time | |
| BS Priority | Staged | Scheduled Admission Date | Time | |
| Score | 3 | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | LBI | 150747 | |
| Patient Type | Inpatient | Booking Status | 07 | |
| Admitting Point | DOSA Dayward | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | Anaesthetic Type | General | |
| Unit | General Surgery | | | |
| Booking Source Code | Public Hospital | | | |
| Claim Code | Non Accident | | | |
| Certainty Date | 26 Aug 2016 | | | |
| Purchaser | MOH Purchase | | | |
| Assessor | Perry Cox (Dr) | | | |
| Comments | Test comments | | | |
| Preadmission Notes | Preadmission notes | | | |
| Summan | adata History Lattern Domayo Currend Derlin | A Mod Rooking NRRC Ulatary | PAC Appt D/ | \C Appt |
| Summary | puale nistory Letters Remove Suspend Bookin | g web booking NBRS History | FAC Appt PA | 45 Appt |



4. Click Remove.

The Remove Waiting List Entry screen will display.

Note: The Return to WL button is not accessible to users because the entry has not yet been removed from the list and therefore cannot be reinstated.

| 🗀 APPLE Ms Annie | - Jane <u>∧</u> 🗋 🕊 ∏∓ | | NHI No | GZM8818 |
|--------------------------------------|--------------------------------|--|--------|---------|
| Date of Birth U3 Apr 1980(A) | ge 36 yrs) Sex Female | | | |
| | | Weikies Histostelle - Frank Washes NEPPER | | |
| Status Referral Date | | Remove Waiting List Entry - Event Number 2152575 | ? = × | |
| Procedure Codes Procedure | Date on List | 01 Aug 2016 | | |
| | Procedure Code | 30535 | | |
| Duration of Procedure | Procedure Beason/Discreasin | JOESOPHAGECTOMY WITH GASTRIC RECONSTRU | | |
| BS Priority Score | Planned Length of Stav | | | |
| Clinician Sus Cancer | Date Removed | 2 (days) | | |
| Patient Type Admitting Point | Removal Reason | | | |
| Expected Post Op Wan | | | | |
| Planned Length of Stay Consultant | | OK Candel Neturn to WL | | |
| Unit | | | | |
| Booking Source Code Claim Code | | | | |
| Certainty Date | | | | |
| Purchaser | | | | |
| | | | | |
| Comments | | | | |
| | | | | |
| | | | | |
| Preadmission Notes | | | | |
| Summary | | | AS Ar | opt |
| l | | | | |

- 5. Enter the date of removal.
- 6. Select a value from the Reason for Removal drop down list.

Note: If users select a reason such as **Performed Acutely**, they will be required to select a **Claim Code** and **Visit Number** as shown below.

| APPLE Ms Annie | Jane <u> </u> 🐺 🕂 | | NHI No | GZM8818 |
|---|--------------------------------|--|--------|---------|
| Date of Birth 03 Apr 1980(Ag | je 36 yrs) Sex Female | | | |
| Information | V Functions V | | | |
| | | MULTURE CONTRACTOR CONTRACTOR STREET | | |
| Status | | Remove Waiting List Entry - Event Number 2152575 | ? = × | |
| Referral Date Procedure Codes Procedure | Date on List Procedure Code | 01 Aug 2016 30535 | | |
| | Procedure | DESORHAGECTOMY WITH GASTRIC RECONSTRU | | |
| Duration of Procedure BS Priority | Reason/Diagnosis | | | |
| Score | Planned Length of Stay | 2 (days) | | |
| Clinician Sus Cancer | Date Removed | 26 Aug 2016 🎁 | | |
| Admitting Point | Removal Reason | Referred Autobu | | |
| Expected Post Op War | | | | |
| Planned Length of Stay | Claim Code | Non Accident | | |
| Consultant | Visit Number | | | |
| Unit Booking Source Code | VISIL HUMBER | | | |
| Claim Code | | Ok Cancel Return to WL | | |
| Certainty Date | | | | |
| Purchaser | | | | |
| Assessor | | | | |
| | | | | |
| Comments | | | | |
| | | | | |
| | | | | |
| Preadmission Notes | | | | |
| Date Keyed | | | | |
| Summary | | | AS App | t |
| | | | | |



D

Note: If users select a reason such as **Treated Other Facility**, they will be required to select a **Transfer Source** code, **Claim Code**, **Visit Number** and **Scheduled Admission Date** as shown below.

| 油 APPLE Ms Annie | e Jane <u>A</u> 🛛 🐐 拝 | | NHI No | GZM8818 |
|--|--------------------------|--|--------|---------|
| ate of Birth 03 Apr 1980(A | ge 36 yrs) Sex Female | | | |
| 🚛 Information | V Functions V | | | |
| | | Wetter Hat nated a court Month and concern | | |
| Status | | Remove Waiting List Entry - Event Number 2152575 | ? = × | |
| Procedure Codes Procedure | Date on List | 01 Aug 2016 | | |
| | Procedure Code | 30535 | | |
| Duration of Dresodure | Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRU | | |
| BS Priority | Reason/Diagnosis | | | |
| Score | Planned Length of Stay | 2 (days) | | |
| Patient Type | Date Removed | 26 Aug 2016 🛛 🝎 📖 | | |
| Admitting Point | Removal Reason | Treated Other Public 🗸 | | |
| Expected Post Op Wan Planned Length of Stav | Transfer Source | | | |
| Consultant | Claim Code | Non Accident | | |
| Unit | Visit Number | | | |
| Claim Code | Scheduled Admission Date | Ö | | |
| Certainty Date | | Ok Cancel Return to WL | | |
| Purchaser | | | | |
| Assessui | | | | |
| Comments | | | | |
| | | | | |
| Preadmission Notes | | | | |
| Date Keyed | | | | |
| Summary | | | AS App | t |

7. Click Ok.

The Waiting List Entry will be removed from the list; however, the information is not removed from the Summary screen, rather it is displayed with a status of Removed.

| 🗀 APPLE Ms Annie Ja | ne <u>A</u> 🛛 🕊 🅂 | | | | | | 1 | NHI No | | GZM881 | 8 |
|---------------------------------|-------------------|----------------------------------|---|-------------|-------------|---------------|--------|----------|-------------|--------------|---|
| Date of Birth 03 Apr 1980(Age 3 | 6 yrs) Sex Female | | | | | | ١ | /isit No | | 215257 | 5 |
| 🌋 Information 🗸 | Functions V | | | | | | | | | | |
| 🗟 🗟 | Status 📶 🗸 | | | | | | | | | New Procedur | е |
| Selected : 6 | | APPLE N | 1s Annie Jane (Waiting List Details) | | | | | | Q | 7. 8 | |
| Date on List | Unit | Doctor | Procedure | BS Prior | Status | RFC Status | LBI | Event | Date | | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | | ^ |
| 📆 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |
| 🛅 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Removed | | 150747 | 2152575 | 26 Aug 2016 | | |

Note: If a Waiting List Entry is removed the entry in error, it can be reinstated it by clicking the entry icon and following the steps below.



The following screen is displayed.

| Note: | The status | is | Removed | from | Waiting | List. |
|-------|------------|----|---------|------|---------|-------|
| | | | | | | |

| APPLE Ms Annie Jane | N D * TP | | | | | NHI No | GZM881 |
|-------------------------------------|-----------------------------------|---------------------------------|--------------|------------------|--------------|-------------|----------|
| te of Birth 03 Apr 1980(Age 36 vrs) | Sex Female | | | | | | |
| 🐔 Information 🗸 Fu | inctions V | | | | | | |
| | w | aiting List Details - Event Nur | nber 2152575 | | | | |
| Status | Removed from Waiting List | | | Event Number | | 2152575 | |
| Referral Date | 01 Aug 2016 | | | Days Since Certa | ainty Given | 0 | |
| Procedure Codes | 30535 | | | Days Not Ready | for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC F | ECONSTRUCTION BY ABDO |) | Preadmission Da | te | Time | |
| | | | | Pre-Anaesthetic | Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC F | ECONSTRUCTION BY ABDO |) | Patient Confirme | d | | |
| Duration of Procedure | 30 mins | | | Proposed Operat | tion Date | Time | |
| BS Priority | Staged | | | Scheduled Admis | sion Date | Time | |
| Score | 3 | | | Change Date | | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | Booking Status | | 20 | |
| Admitting Point | DOSA Dayward | | | FSA Referral Dat | e | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | Pre-Anaesthetic | Status | | |
| Consultant | Dr cox Perry | | | Anaesthetic Type | • | General | |
| Unit | General Surgery | | | | | | |
| Booking Source Code | Public Hospital | | | | | | |
| Claim Code | Non Accident | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | |
| Purchaser | MOH Purchase | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | |
| Comments | Test comments | | | | | | |
| Preadmission Notes | Preadmission notes 26 Aug 2016 | | | | | | |
| Summany | Indate History Letters | Remove Suspend | Booking | Med Booking N | IBBS History | PAC Appt | PAS Appt |
| Summary | puate history Letters | Suspend | Booking | Meu booking IV | iono history | T AIC Appt | I NO MPH |

8. Click Remove.

The Remove Waiting List Entry screen will display.

| 🗅 APPLE Ms Annie | e Jane <u>A</u> 🛛 🕊 圷 | | NHI No | GZM8818 |
|---|-----------------------------------|--|--------|---------|
| Date of Birth 03 Apr 1980(A | Age 36 yrs) Sex Female | | | |
| 🤹 Information | V Functions V | | | |
| Date of Birth 03 Apr 1980(A Comparison of Procedure Codes Procedure Codes Procedure Codes Procedure Duration of Procedure BS Priority Score Clinician Sus Cancer Patient Type Admitting Point Expected Post Op Wan Planned Length of Stay Consultant Unit Booking Source Code Claim Code Certainty Date Purchaser Assessor | Age 36 yrs) sex Female Tunctions | Remove Waiting List Entry - Event Number 2152575 | ? – × | |
| Comments Preadmission Notes Date Keyed | | | AS | Appt |



9. Click **Return to WL**.

The following message will display.

| Message from webpage | × |
|--|---|
| Patient will be returned to the waiting list | |
| OK Cancel | |

10. Click **Ok**.

The Waiting List Entry is reinstated on the Waiting List and the patient's Waiting List Details screen will display with a status of **Unscheduled**.

| 淔 APPLE Ms Annie Jane 🏼 | <u>\</u> □ * <u>∏</u> | | | NHI No | GZM8818 |
|--------------------------------------|---|---------------|----------------------------|-------------|----------|
| ate of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | | |
| 鑬 Information 🗸 Fu | nctions V | | | | |
| | Waiting List Details - Event N | umber 2152576 | | | |
| Status | Unscheduled | | Event Number | 2152576 | |
| Referral Date | 01 Aug 2016 | | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABE | 00 | Preadmission Date | Time | |
| | | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABL | 00 | Patient Confirmed | | |
| Duration of Procedure | 30 mins | | Proposed Operation Date | Time | |
| BS Priority | Staged | | Scheduled Admission Date | Time | |
| Score | 3 | | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | LBI | 150747 | |
| Patient Type | Inpatient | | Booking Status 05 | | |
| Admitting Point | DOSA Dayward | | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | | Anaesthetic Type | General | |
| Unit | General Surgery | | | | |
| Booking Source Code | Public Hospital | | | | |
| Claim Code | Non Accident | | | | |
| Certainty Date | 26 Aug 2016 | | | | |
| Purchaser | MOH Purchase | | | | |
| Assessor | Perry Cox (Dr) | | | | |
| Comments | Test comments | | | | |
| Preadmission Notes Date Keyed | Preadmission notes 26 Aug 2016 | | | | |
| Summary U | pdate History Letters Remove Suspend | Booking | Med Booking NBRS History | PAC Appt | PAS Appt |
| | | | | | |



4.5 Suspending the Waiting List Entry

The Waiting List module enables users to suspend a Waiting List entry in the case of patient illness or unavailability.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| APPLE Ms Annie Jane | • 🛕 🛛 🐐 🕂 | | | | | | | NHI No | | GZM881 | 8 |
|---|-----------------|----------------------------------|---|--------------|-------------|---------------|--------|---------|-------------|-------------|-----|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Female Visit No | | | | | | | | | | 215257 | 76 |
| 🌋 Information 🗸 | Functions V | | | | | | | | | | |
| 🗟 🗟 😒 | Status 📶 🗸 | | | | | | | | | New Procedu | ire |
| Selected : 6 | | APPLE M | Is Annie Jane (Waiting List Details) | | | | | | Q | 7. 8 | |
| Date on List | Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | | ^ |
| 📆 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | | 150747 | 2152576 | | | |
| 📆 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 📆 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 104 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |

3. Click the calendar ¹¹/₁₁ icon beside the required Waiting List entry.

| APPLE Ms Annie J | ane <u> []</u> 1 | *卫 | | | | | | NHI No | GZM88 |
|----------------------------------|------------------|-----------------------------------|----------------|--------------------|-------------|--------------------------|-----------------|-------------|----------|
| te of Birth 03 Apr 1980(Age | 36 yrs) Sex Fen | nale | | | | | | | |
| 🗧 Information 🗸 | Functions - | ~~ ~ | | | | | | | |
| | | | Waiting List D | etails - Event Nun | ber 2152576 | | | | |
| Status | | Unscheduled | | | | Event Numb | er | 2152576 | |
| Referral Date | | 01 Aug 2016 | | | | Days Since (| Certainty Given | 0 | |
| Procedure Codes | | 30535 | | | | Days Not Re | ady for Care | 0 | |
| Procedure | | OESOPHAGECTOMY WITH GAS | TRIC RECONSTRU | JCTION BY ABDO | 1 | Preadmission | n Date | Time | |
| | | | | | | Pre-Anaesth | etic Date | Time | |
| | | OESOPHAGECTOMY WITH GAS | TRIC RECONSTRU | JCTION BY ABDO |) | Patient Confi | irmed | | |
| Duration of Procedure | | 30 mins | | | | Proposed Op | peration Date | Time | |
| BS Priority | | Staged | | | | Scheduled A | dmission Date | Time | |
| Score | | 3 | | | | Change Date | 5 | 26 Aug 2016 | |
| Clinician Sus Cancer | | Not High Sus Cancer | | | | LBI | | 150747 | |
| Patient Type | | Inpatient | | | | Booking Stat | us | 05 | |
| Admitting Point | | DOSA Dayward | | | | FSA Referra | I Date | 29 Jul 2016 | |
| Expected Post Op Ward | | Ward 8 - Gen Surgery | | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | | 2 Days | | | | Pre-Anaesth | etic Status | | |
| Consultant | | Dr cox Perry | | | | Anaesthetic ⁻ | Туре | General | |
| Unit | | General Surgery | | | | | | | |
| Booking Source Code | | Public Hospital | | | | | | | |
| Claim Code | | Non Accident | | | | | | | |
| Certainty Date | | 26 Aug 2016 | | | | | | | |
| Purchaser | | MOH Purchase | | | | | | | |
| Assessor | | Perry Cox (Dr) | | | | | | | |
| Comments | | Test comments | | | | | | | |
| Preadmission Notes Date Keyed | | Preadmission notes 26 Aug 2016 | | | | | | | |
| | 1 | | Demour | Current | Dealize | Mad Dealine | NDDC Liston | PAC Appt | DAC Aret |



4. Click Suspend.

The Waiting List Suspension screen will display.

| 칠 APPLE Ms Anni | ie Jane <u> [</u> | ₩₽ | | | | | NHI No | GZM8818 |
|---|-------------------|-------------|-----------|---|---|---------------|----------------------|---------|
| Date of Birth 03 Apr 1980(| Age 36 yrs) Sex F | emale | | | | | | |
| 🧟 Information | V Function | is 🗸 | | | | | | |
| | | | | 141-147 | le root North Strange | | | 1 |
| Status Referral Date Procedure Codes | Date on List | 01 Aug 2016 | Procedure | Waiting List OESOPHAGECTOMY WITH G Susp | t Suspension ASTRIC RECONSTRUCTION BY pension History | Y ABDO Status | ? = × Unscheduled | |
| Duration of Procedure | Date NRFC | | | Date RFC | Listing Status Comments Cancel | Reason | | |
| BS Priority Score Clinician Sus Cancer Patient Type | | | | | | | | |
| Admitting Point Expected Post Op Wa Planned Length of Sta | in N | | | | | | | |
| Consultant Unit Booking Source Code | | | | | | | | |
| Claim Code Certainty Date Purchaser | | | | | | | | |
| Comments | | | | | | | | |
| | - | | | | | | | |
| Preadmission Notes Date Keyed Summa | 0 | | | | | | | AS Appt |
| | L | | | | | | | 1 |

5. Click Add.

The Add Suspension Date screen will display.

| | Add Suspension Date | ? = X |
|--|---------------------|-------|
| Date NRFC | 📩 📩 💼 | |
| Date RFC | 📩 📩 💆 🛄 | |
| Reason | | |
| Listing Status | | |
| Auto Update of RFC Status | | |
| User ID | jon | |
| | Add Cancel | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Reason Listing Status Auto Update of RFC Status User ID | ion Add Cancel | |

6. Enter the details as required.

| Field | Description |
|-----------|--|
| Date NRFC | Enter the start date for the suspension. The Waiting List module will stop counting Ready for Care days for this entry and start counting Not Ready for Care days once you add the suspend the entry. |
| Date RFC | Enter the last day of the suspension, if known, otherwise leave this field blank. |



| Field | Description |
|------------------------------|--|
| Reason | Select a reason from the list for example, Patient on Holidays. |
| Listing Status | Select a Ready for Care Status from the list if the defaulted status is not suitable. |
| Auto Update of RFC Status | Select this checkbox if you entered a date in the Date To field. The Waiting List module will automatically change the patient's status from Not Ready for Care to Ready for Care and count the days appropriately. |
| User ID | Displays the User ID of the user logged on. This field cannot be changed. |

7. Click Add. The Waiting List Suspension screen displays:

| 🗋 APPLE Ms Anni | e Jane <u>A</u> 🛛 🔻 🕂 | | NHI No | GZM8818 |
|-----------------------------|--------------------------|--|--------------------|---------|
| Date of Birth 03 Apr 1980(A | Age 36 yrs) Sex Female | | | |
| States Information | V Functions V | | | |
| | | Wetter Fish Netella - Proved Mondow OF PAP76 | | 1 |
| Status | | Waiting List Suspension | ? = × | |
| Referral Date | Date on List 01 Aug 2016 | Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | Status Unscheduled | |
| Procedure Codes | | Suspension History | | |
| Procedure | Date NRFC | Date RFC Listing Status | Reason | |
| | 26 Aug 2016 | Deferred | Patient Away | |
| Duration of Dresodure | | Add Comments Cancel | | |
| Duration of Procedure | | | | |
| Score | | | | |
| Clinician Sus Cancer | | | | |
| Patient Type | | | | |
| Admitting Point | | | | |
| Expected Post Op Wa | 4 | | | |
| Planned Length of Sta | 4 | | | |
| Consultant | | | | |
| Unit | | | | |
| Booking Source Code | | | | |
| Claim Code | | | | |
| Certainty Date | | | | |
| Purchaser | | | | |
| Assessor | | | | |
| | | | | L |
| Comments | | | | |
| | | | | |
| | | | | |
| | 1 | | | |
| Preadmission Notes | | | | |
| Date Keyed | | | | |
| Summar | k | | | AS Appt |
| | | | | |



4.5.1 Adding Suspension Comments

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down menu.
- 3. Click the calendar icon beside the required entry.
- 4. The Waiting List Details screen will display.
- 5. Click Suspend.
- 6. The Waiting List Suspension screen will display.

| 칠 APPLE Ms Annie | e Jane <u>A</u> 🛛 🔻 🅂 | | NHI No | GZM8818 |
|-----------------------------|--------------------------|---|-------------------------|---------|
| Date of Birth 03 Apr 1980(A | ge 36 yrs) Sex Female | | | |
| 🥂 Information | V Functions V | | | |
| | | Welder His nation must this be of corre- | | |
| Status Deferred Dete | | Waiting List Suspension | ? = × | |
| Procedure Codes | Date on List 01 Aug 2016 | Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY | ABDO Status Unscheduled | |
| Procedure | Date NREC | Suspension History | Passon | |
| | a 26 Aug 2016 | Deferred | Patient Away | |
| | | Add Commente Cancel | | |
| Duration of Procedure | | Add Commonia Candor | | |
| Score | | | | |
| Clinician Sus Cancer | | | | |
| Patient Type | | | | |
| Admitting Point | | | | |
| Expected Post Op War | 1 | | | |
| Consultant | 1 | | | |
| Unit | | | | |
| Booking Source Code | | | | |
| Claim Code | | | | |
| Certainty Date | | | | |
| Assessor | | | | |
| 10000001 | | | | |
| | 1 | | | |
| Comments | | | | |
| | | | | |
| | | | | |
| Preadmission Notes | | | | |
| Date Keyed | | | | |
| Summar | | | | AS Appt |
| | L | | | |

7. Click Comments.



| | ie Jane 🛕 🛙 🖤 🎵 | NHI No | GZM8818 |
|--|--|---|---------|
| Sale of Billings April 1990(| V | | |
| Status Referal Date Procedure Codes Procedure Codes Procedure BS Priority Score Clinician Sus Cancer Patient Type Admitting Point Expected Post Op Wa Planned Length of Sta Consultant Unit Booking Source Code Claim Code Certainty Date Purchaser Assessor Comments | Waiting List Suspension Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Waiting List Comments - APPLE Ms Annie Jane (GZM8818) Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date OLIST 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date OLIST 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Date OLIST 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Omment Maid Bate | Status Unscheduled Image: Status Image: Status Status Unscheduled Delete By Image: Status | |
| Preadmission Notes Date Keyed Summa | | | AS Appt |

- 8. Click Add.
- 9. The Add Waiting List Comments screen will display.

| 칱 APPLE Ms Annie | e Jane <u>∧ 🗋 📽 म</u> ी | NHI No | GZM8818 |
|--|--|---|---------|
| Date of Birth 03 Apr 1980(A | ge 36 yrs) Sex Female | | |
| State Information | V Functions V | | |
| Information Information Status Referral Date Procedure Codes Procedure Codes Procedure Duration of Procedure BS Priority Score Clinician Sus Cancer Patient Type Admitting Point Expected Post Op War Planned Length of Stay Consultant Unit Booking Source Code Claim Code Certainty Date Purchaser Assessor Comments | Variting List Suspension Date on List 01 Aug 2016 Procedure OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO Waiting List Comments - APPLE Ms Annie Jane (GZM8818) Add Waiting List Comments User Id julieti Password Date 28 Aug 2016 Time 14:39:27 Notes Add Cancel | ? • × Status Unscheduled ? • × ? • × | |
| Preadmission Notes Date Keyed | | ASA | kopt |
| 1 | | | |

10. Enter a valid User Id and Password combination. The User Id defaults to the user logged into the system.

The Date and Time fields will default to the current date and time.

- 11. Enter the text into the Notes field.
- 12. Click Add.



| APPLE Ms Annie J | lane 🛕 🛛 🔻 🅂 | | | | | | NHI No | GZN | 8818 |
|-------------------------------|---------------------|------------------|------------------|------------------|--------------------|-----------------|--------------------|---------|------|
| Date of Birth 03 Apr 1980(Age | 36 yrs) Sex Female | | | | | | | | |
| | | * | 101-24 | | Torona Marcalana A | 450576 | | _ | |
| Status | | | | Waiting List Sus | pension | | ? | - X | _ |
| Referral Date | Date on List 01 Aug | 2016 Procedure | OESOPHAGECT | MY WITH GAST | RIC RECONSTR | RUCTION BY ABDO | Status Unscheduled | | |
| Procedure Codes | - | | | Eucnone | ion Hictory | | | | |
| Procedure | | | Waiting List Com | ments - APPLE M | s Annie Jane (G | ZM8818) | ? = × | | |
| | Date on List 01 Aug | 2016 Procedure | OESOPHAGECTO | MY WITH GAST | RIC RECONSTR | RUCTION BY ABDO | Status Unscheduled | | |
| Duration of Procedure | Date | Input By | | Comment | | | Delete By | | |
| BS Priority | 26 Aug 2016 14:4 | D:12 Juliet Irem | onger - | Waiting list com | nents | _ | - | | |
| Score | | | | Add | Exit | | | | |
| Clinician Sus Cancer | | | | | | | | | |
| Admitting Point | | | | | | | | | |
| Expected Post Op Wan | | | | | | | | | |
| Planned Length of Stay | | | | | | | | | |
| Consultant | | | | | | | | | |
| Unit Basking Source Code | | | | | | | | | |
| Claim Code | | | | | | | | | |
| Certainty Date | | | | | | | | | |
| Purchaser | | | | | | | | | |
| Assessor | | | | | | | | | |
| | | | | | | | | | _ |
| Comments | | | | | | | | | |
| | | | | | | | | | |
| | L | | | | | | | | |
| | | | | | | | | | |
| Preadmission Notes | | | | | | | | | |
| Summan | | | | | | | | AS Appt | |
| Summary | | | | | | | | HO HUPL | |

4.6 Make a Theatre Booking

Theatre bookings can be made via a patient's Waiting List entry.

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| 🗀 APPLE Ms Annie Jane <u> </u>] 🚏 J | ŀ | | | | | | NHI No | | GZM881 | 8 |
|--|----------------------------------|---|--------------|-------------|---------------|--------|----------|-------------|-------------|----|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Female | | | | | | ١ | /isit No | | 215257 | 6 |
| 🤹 Information 🗸 Functions | × | | | | | | | | | |
| 🔂 🔂 Status 📶 | ▼ | | | | | | | | New Procedu | re |
| Selected : 6 | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | 7.8 | |
| Date on List Unit | Doctor | Procedure | BS Priori | Status | RFC Status | LBI | Event | Date | | |
| 📆 30 May 2016 General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | | ^ |
| 01 Aug 2016 General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Unscheduled | D | 150747 | 2152576 | | | |
| 16 Jul 2015 General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 03 Jun 2016 General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 04 Apr 2016 General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.



| 🗎 APPLE Ms Annie Jane 🖌 | <u>V</u> □ ₩ II | | | | | | NHI No | GZM8 |
|-------------------------------------|-------------------------|---------------|--------------------|--------------|--------------|-----------------|-------------|------|
| ate of Birth 03 Apr 1980(Age 36 yrs |) Sex Female | | | | | | | |
| 🕵 Information 🗸 F | unctions V | | | | | | | |
| | | Waiting List | Details - Event Nu | mber 2152576 | | | | |
| Status | Unscheduled | | | | Event Numb | er | 2152576 | |
| Referral Date | 01 Aug 2016 | | | | Days Since | Certainty Given | 0 | |
| Procedure Codes | 30535 | | | | Days Not Re | ady for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GAS | TRIC RECONSTR | UCTION BY ABD | 0 | Preadmissio | n Date | Time | |
| | | | | | Pre-Anaesth | etic Date | Time | |
| | OESOPHAGECTOMY WITH GAS | TRIC RECONSTR | UCTION BY ABD | 0 | Patient Conf | irmed | | |
| Duration of Procedure | 30 mins | | | | Proposed Op | peration Date | Time | |
| BS Priority | Staged | | | | Scheduled A | dmission Date | Time | |
| Score | 3 | | | | Change Date | e | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | | Booking Stat | tus | 05 | |
| Admitting Point | DOSA Dayward | | | | FSA Referra | I Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | | Pre-Anaesth | etic Status | | |
| Consultant | Dr cox Perry | | | | Anaesthetic | Туре | General | |
| Unit | General Surgery | | | | | | | |
| Booking Source Code | Public Hospital | | | | | | | |
| Claim Code | Non Accident | | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | | |
| Purchaser | MOH Purchase | | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | | |
| Comments | Test comments | | | | | | | |
| Preadmission Notes | Preadmission notes | | | | | | | |
| Date Keyed | 26 Aug 2016 | | | | | | | |
| · | | | | | | | | |

4. Click **Booking**.

The Theatre Session Search screen will display.

| | Th | eatre Session Search | | ? | - × |
|------------------------|------------------|-------------------------|-----------|------------|------|
| 📑 📑 Unit General Surge | Doctor Perry .c | < August 201 | 6 🗸 >> | 1 | 7 31 |
| Selected : 4 | 9 | Surgeon Theatre Summary | | Q % | 3 |
| Session | Surgeon | Anaesthetist | Theatre | Status | |
| 🔚 05 Aug 2016 at 08:00 | Perry, cox (Dr) | | Theatre 1 | I | |
| 🔚 12 Aug 2016 at 08:00 | Perry, cox (Dr) | | Theatre 1 | I | |
| 🔚 19 Aug 2016 at 08:00 | Perry , cox (Dr) | | Theatre 1 | I | |
| 🔚 26 Aug 2016 at 08:00 | Perry, cox (Dr) | | Theatre 1 | I | |
| | | | | | |
| | | | | | |

5. Click the **Theatre Session** icon 💹 beside the required session date and time.

The Theatre Booking Form will display.



| PPLE Ms Annie Jan | e 🔼 📙 🏶 🕂 Loca | ion Pre-admission (Ward 5 | - Mental Hith) (Ward 5 - Mer | ntal Hith) | NHI No | GZM881 |
|----------------------------|--------------------------------------|----------------------------------|------------------------------|--------------------------------------|----------|--------|
| f Birth 03 Apr 1980(Age 36 | yrs) Sex Female Claim Code RG Clinic | ian <u>Prof Deborah M Tauvae</u> | | Visit Dates Pre-admission 26/01/2016 | Visit No | 215166 |
| Information V | Functions V | | | | | |
| | | Theatre Bo | oking Form | | | |
| urgeon | Dr cox Perry | | Anaesthetist | | | |
| heatre | Theatre 1 | | Session Type | General Surgery | | |
| ate | Friday 12 Aug 2016 | | Time | 08:00 to 16:30 | | |
| | | | Confirmed Admission | Time the A | | |
| | | | Proposed Admission | 26 Aug 2016 | | |
| dmitting Point | DOSA Davward | | | , | | |
| xp.Post Op Ward | Ward 8 - Gen Surgery | | Proposed Operation | | | |
| atient Type | Inpatient | | Intended Length of Stav | 2 (days) | | |
| laim Code | Non Accident | | Operation Type | (uuys) | | |
| naesthetic Type | General | | Admission Source | Public Hospital | | |
| rocedure | | | Duration | 30 (minutes) | | |
| | | Ī | Blood Type | | | |
| | | | Infection Status | | | |
| ull Description | | | Faujoment Required 1 | × • | | |
| | DESOFRAGECTOMIT WITH GASTRIC RECO | 14. | Environment Descripted 0 | | | |
| | | _ | Equipment Required 2 | | | |
| | | | Equipment Required 3 | ▲ | | |
| rosthesis Required | | | Equipment Loaned | | | |
| ommonto | Test comments | | ^ | | | |
| onnonia | | | V | | | |
| ate Booking Keyed | 26 Aug 2016 | | | | | |
| reate Pre-admission now | | | | | | |
| | | Ok | Cancel | | | |

Note: Many fields will be auto populated from the Waiting List record.

- 6. Complete the remaining details required. Refer to the Theatre User Guide for details.
- 7. Click **Ok**.

The following message will display, confirming that the theatre booking has been created.

| Message from webpage | × |
|-----------------------------|----|
| New Theatre Booking Created | |
| | ОК |

8. Click **OK**.

The Waiting List Details screen will display the Status as **Scheduled**.



| APPLE Ms Annie Jane | Λ 🛛 📽 ΤΙ | | | | | | | NHI No | G7M88 |
|----------------------------------|----------------|-------------------|----------------|--------------------|--------------|--------------|-----------------|-----------------|-------------|
| | | | | | | | | | OLMOU |
| te of Birth 03 Apr 1980(Age 36 y | rs) Sex Female | | | | | | | | |
| 🔝 Information 🗸 | - Functions 🗸 | | | | | | | | |
| | | | Waiting List I | Details - Event Nu | nber 2152576 | | | | |
| Status | Scheduled | | | | | Event Numb | er | 2152576 | |
| Referral Date | 01 Aug 2016 | 6 | | | | Days Since | Certainty Given | 0 | |
| Procedure Codes | 30535 | | | | | Days Not Re | ady for Care | 0 | |
| Procedure | OESOPHAG | GECTOMY WITH GAST | RIC RECONSTR | UCTION BY ABD | 0 | Preadmissio | n Date | Time | |
| | | | | | | Pre-Anaesth | etic Date | Time | |
| | OESOPHAG | GECTOMY WITH GAST | RIC RECONSTR | UCTION BY ABD | 0 | Patient Conf | irmed | | |
| Duration of Procedure | 30 mins | | | | | Proposed Op | peration Date | Time | |
| BS Priority | Staged | | | | | Scheduled A | dmission Date | 12 Aug 2016 Tir | me 15:10:27 |
| Score | 3 | | | | | Change Date | в | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Su | us Cancer | | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | | | Booking Stat | tus | 01 | |
| Admitting Point | DOSA Dayw | vard | | | | FSA Referra | I Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Ge | en Surgery | | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | | | Pre-Anaesth | etic Status | | |
| Consultant | Dr cox Perr | Y | | | | Anaesthetic | Туре | General | |
| Unit | General Sur | rgery | | | | | | | |
| Booking Source Code | Public Hosp | pital | | | | | | | |
| Claim Code | Non Accide | ent | | | | | | | |
| Certainty Date | 26 Aug 2016 | 6 | | | | | | | |
| Purchaser | MOH Purch | ase | | | | | | | |
| Assessor | Perry Cox (I | Dr) | | | | | | | |
| Comments | Test comm | ents | | | | | | | |
| Preadmission Notes | Preadmissi | on notes | | | | | | | |
| Date Keyed | 26 Aug 2016 | b | | | | | | | |
| Summary | Update Histor | ry Letters | Remove | Suspend | Booking | Med Booking | NBRS History | PAC Appt | PAS Appt |

Note: Making a Booking will write an '01' NBRS record.

| 🗀 APPLE Ms Annie Jane <u> (</u> |] ♥ 丣 | | | | | | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|------------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex | Female | | | | | | | Visit No | | 2152576 |
| 🌋 Information 🗸 Function | ons 🗸 | | | | | | | | | |
| | Event Number | 215257 | 5 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 11 | | | | NBRS H | listory | | | | Q | % 8 |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | |
| 🛅 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | ~ |
| 🗮 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🗮 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:23:19 26 Aug 2016 at 14:23:19 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:23:00 2016 at 14:23:00 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:46 Aug 2016 at 14:22:46 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:27 26 Aug 2016 at 14:22:27 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:20:33 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 126 Aug 2016 at 14:19:59 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 126 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 01 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |

4.7 Make a Medical Booking

Medical Bookings can only be made for patients with a Waiting List status of **Unscheduled**, as a patient can only have either a Medical Booking **or** a Theatre Booking associated with their Waiting List entry.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.



| 🗀 APPLE Ms Annie | Jane <u>A </u> 👹 🎵 | | | | | | | NHI No | | GZM8818 |
|------------------------------|-----------------------|----------------------------------|---|-------------|-------------|---------------|--------|----------|-------------|---------------|
| Date of Birth 03 Apr 1980(Ag | ge 36 yrs) Sex Female | | | | | | , | Visit No | | 2152576 |
| State Information | ✓ Functions ✓ | | | | | | | | | |
| a | Status All | | | | | | | | | New Procedure |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | % 🔒 |
| Date on List | Unit | Doctor | Procedure | BS Prior | il Status | RFC Status | LBI | Event | Date | |
| 🛗 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Unscheduled | | 150727 | 2152117 | | ^ |
| 🛗 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 📑 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Scheduled | D | 150747 | 2152576 | 26 Aug 2016 | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 🔁 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |

3. Click the calendar 🛅 icon beside the required Waiting List entry.

The Waiting List Details screen will display.

| | Jane 🕂 📙 🎙 | t II t | | | | | | | NHI No | | GZM88 |
|------------------------------|-----------------|-------------------|--------------|----------------|-------------------|--------------|--------------|-----------------|-----------------|-------------|-------|
| ate of Birth 03 Apr 1980(Age | 36 yrs) Sex Fem | ale | | | | | | | | | |
| Information | Functions | ~ 🗸 | | | | | | | | | |
| | | | | Waiting List D | etails - Event Nu | mber 2152117 | | | | | _ |
| Status | | Unscheduled | | | | | Event Numb | er | 2152117 | | |
| Referral Date | | 30 May 2016 | | | | | Days Since | Certainty Given | 0 | | |
| Procedure Codes | | 00104 | | | | | Days Not Re | eady for Care | 0 | | |
| Procedure | | PROFESSIONAL / | ATTENDANCE B | Y A SPECIALIST | IN THE PRA | | Preadmissio | n Date | 30 May 2016 Tin | ne 10:00:00 | |
| | | | | | | | Pre-Anaesth | etic Date | 01 Jun 2016 Tim | ne 09:00:00 | |
| | | PROFESSIONAL A | ATTENDANCE B | Y A SPECIALIST | IN THE PRA | | Patient Conf | firmed | | | |
| Duration of Procedure | | 0 mins | | | | | Proposed O | peration Date | Time | | |
| BS Priority | | Routine | | | | | Scheduled A | Admission Date | Time | | |
| Score | | 0 | | | | | Change Dat | e | | | |
| Clinician Sus Cancer | | | | | | | LBI | | 150727 | | |
| Patient Type | | | | | | | Booking Sta | tus | 04 | | |
| Admitting Point | | | | | | | FSA Referra | il Date | 30 May 2016 | | |
| Expected Post Op Ward | | | | | | | FSA Date | | 30 May 2016 | | |
| Planned Length of Stay | | 0 Days | | | | | Pre-Anaesth | etic Status | | | |
| Consultant | | Prof Deborah M Ta | auvae | | | | Anaesthetic | Туре | | | |
| Unit | | General Surgery | | | | | | | | | |
| Booking Source Code | | Public Hospital | | | | | | | | | |
| Claim Code | | | | | | | | | | | |
| Certainty Date | | | | | | | | | | | |
| Purchaser | | Unknown at this t | ime | | | | | | | | |
| Assessor | | Tauvae Deborah (| Prof) | | | | | | | | |
| Comments | | | | | | | | | | | |
| Preadmission Notes | | | | | | | | | | | |
| Date Keyed | | 30 May 2016 | | | | | | | | | |
| | | | | | | | | | | | |

4. Click Med Booking.

The following screen will display.



| APPLE Ms Annie Jane | | Booking Details | | | ? = × | GZM88 |
|-----------------------------------|--------------------------|--|-----------------------------|-------------------|----------|---------------|
| e of Birth 03 Apr 1980(Age 36 yrs | | | | | | |
| Information 🗸 I | Booking Type | ▼ | | | | |
| Statue | Coded Diagnosis | 00104 PROFESSIONAL ATTENDANCE BY A | SPECIALIST IN THE PRA | | | |
| Referral Date | Diagnosis | | | | | |
| Procedure Codes | Pre-Assessment | 30 May 2016 Time 10:00:00 🎁 🦳 | | | | |
| Procedure | Scheduled Admission | Time to the second seco | | | | Time 10:00:00 |
| | Treatment Date | | | | | |
| Duration of Procedure | Expected Ward | | Intended Length of Stav | 0 (days) | | |
| Score | Concultant | TALIVD Prof Deborah M Tauwae | | uays) | | |
| Clinician Sus Cancer | Consultant | | | | | |
| Admitting Point | Referring Doctor | | | 0.10 | | 6 |
| Expected Post Op Ward | Patient Type | × | Speciality Medel of Care | General Surgery | | 6 |
| Planned Length of Stay | Admitting Roint | ¥ | Model of Care | | ~ | |
| Unit | Comments | | | | | |
| Booking Source Code | | | | ~ | | |
| Claim Code Certainty Date | | | | ~ | | |
| Purchaser | | | | | | |
| Assessor | Create Pre-admission now | | | | | |
| | | Ok Cance | 4 | | | |
| Comments | | | | | | |
| | | | | | | |
| | | | | | | |
| Preadmission Notes Date Keved | 30 May 2016 | | | | | |
| Summan | Undate History | Lettere Remove Suspend | Booking Med Boo | king NBRS History | PAC Appl | PAS Appt |

Note: Many fields will be auto populated from the Waiting List record.

- 5. Select a value from the Booking Type drop down list.
- 6. Complete the remaining details required.
- 7. Enter a Scheduled Admission Date and Time.
- 8. Enter a Treatment Date.
- 9. Select an Expected Ward from the drop down list.
- 10. Click Ok.

The Waiting List Details screen will display the Status as **Scheduled**.

| 🗀 APPLE Ms Annie Jane 🛕 [|] 条 ① | | NHI No GZ | ZM8818 |
|---|--|---|--|--------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex | Female | | | |
| 🤹 Information 🗸 Functio | ns 🗸 | | | |
| | Waiting List Details - Event Number 215 | 2117 | | |
| Status Referral Date Procedure Codes Procedure BS Priority Score Clinician Sus Cancer Patient Type Admitting Point Expected Post Op Ward Planned Length of Stay Consultant Unit Booking Source Code Claim Code Certainly Date Purchaser Assessor | Scheduled 30 May 2016 00104 PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA 0 mins Routine 0 0 Days Prof Deborah M Tauvae General Surgery Public Hospital Unknown at this time Tauvae Deborah (Prof) | Event Number Days Since Certainty Given Days Not Ready for Care Preadmission Date Pre-Anaesthetic Date Patient Confirmed Proposed Operation Date Change Date LBI Booking Status FSA Referral Date FSA Date Pre-Anaesthetic Status Anaesthetic Type | 2152117 0 0 30 May 2016 Time 10:00:00 01 Jun 2016 Time 09:00:00 Time 30 Aug 2016 Time 10:00:00 150727 01 30 May 2016 30 May 2016 | |
| Comments Preadmission Notes Date Keyed Summary Unda | 30 May 2016 | ing Med Booking NBRS History | PAC Appt PAS Appt | |
| Summary Upda | e riisuiy Leueis Nemove Suspena Book | Ing Med Booking NERS History | ГАСАррі ГАЗАррі | |

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Note: Users can update the fields by navigating to the Waiting List Details screen for the required patient and clicking **Med Booking** again.

Note: Making a Booking will write an '01' NBRS record.

| 🗀 APPLE Ms Annie Jane <u> </u> 🚏 | Ŧ | | | | | | | NHI No | | GZM8818 | |
|--|----------------|---------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|---------|---|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Fema | le | | | | | | | Visit No | | 2152117 | |
| 🕵 Information 🗸 Functions | · • | | | | | | | | | | |
| Even | t Number | 2152117 | | | | | | Add Delete | Add Erase | Cancel | |
| Selected : 2 | | | | NBRS Histo | ry | | | | Q | To De | |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | | |
| 🛗 26 Aug 2016 at 15:15:59 | A | 01 | 1 | 30 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | - | , |
| 🛗 30 May 2016 at 16:13:48 | A | 04 | 1 | | General Surgery | 30 May 2016 | | | Sent | | |
| | | | | | | | | i | | | |

4.8 NBRS History

The Waiting List system will generate the required NBRS records for extraction and submission to the Ministry of Health.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| 🗀 APPLE Ms Annie | e Jane <u>A</u> 🛛 🔻 🅂 | | | | | | | NHI No | | GZM8818 |
|-----------------------------|------------------------|----------------------------------|---|-------------|------------|---------------|--------|----------|-------------|---------------|
| Date of Birth 03 Apr 1980(A | Age 36 yrs) Sex Female | | | | | | 1 | /isit No | | 2152117 |
| 🤹 Information | V Functions V | | | | | | | | | |
| 🗟 🗟 | Status All | | | | | | | | | New Procedure |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | % A |
| Date on List | Unit | Doctor | Procedure | B5 Prior | il Status | RFC Status | LBI | Event | Date | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Scheduled | | 150727 | 2152117 | 30 Aug 2016 | ^ |
| 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 📆 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Scheduled | D | 150747 | 2152576 | 26 Aug 2016 | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 📆 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |
| | | | EXTENSIVE, MULTIPLE | | | | | | | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.



| APPLE Ms Annie Jane 🥂 | 0 ¥ T | | | | | | | NHI No | |
|----------------------------------|------------------|--------------|----------------|--------------------|--------------|--------------|-----------------|-----------------|-------------|
| of Birth 03 Apr 1980(Age 36 yrs) | exFemale | | | | | | | | |
| Information V Fur | ctions | | | | | | | | |
| | | | Waiting List I |)etails - Event Nu | mber 2152576 | | | | |
| Status | Scheduled | | | | | Event Numb | er | 2152576 | |
| Referral Date | 01 Aug 2016 | | | | | Davs Since | Certainty Given | 0 | |
| Procedure Codes | 30535 | | | | | Davs Not Re | adv for Care | Ō | |
| Procedure | OESOPHAGECTO | MY WITH GAST | RIC RECONSTR | UCTION BY ABD | C | Preadmissio | n Date | Time | |
| | | | | | | Pre-Anaesth | etic Date | Time | |
| | OESOPHAGECTO | MY WITH GAST | RIC RECONSTR | UCTION BY ABD | C | Patient Cont | firmed | | |
| Duration of Procedure | 30 mins | | | | | Proposed O | peration Date | Time | |
| BS Priority | Staged | | | | | Scheduled A | Admission Date | 12 Aug 2016 Tin | ne 15:10:27 |
| Score | 3 | | | | | Change Dat | e | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Car | cer | | | | LBI | | 150747 | |
| Patient Type | Inpatient | | | | | Booking Sta | tus | 01 | |
| Admitting Point | DOSA Dayward | | | | | FSA Referra | al Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Sur | gery | | | | FSA Date | | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | | | Pre-Anaesth | etic Status | | |
| Consultant | Dr cox Perry | | | | | Anaesthetic | Туре | General | |
| Unit | General Surgery | | | | | | | | |
| Booking Source Code | Public Hospital | | | | | | | | |
| Claim Code | Non Accident | | | | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | | | | |
| Purchaser | MOH Purchase | | | | | | | | |
| Assessor | Perry Cox (Dr) | | | | | | | | |
| Comments | Test comments | | | | | | | | |
| Preadmission Notes | Preadmission not | es | | | | | | | |
| Date Reyeu | ZU AUG ZUTO | Latters | Demous | Summer | Deskies | Med Dealvies | NDDC History | DAC Aret | DAC Aret |
| Summary U | date History | etters | Kemove | II Suspend | Booking | Med Booking | NBRS History | PAC Appt | PAS Appt |

4. Click NBRS History.

The following screen will display.

| 🗀 APPLE Ms Annie Jane <u> </u> 🐐 | Ŧ | | | | | | | NHI No | | GZM8818 | 3 |
|--|----------------|---------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|-------------|---|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Fema | le | | | | | | | Visit No | | 2152576 | 5 |
| 🌋 Information 🗸 Functions | - ~ | | | | | | | | | | |
| Eve | ıt Number | 2152576 | | | | | | Add Delete | Add Erase | Cancel | |
| Selected : 11 | | | | NBRS H | istory | | | | Q | 7. 8 | |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | | |
| 📅 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | , | _ |
| 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:23:19 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:23:00 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:22:46 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:22:27 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:20:33 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:19:59 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 26 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | | |
| 1 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | | |
| | | | | | | | | | | | |

5. Click the calendar $\stackrel{1}{\blacksquare}$ icon beside the required NBRS entry.

The following screen will display.



| Date of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | | NHI No Visit No | | GZM8818 2152576 |
|--|---|---|-------|---|--------------------|---|--------------------|
| 🌋 Information 🗸 Fu | ations to | Update History Record | ? = × | | Add Delete | Add Erase | Cancel |
| Selected : 11 Date 11 26 Aug 2016 at 15:10.56 12 26 Aug 2016 at 14:34.52 12 26 Aug 2016 at 14:33.03 12 26 Aug 2016 at 14:23.19 12 26 Aug 2016 at 14:23.00 12 26 Aug 2016 at 14:22.46 12 26 Aug 2016 at 14:22.27 12 26 Aug 2016 at 14:22.33 12 26 Aug 2016 at 14:19.59 12 26 Aug 2016 at 14:19.59 12 26 Aug 2016 at 14:19.16 12 01 Aug 2016 at 14:15:13 | Effective Date/Time Record Type Booking Status Code CPAC Tool Exit Date Exit Category Date of referral for FSA Date of FSA Booking Referral Source Booking Status Assessment Date Booking Status Score Date Certainty Given Date Booking Made Date Booking Made | 26 Aug 2016 14:33.03 A 20 10003 14:33.03 29 Jul 2016 18:30 29 Jul 2016 19:30 29 Jul 2016 19:30 29 Jul 2016 19:30 26 Aug 2016 19:30 26 Aug 2016 19:30 26 Aug 2016 19:30 26 Aug 2016 19:30 3 26 Aug 2016 3 19:30 26 Aug 2016 19:30 3 10:30 26 Aug 2016 19:30 3 10:30 26 Aug 2016 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10:50 19:30 10 | | Exit Date Exit Date Image: | Add Delete | Add Erase Status Status Unsent | |

6. Make the required changes and click **Update.**

4.8.1 Adding Delete and Erase NBRS Records

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| APPLE Ms Annie Jane | • 🛕 🛛 🐐 Ͳ | | | | | | | NHI No | | GZM881 | 8 |
|------------------------------------|-----------------|----------------------------------|---|-------------|------------|---------------|--------|----------|-------------|-------------|----|
| Date of Birth 03 Apr 1980(Age 36 y | rrs) Sex Female | | | | | | ١ | /isit No | | 215257 | 6 |
| 🌋 Information 🗸 | - Functions V | | | | | | | | | | |
| s 🖓 | Status All 🗸 | | | | | | | | | New Procedu | re |
| Selected : 6 | | APPLE M | Is Annie Jane (Waiting List Details) | | | | | | Q | 7.8 | |
| Date on List | Unit | Doctor | Procedure | BS Prior | Status | RFC Status | LBI | Event | Date | | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Scheduled | | 150727 | 2152117 | 30 Aug 2016 | | ^ |
| 📆 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 📆 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Scheduled | D | 150747 | 2152576 | 26 Aug 2016 | | |
| 📆 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 104 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |
| | | | | | | | | | | | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.



| APPLE Ms Annie Jane 🖊 | <u>\</u> □ ♥ ∏· | | | NHI No | GZM8 |
|----------------------------------|--|---------------------|----------------------------|---------------------------|------|
| of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | | |
| Information V Fu | nctions V | | | | |
| | Waiting List Details - E | vent Number 2152576 | | | |
| Status | Scheduled | | Event Number | 2152576 | |
| Referral Date | 01 Aug 2016 | | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION | BY ABDO | Preadmission Date | Time | |
| | | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION | BY ABDO | Patient Confirmed | | |
| Duration of Procedure | 30 mins | | Proposed Operation Date | Time | |
| BS Priority | Staged | | Scheduled Admission Date | 12 Aug 2016 Time 15:10:27 | |
| Score | 3 | | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | LBI | 150747 | |
| Patient Type | Inpatient | | Booking Status | 01 | |
| Admitting Point | DOSA Dayward | | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | | Anaesthetic Type | General | |
| Unit | General Surgery | | | | |
| Booking Source Code | Public Hospital | | | | |
| Claim Code | Non Accident | | | | |
| Certainty Date | 26 Aug 2016 | | | | |
| Purchaser | MOH Purchase | | | | |
| Assessor | Perry Cox (Dr) | | | | |
| Comments | Test comments | | | | |
| Preadmission Notes Date Keyed | Preadmission notes 26 Aug 2016 | | | | |
| | Indate History Latters Remove Sue | Packing | Med Booking NBRS History | PAC Appt PAS Appt | |

4. Click NBRS History.

The following screen will display.

| 🗀 APPLE Ms Annie Jane <u>A</u> 🛽 |) * 中 | | | | | | | NHI No | | GZM881 | 8 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|------------|-----------|------------|-----------------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex F | emale | | | | | | | Visit No | | 215257 | '6 [′] |
| 🌋 Information 🗸 Function | 1s 🗸 | | | | | | | | | | |
| | Event Number | 215257 | 5 | | | | | Add Delete | Add Erase | Cancel | |
| Selected : 11 | | | | NBRS H | listory | | | | Q | % 🔒 | |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reas | ion Stat | us | |
| 📅 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:23:19 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:23:00 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:22:46 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:22:27 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:20:33 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:19:59 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 26 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unse | ent | |
| 1 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unse | ent | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

5. Click the **Add Delete** button to add a Delete record.

The following message will display, confirming that the last Booking Status record is to be Deleted. This will send an 'D' record in the NBRS Extract.



| Message from | n webpage | × |
|--------------------------------|----------------------------------|-----|
| Are you sure you want to delet | te the last booking status recor | d? |
| | OK Can | cel |

The NBRS Delete record will display on the NBRS History view.

| 🗀 APPLE Ms Annie Jane 🛕 📋 | | | | | | (Current IP) | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Fen | nale | | | | | | | | | |
| 🕵 Information 🗸 Functions - | ~ | | | | | | | | | |
| Ev | ent Number | 215257 | 5 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 12 | | | | NBR5 I | listory | | | | Q | 7.8 |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | |
| 🛅 26 Aug 2016 at 15:21:07 | D | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | ~ |
| 📅 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🔁 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 📑 26 Aug 2016 at 14:23:19 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:23:00 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 📴 26 Aug 2016 at 14:22:46 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🗮 26 Aug 2016 at 14:22:27 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:20:33 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:19:59 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 01 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |
| | | | | | | | | | | |

6. Click the Add Erase button to add an Erase record.

The following message will display, confirming that the last Booking Status record is to be Erased. This will send an 'E' record in the NBRS Extract.

| Message from webpage | |
|--|---|
| Are you sure you want to create an erase record? | |
| OK Cancel |] |

The NBRS Erase record will display on the NBRS History view.



| 칱 APPLE Ms Annie Jane 🛕 | | | | | | (Current IP) | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex | Female | | | | | | | | | |
| 🥵 Information 🗸 Functi | ons 🗸 | | | | | | | | | |
| | Event Number | 215257 | 5 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 13 | | | | NBR5 I | listory | | | | Q | 7.8 |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reason | Status | |
| 26 Aug 2016 at 15:21:43 | E | 99 | 3 | | | 26 Aug 2016 | | | Unsent | ~ |
| 📅 26 Aug 2016 at 15:21:07 | D | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 📅 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🕂 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:23:19 26 Aug 2016 at 14:23:19 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:23:00 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:46 Aug 2016 at 14:22:46 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:27 26 Aug 2016 at 14:22:27 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:20:33 26 Aug 2016 at 14:20:33 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:19:59 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 26 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 01 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |

4.8.2 Resubmitting NBRS Records

If a record has already been Submitted to NBRS and any correction needs to be made and the record Resubmitted, this can be done by changing the Status of the record from Sent to Unsent.

- 1. Select the required patient.
- 2. Select **Waiting List** from the appropriate patient level drop down list.

The Waiting List Details screen will display.

| 🗀 APPLE Ms Annie J | Jane 🕂 🛛 🕊 🎞 | | | | | | | VHI No | | GZM8818 | 3 |
|-------------------------------|--------------------|----------------------------------|---|-------------|------------|---------------|--------|---------|-------------|---------------|---|
| Date of Birth 03 Apr 1980(Age | 36 yrs) Sex Female | | | | | | | | | | - |
| 🌋 Information 🗸 | Functions 🗸 | | | | | | | | | | |
| 😼 📮 | Status 🗚 🗸 | | | | | | | | | New Procedure | в |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | % A | |
| Date on List | Unit | Doctor | Procedure | BS Prior | i Status | RFC Status | LBI | Event | Date | | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Scheduled | | 150727 | 2152117 | 30 Aug 2016 | | ^ |
| 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | | |
| 1 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Scheduled | D | 150747 | 2152576 | 26 Aug 2016 | | |
| 103 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | | |
| 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | | |
| 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | | |
| | | | | | | | | | | | |

3. Click the calendar 🛅 icon beside the required Waiting List entry.



| APPLE Ms Annie Ja | ne <u>N</u> 📙 🔻 🕂 | | | NHI No | GZM881 |
|-------------------------------|---------------------------------------|-------------------------------|----------------------------|---------------------------|--------|
| te of Birth 03 Apr 1980(Age 3 | 6 yrs) Sex Female | | | | |
| 🗧 Information 🗸 | Functions V | | | | |
| | | etails - Event Number 2152576 | | | |
| Status | Scheduled | | Event Number | 2152576 | |
| Referral Date | 01 Aug 2016 | | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRU | ICTION BY ABDO | Preadmission Date | Time | |
| | | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTRU | ICTION BY ABDO | Patient Confirmed | | |
| Duration of Procedure | 30 mins | | Proposed Operation Date | Time | |
| BS Priority | Staged | | Scheduled Admission Date | 12 Aug 2016 Time 15:10:27 | |
| Score | 3 | | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | LBI | 150747 | |
| Patient Type | Inpatient | | Booking Status | 01 | |
| Admitting Point | DOSA Dayward | | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | | Anaesthetic Type | General | |
| Unit | General Surgery | | | | |
| Booking Source Code | Public Hospital | | | | |
| Claim Code | Non Accident | | | | |
| Certainty Date | 26 Aug 2016 | | | | |
| Purchaser | MOH Purchase | | | | |
| Assessor | Perry Cox (Dr) | | | | |
| Comments | Test comments | | | | |
| Preadmission Notes | Preadmission notes | | | | |
| Date Keyed | 26 Aug 2016 | | | | |
| Summan | Lindate History Letters Remove | Suspend Booking | Med Booking NBRS History | PAC Appt PAS Appt | |

4. Click NBRS History.

The following screen will display. The Status column shows the records that have been **Sent** to NBRS and those that are still **Unsent**.

| 🗀 APPLE Ms Annie Jane 🛕 | <u>0</u> ₩₽ | | | | | | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|------------|-----------|------------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sea | Female | | | | | | | Visit No | | 2152576 |
| 🌋 Information 🗸 Funct | ions 🗸 | | | | | | | | | |
| | Event Number | 215257 | 6 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 13 | | | | NBRS H | listory | | | | Q | 7 8 |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reaso | n Status | |
| 15:21:43 26 Aug 2016 at 15:21:43 | E | 99 | 3 | | | 26 Aug 2016 | | | Unsent | ~ |
| 15:21:07 26 Aug 2016 at 15:21:07 | D | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 15:10:56 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:34:52 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:33:03 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:23:19 26 Aug 2016 at 14:23:19 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:23:00 2016 at 14:23:00 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:46 Aug 2016 at 14:22:46 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:27 26 Aug 2016 at 14:22:27 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:20:33 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🕂 26 Aug 2016 at 14:19:59 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 16 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛅 01 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |
| | | | | | | | | | | |

5. Click the calendar 📅 icon beside the required NBRS entry.

The following screen will display.



| Date of Birth 03 Apr 1980(Age 36 yrs) | \ | | | | | | NHI No Visit No | | | GZM8818 215257 | 8 6 |
|---------------------------------------|---|----------------|----------------------|-----|-----|-----------|--------------------|-------|--------|-------------------|--------|
| 🌋 Information 🗸 Fu | | Update History | Record | ? (| - × | | Add Delete | Add F | rase | Cancel | |
| Selected : 13 | Effective Date/Time Record Type | | 26 Aug 2016 14:34:52 | | | | | | | | |
| Date | Booking Status Code | | 05 | | | Exit Date | Exit Re | ason | Status | | |
| 📅 26 Aug 2016 at 15:21:43 | CPAC Tool | | 0003 | | | | | | Unsent | | |
| 15:21:07 26 Aug 2016 at 15:21:07 | Exit Date Exit Category | | | ~ | | | | | Unsent | | |
| 15:10:56 Aug 2016 at 15:10:56 | Date of referral for FSA | | 29 Jul 2016 🛛 🝎 🛄 | | | | | | Unsent | | |
| 🚆 26 Aug 2016 at 14:34:52 | Date of FSA | | 29 Jul 2016 👸 🧰 | | | | | | Unsent | | |
| 26 Aug 2016 at 14:33:03 | Booking Reterral Source Booking Status Assessment Date | | 26 Aug 2016 | | | | | | Unsent | | |
| 26 Aug 2016 at 14:23:19 | Booking Status Score | | 3 | | | | | | Unsent | | |
| 📅 26 Aug 2016 at 14:23:00 | Date Certainty Given | | 26 Aug 2016 🝎 🛄 | | | | | | Unsent | | |
| 26 Aug 2016 at 14:22:46 | Date Booking Made | | Ŏ | | | | | | Unsent | | |
| 26 Aug 2016 at 14:22:27 | Principal Health Service Purchaser | | MOH Purchase 🗸 | | | | | | Unsent | | |
| 26 Aug 2016 at 14:20:33 | Treatment Agency Health Specialty | | Gaparal Surgany | | | | | | Unsent | | |
| 26 Aug 2016 at 14:19:59 | Deferred By Reason | | | ~ | | | | | Unsent | | |
| 126 Aug 2016 at 14:19:16 | Status | | Sent 🗸 | _ | | | | | Unsent | | |
| 01 Aug 2016 at 14:15:13 | Assessor Code | Update | PC Perry Cox (Dr | | - | | | | Unsent | | |

6. Change the Status field from **Sent** to **Unsent** and click **Update**.

| The record will then appear ir | n the list with a | Status of Unsent. |
|--------------------------------|-------------------|-------------------|
|--------------------------------|-------------------|-------------------|

| 🗀 APPLE Ms Annie Jane 🛕 [| *中 | | | | | | | NHI No | | GZM8818 |
|---|----------------|--------|------------|-------------|------------------|------------------------|-----------|-------------|-----------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex F | emale | | | | | | | Visit No | | 2152576 |
| 🕵 Information 🗸 Function | 15 🗸 | | | | | | | | | |
| | Event Number | 215257 | 6 | | | | | Add Delete | Add Erase | Cancel |
| Selected : 13 | | | | NBRS H | listory | | | | Q | 7.8 |
| Date | Record Type | BSC | CPAC Score | Booked Date | Health Specialty | Booking Status Date | Exit Date | Exit Reasor | Status | |
| 📅 26 Aug 2016 at 15:21:43 | E | 99 | 3 | | | 26 Aug 2016 | | | Unsent | ^ |
| 15:21:07 26 Aug 2016 at 15:21:07 | D | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 15:10:56 | A | 01 | 3 | 12 Aug 2016 | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:34:52 | A | 05 | 3 | | General Surgery | 26 Aug 2016 | | | Sent | |
| 🛗 26 Aug 2016 at 14:33:03 | A | 20 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:23:19 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🛗 26 Aug 2016 at 14:23:00 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:22:46 Aug 2016 at 14:22:46 | С | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🕂 26 Aug 2016 at 14:22:27 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:20:33 26 Aug 2016 at 14:20:33 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 🗮 26 Aug 2016 at 14:19:59 | с | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 14:19:16 Aug 2016 at 14:19:16 | A | 07 | 3 | | General Surgery | 26 Aug 2016 | | | Unsent | |
| 1 Aug 2016 at 14:15:13 | A | 02 | 2 | | General Surgery | 01 Aug 2016 | | | Unsent | |

4.9 Book an Appointment in an Outpatient Clinic

Prior to a patient's admission for a theatre booking, you can book Pre-admission and Pre-anaesthetic outpatient appointments for a pre-surgery assessments.

- 1. Select the required patient.
- 2. Select Waiting List from the appropriate patient level drop down list.



| APPLE Mis Annie | Jane 🔼 🛛 🔻 🕂 | | | | | | | NHI No | | GZM8818 |
|------------------------------|-----------------------|----------------------------------|---|------------|------------|---------------|--------|----------|-------------|---------------|
| Date of Birth 03 Apr 1980(Ag | je 36 yrs) Sex Female | | | | | | ` | /isit No | | 2152576 |
| State Information | V Functions V | | | | | | | | | |
| 🗟 🗟 | Status Al 🗸 | | | | | | | | | New Procedure |
| Selected : 6 | | APPLE | Ms Annie Jane (Waiting List Details) | | | | | | Q | 7.8 |
| Date on List | Unit | Doctor | Procedure | BS Prio | ril Status | RFC Status | LBI | Event | Date | |
| 📆 30 May 2016 | General Surgery | Tauvae , Deborah (Prof) | PROFESSIONAL ATTENDANCE BY A SPECIALIST IN THE PRA | 1 | Scheduled | | 150727 | 2152117 | 30 Aug 2016 | - |
| 📅 16 Jul 2015 | General Surgery | Henshall-Vader , Jon (Doctor) | Test change description | 2 | Scheduled | | 150426 | 2151239 | | |
| 🕂 01 Aug 2016 | General Surgery | Perry , cox (Dr) | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCTION BY ABDO | 5 | Scheduled | D | 150747 | 2152576 | 26 Aug 2016 | |
| 📅 03 Jun 2016 | General Surgery | Andrews , Davendra (Dr) | CYSTOMETROGRAPHY, NOT BEING A SERVICE ASSOCIATED W | 3 | Admitted | | 150731 | 2151699 | 01 May 2016 | |
| 🛅 10 Feb 2016 | General Surgery | Tauvae , Deborah (Prof) | INITIATION OF MANAGEMENT OF ANAESTHESIA FOR OPEN P | 1 | Discharged | | 150704 | 2151699 | 01 May 2016 | |
| 💆 04 Apr 2016 | General Surgery | Tauvae , Deborah (Prof) | KELOID AND OTHER SKIN LESIONS, EXTENSIVE, MULTIPLE | 1 | Discharged | | 150710 | 2151699 | 01 May 2016 | |

3. Click the calendar 🛄 icon beside the required Waiting List entry.

The Waiting List Details screen will display.

| APPLE Ms Annie Jane | 70 * T | | | | NHI No | GZM8 |
|-------------------------------------|-----------------------------------|----------------------------------|--------------|----------------------------|---------------------------|------|
| te of Birth 03 Apr 1980(Age 36 yrs) | Sex Female | | | | | |
| 🗧 Information 🗸 Fu | inctions V | | | | | |
| | | Waiting List Details - Event Nur | nber 2152576 | | | |
| Status | Scheduled | | | Event Number | 2152576 | |
| Referral Date | 01 Aug 2016 | | | Days Since Certainty Given | 0 | |
| Procedure Codes | 30535 | | | Days Not Ready for Care | 0 | |
| Procedure | OESOPHAGECTOMY WITH GAS | TRIC RECONSTRUCTION BY ABD |) | Preadmission Date | Time | |
| | | | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GAS | TRIC RECONSTRUCTION BY ABD |) | Patient Confirmed | | |
| Duration of Procedure | 30 mins | | | Proposed Operation Date | Time | |
| BS Priority | Staged | | | Scheduled Admission Date | 12 Aug 2016 Time 15:10:27 | |
| Score | 3 | | | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | | LBI | 150747 | |
| Patient Type | Inpatient | | | Booking Status | 01 | |
| Admitting Point | DOSA Dayward | | | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | | | Anaesthetic Type | General | |
| Unit | General Surgery | | | | | |
| Booking Source Code | Public Hospital | | | | | |
| Claim Code | Non Accident | | | | | |
| Certainty Date | 26 Aug 2016 | | | | | |
| Purchaser | MOH Purchase | | | | | |
| Assessor | Perry Cox (Dr) | | | | | |
| Comments | Test comments | | | | | |
| Preadmission Notes Date Keved | Preadmission notes 26 Aug 2016 | | | | | |
| Summary | Indate History Letters | Remove Suspend | Booking | Med Booking NBRS History | PAC Appt PAS App | t |
| Caminary | Letters | Suspend | DOOKINg | Hor booking Horto History | TAG App | |

4. For a Pre-assessment Booking click **PAC Appt**.

The Clinic Search screen will display.

- 5. Select a value from the Date drop down list or calendar icons.
- 6. Click Search.

The Clinic Search results will display.



| | | | - | | | | _ | _ | | | | | _ |
|---|----------------|------------------|-----------------------|-------------|---------------|--------------------|--------|---|------|---|-----|---------|---|
| APPLE Ms Ann | | | | Clinic Soor | ch | | | | | | -× | GZM8818 | ~ |
| ite of Birth 03 Apr 1980 | or i T | | | Clinic Sea | | 00.4 0040 V | | | | | | | |
| Information | Clinic Type | Pre-Assessment (| | | << Fn | 26 Aug 2016 V >> 🛄 | | | | | | | |
| Statua | Clinic ID | | | | Clinic | Next Available | | | | | | | 1 |
| Referral Date | visit Type | | | Ch-i- | 56 | arcn | French | | Devi | | L I | | |
| Procedure Codes Procedure | 29 Aug 2016 at | 08:00 Mon | Pre-Assessment Clinic | Pre-Asse: | ssment Clinic | Main OP Department | 5 | 0 | 0 | 0 | | | |
| | 05 Sep 2016 at | : 08:00 Mon | Pre-Assessment Clinic | Pre-Asse: | ssment Clinic | Main OP Department | 5 | 0 | 0 | 0 | | | |
| Duration of Procedure | 12 Sep 2016 at | : 08:00 Mon | Pre-Assessment Clinic | Pre-Asse: | ssment Clinic | Main OP Department | 5 | 0 | 0 | 0 | | | |
| Score | 19 Sep 2016 at | 08:00 Mon | Pre-Assessment Clinic | Pre-Asse: | ssment Clinic | Main OP Department | 5 | 0 | 0 | 0 | | | |
| Patient Type | 26 Sep 2016 at | : 08:00 Mon | Pre-Assessment Clinic | Pre-Asse | ssment Clinic | Main OP Department | 5 | 0 | 0 | 0 | | | |
| Admitting Point | | | | End of se | arch results | | | | | | L I | | |
| Expected Post Op vv Dianned Length of St | | | | << Previous | INext >> | | | | | | L I | | |
| Consultant | | | | | | | | | | | | | |
| Unit | | | | | | | | | | | L I | | |
| Booking Source Code | | | | | | | | | | | L I | | |
| Claim Code | | | | | | | | | | | L I | | |
| Durchaser | | | | | | | | | | | L I | | |
| Assessor | | | | | | | | | | | L I | | |
| | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Preadmission Notes | | | | | | | | | | | | | |
| Date Keyed | | | | | | | | | | | | Appt | |
| Junnar | | | | | | | | | | | | abb. | |
| | | | | | | | | | | | | | |

7. Click the date icon to display the available appointments.

| 🗀 APPLE Ms Ann | | | | GZM8818 |
|---------------------------|--|-------------------------------------|-------------------------------|---------|
| Date of Birth 03 Apr 1980 | | Clinic List for 8:00 am 29 Aug 2016 | ? = × | |
| 🧟 Information | Pre-Assessment Clinic Appointment List | Show Details | Mon 29 Aug 2016 at 08:00 V >> | |
| | Time Visit Type | Patient | Status | |
| Status | 8:00 am Routine New Attend | 12. | | |
| Referral Date | 10:00 am Routine New Attend | 10 | | |
| Procedure Codes | 12:00 pm Routine New Attend | 17. | | |
| Trocodure | | Return | | |
| | | Totali | | |
| Duration of Procedure | | | | |
| BS Priority | | | | 7 |
| Score | | | | |
| Clinician Sus Cancer | | | | |
| Admitting Point | | | | |
| Expected Post On Wa | | | | |
| Planned Length of St | | | | |
| Consultant | | | | |
| Unit | | | | |
| Booking Source Code | | | | |
| Claim Code | | | | |
| Certainty Date | | | | |
| Purchaser | | | | |
| Assessor | | | | |
| | | | | |
| Comments | | | | |
| | | | | |
| | | | | |
| | | | | |
| Preadmission Notes | | | | |
| Date Keyed | | | | |
| Summan | | | | Appt |

8. Click the appointment icon beside the appropriate appointment time and visit type.

The Make New Appointment screen will display.



| APPLE Ms An | | | | | |
|---|--------------------------|--|------------------|--------------------------|-------|
| ate of Birth 03 Apr 198 | | Make New Appo | intment | | ? = × |
| Information | Clinic | Pre-Assessment Clinic | Date | Mon 29 Aug 2016 at 08:00 | |
| 23 | Visit Type | Routine New Attend | | | |
| Status | Mode of Delivery | Face To Face - 1 Patient - 1 Clinician 🗸 | | | |
| Referral Date Procedure Codes | Presenting Complaint | | | | |
| Procedure | Diagnosis | | | | |
| | | | | | |
| Duration of Procedu | | | | | |
| BS Priority | | ,, , ,, , ,, | | | |
| Score | | | | | |
| Patient Type | | | | | |
| Admitting Point | Procedure | | | | |
| Expected Post Op V Planned Length of S | 4 | | | | |
| Consultant | 1 | | | | |
| Unit | | | | | |
| Claim Code | | | | | |
| Certainty Date | Problem | | | | |
| Purchaser | | | | (| |
| A5565501 | | | | (| |
| Commente | Transport | , | Priority | ~ | |
| Comments | Claim Code | ✓ | Unit | × | |
| | Source of Referral | ▼ | Reports Required | ~ | |
| Preadmission Notes | Special Arrangements | ✓ | Referring GP | Q. Ø | |
| Date Keyed | Preferred Contact Method | ~ | Inform GP | Yes 🗸 | |
| Summa | Contract | × | Purchaser | MOH Purchase | |
| | Comments | Test comments | | ~ | |
| | | | | ~ | |
| | Referral Date | | | | |
| | | | Cancel | | |
| | | UK | Cancer | | |

- 9. Complete the details as required. Refer to the Outpatient User Guide for details.
- 10. Click **Ok**.

The Print Appointment Labels and Forms screen will display (depending on the configuration of your site's system).

| 🗀 APPLE Ms Annie Jane <u> </u>] | ₩₽ | | | NHI No | GZM8818 |
|---|--|------------------------------------|--|---------------------------------|---------|
| Date of Birth 03 Apr 1980(Age 36 yrs) Sex Fe | emale | Claim Code RG | Visit Dates Booked 29/08/2016 at 08:00 | Visit No | 2152577 |
| 🧟 Information 🗸 Function | s V | | | | |
| Actions | Booking Appointment Mailing GP Labels Print Card Print Booking Letter | Print Appointment Labels & Forms - | APPLE Ms Annie Jane Printer Pr | ? = X 200 t - 1 Clinician | |
| Presenting companit Diagnosis Purchaser Outcome Comments Selected : 0 Date Clinic Typ | Other Letter | Letter Ok | Cancel | s S | tatus |

- 11. Complete the details as required.
- 12. Click **Ok**.

The Waiting List Details screen will display. The Pre-admission Date and Time are displayed.



| • - | | | | | |
|--|---|----------------------|--|-------------------------------|--------|
| 🖹 APPLE Ms Annie Jane <u> []</u> 1 | ₩ fI | | | NHI No | GZM881 |
| ate of Birth 03 Apr 1980(Age 36 yrs) Sex Fen | ale Cla | aim Code RG | Visit Dates Booked 29/08/2016 at 08:00 | Visit No | 215257 |
| 🕼 Information 🗸 Functions - | V | | | | |
| | Waiting List D | Details - Event Numb | er 2152576 | | |
| Status | Scheduled | | Event Number | 2152576 | |
| Referral Date | 01 Aug 2016 | | Days Since Certainty Giv | ven 0 | |
| Procedure Codes | 30535 | | Days Not Ready for Care | e 0 | |
| Procedure | OESOPHAGECTOMY WITH GASTRIC RECONSTRUCT | UCTION BY ABDO | Preadmission Date | 29 Aug 2016 Time 08:00 | |
| | | | Pre-Anaesthetic Date | Time | |
| | OESOPHAGECTOMY WITH GASTRIC RECONSTR | UCTION BY ABDO | Patient Confirmed | | |
| Duration of Procedure | 30 mins | | Proposed Operation Date | e Time | |
| BS Priority | Staged | | Scheduled Admission Da | ate 12 Aug 2016 Time 15:10:27 | |
| Score | 3 | | Change Date | 26 Aug 2016 | |
| Clinician Sus Cancer | Not High Sus Cancer | | LBI | 150747 | |
| Patient Type | Inpatient | | Booking Status | 01 | |
| Admitting Point | DOSA Dayward | | FSA Referral Date | 29 Jul 2016 | |
| Expected Post Op Ward | Ward 8 - Gen Surgery | | FSA Date | 29 Jul 2016 | |
| Planned Length of Stay | 2 Days | | Pre-Anaesthetic Status | | |
| Consultant | Dr cox Perry | | Anaesthetic Type | General | |
| Unit | General Surgery | | | | |
| Booking Source Code | Public Hospital | | | | |
| Claim Code | Non Accident | | | | |
| Certainty Date | 26 Aug 2016 | | | | |
| Purchaser | MOH Purchase | | | | |
| Assessor | Perry Cox (Dr) | | | | |
| Comments | Test comments | | | | |
| Préadmission Notes Date Keyed | Preadmission notes 26 Aug 2016 | | | | |
| Summary Undate | History Letters Remove | Suspend | Booking Med Booking NBRS Hi | istory PAC Appt PAS Ar | opt |
| | | | | | |

Note: The PAC Appt button is no longer available because only one Outpatient appointment per Waiting List entry can be booked.

Note: To make a Booking to a **Pre-anaesthetic Clinic** follow the same steps as above, but select the **PAS Appt** button. Once the Booking is made the Pre-anaesthetic Date and Time are displayed. And the PAS Appt will also be no longer available.

4.10 Accessing the Patient Visit List

The Patient Visit List displays all visits the patient has made or will make to the hospital.

- 1. Select the required patient.
- 2. Select **Visits** from the appropriate patient level drop down menu.

The Patient Visit List screen will display.



| 🗀 JONES Ms Mary 📙 🍟 | | | | | | | | NHI No | | GVM5977 |
|--|-----|------|------|---|-----------------------------------|---------------|---------------------------|-----------|--------------|------------|
| Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female | | | | | | | | Visit No | | 2150954 |
| 🧱 Information 🗸 Functions 🗸 | | | | | | | | | | |
| 66 | | | | | | | | | | |
| Selected : 26 | | | | Patient Visit List Ms Mary JO | NES | | | | Q | % A |
| Adm/Visit Date | Day | Туре | Unit | нср | Location | Claim Code | Status | Visit No. | Pri Dis Desc | |
| 13 May 2015 at 08:00 | Wed | OP | DEN | Dr Henshall's Dental Clinic (Henshall-√ader , Jon | Wellington- Dental | EX | Booked | 2150910 | | |
| 11 May 2015 at 08:30 | Mon | OP | DEN | Dr Henshall's Dental Clinic (Henshall-Vader , Jon | Wellington- Dental | ACC | Booked | 2150909 | | |
| 06 May 2015 at 08:00 | Wed | OP | DEN | Dr Henshall's Dental Clinic (Henshall-Vader , Jon | Wellington- Dental | ACC | Booked | 2150908 | | |
| 09 Apr 2015 at 10:40 | Thu | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- Gynaecology | EX | Booked | 2150906 | | |
| 02 Apr 2015 at 10:20 | Thu | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- Gynaecology | EX | Booked | 2150894 | | |
| 27 Mar 2015 at 11:30 | Fri | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- General OP | EX | Booked | 2150917 | | |
| 20 Mar 2015 at 07:30:00 | Fri | Book | 01 | Tauvae , Deborah (Prof) | Wellington- Ward 8 - G | EX | Booking | 2150954 | | |
| 18 Mar 2015 at 09:00 | Wed | OP | PAS | Pre-Anaesthetic Clinic | Wellington- General OP | EX | Booked | 2150953 | | |
| 16 Mar 2015 at 10:00 | Mon | OP | PAC | Pre-Assessment Clinic | Wellington- General OP | EX | Booked | 2150952 | | |
| 13 Mar 2015 at 10:10 | Fri | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- General OP | EX | Rescheduled | 2150906 | | |
| 02 Mar 2015 | Mon | W/L | 01 | Tauvae , Deborah (Prof) | Wellington- | EX | Unscheduled | | | |
| 02 Mar 2015 | Mon | W/L | 01 | Tauvae , Deborah (Prof) | Wellington- | EX | Unscheduled | | | |
| 26 Feb 2015 | Thu | W/L | 01 | Tauvae , Deborah (Prof) | Wellington- | RG | Unscheduled | | | |
| 25 Feb 2015 at 09:00 | Wed | OP | DEN | Dr Henshall's Dental Clinic (Henshall-Vader , Jon | Wellington- Dental | ACC | DNA | 2150895 | | |
| 23 Feb 2015 at 11:00 | Mon | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- General OP | EX | Attended | 2150880 | | |
| 23 Feb 2015 at 10:00 | Mon | OP | SUR | Surgery - General (Perry , cox (Dr)) | Wellington- General OP | EX | Attended | 2150907 | | |
| 13 Jan 2015 | Tue | RF 💁 | 009 | Henshall-Vader Jon (Doctor) | Wellington | EX | Active(Last Enc.23/02/15) | 2150905 | | |
| 1 22 Dec 2014 at 08:30 | Mon | OP | THOR | Thoracic Surgery (Tall'o , Fili (Dr)) | Wellington- General OP WGTN | EX | Attended | 2150918 | | |

All Waiting List entries will display. The Type and Status combinations are detailed in the following table.

| Where the Type column is equal to: | And the Status is equal to: | webPAS will display the following screen: |
|--|-----------------------------|---|
| Book | Booking/Booked | Patient Pre-Admission Details |
| W/L | Unscheduled | Waiting List Details |
| OP | Booked/Attended/ DNA | Appointment Details |
| IP | Pre-adm/ Disc/Current IP | Inpatient Details |
| EMG | | Emergency Patient Clinical Details |



5 Supervisor Options

The Supervisor facility enables those users with appropriate access rights to make corrections to a patient's waiting list data and to reverse processes such as changed bookings.

This section details how to:

- Access the Supervisor facility
- Correct errors in Waiting List data

5.1 Accessing the Supervisor Facility

The Supervisor facility enables those with appropriate access rights to make corrections to patient waiting list data, including:

- Date on List
- Consultant
- Unit
- Status

To access the Supervisor facility

- 1. Select the required patient.
- 2. Navigate to the required Waiting List entry.
- 3. Select **Supervisor Options** from the appropriate patient level drop down menu.

The Supervisor Options screen will display.

| 🗀 JONES Ms Mary 📙 🍟 | | | | | | NHI No | GVM5977 |
|---------------------------------------|-----------------|-------------------------|---------------------------|-------------------------------|----------------------|---------------------------|---------|
| Date of Birth 14 Jun 1951(Age 63 yrs) | Sex Female | | | | | Visit No | 2150954 |
| 🥂 Information 🗸 Fund | ctions V | | | | | | |
| | | | | | | | |
| Status | Sched | | Waiting List Proced | re Supervisor Update | ? = | 2150954 | |
| Referral Date | 01 Mar | Date on List | D1 Mar 2015 × 👸 🔢 | Reason for Change | ~ | 1 | |
| Procedure Codes | 30572 | Proposed Admission Date | 20 Mar 2015 | | | 0 | |
| Procedure | LAPAR | Deserved Deserves Dete | | | | 16 Mar 2015 Time 10:00 | |
| | 14040 | Proposed Procedure Date | l | | | 18 Mar 2015 Time 09:00 | |
| Duration of Breasture | LAPAH 40 min | Consultant | TAUVD Prof Deborah M | Tauvae | | Time | |
| BS Priority | 40 min | Linit | Coursel Courses | | | 20 Mar 2015 Time 07:30:00 | |
| Score | 89 | Unit | General Surgery | | | 05 Mar 2015 | |
| Patient Type | Inpatie | Procedure | 30572 LAPAROSC | OPIC APPENDICECTOMY (ASSIST.) | | 150418 | |
| Admitting Point | Day We | Planned Length Of Stay | 2 (days) | | | 01 | |
| Expected Post Op Ward | Ward 8 | Status | Scheduled Visit Nur | ber 2150954 | | 12 Feb 2015 | |
| Planned Length of Stay | 2 Days | BC Driarity | Care & Paview Planned Ltd | | | 20 Feb 2015 | |
| Consultant | Prof De | Effective Date | | | | | |
| Unit Daskies Course Cada | Genera | Effective Date | 0 | | | General | |
| Claim Cade | Genera | Reason for Change | × | | | | |
| Certainty Date | 05 Mar | Certainty Date | 05 Mar 2015 👸 🧰 | | | | |
| Purchaser | Wait Fr | | | Cancel Change II/P | | | |
| Assessor | Tauvae | | UK. | Cander Change on t | | | |
| Comments | | | | | | | |
| Preadmission Notes | | | | | | | |
| Date Keyed | 05 Mar 201 | 5 | | | | | |
| | Summary Update | History Le | etters Remove | Suspend Booking Med | Booking NBRS History | | |
| L | | | | | | | |

- 4. Make any necessary changes.
- 5. Click Ok.

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5.1.1 Changing Patient

The Supervisor Option allows you to move a Waiting List record from one patient to another by changing the NHI number. This functionality is useful when a Waiting List entry has been created for the wrong patient.

- 1. Select the required patient.
- 2. Navigate to the required Waiting List entry.
- 3. Select Supervisor Options from the appropriate patient level drop down menu.

The Supervisor Options screen will display.

| 🗀 JONES Ms Mary 📘 👹 | | | | | | | NHI No | GVM5977 |
|---|---|---|---|---|---------------|-------------------|--|---------|
| Date of Birth 14 Jun 1951(Age 63 yrs) Sex F | emale | | | | | | | |
| 🕵 Information 🗸 Functions | V | | | | | | | |
| Status Referal Date Procedure Codes Procedure Duration of Procedure BS Priority | Sched 01 Mar 30572 LAPAR LAPAR 40 min Care& | Date on List Proposed Admission Date Proposed Procedure Date Consultant Unit | Waiting List Proced | ure Supervisor Update Reason for CP | hange | × = 2 | 2150954 1 0 16 Mar 2015 Time 10:00 18 Mar 2015 Time 09:00 Time 20 Mar 2015 Time 07:30:00 | |
| Score Patient Type Admiting Point Expected Poot (Dy Ward Planned Length of Stay Consultant Unit Booking Source Code Claim Code Cartainiy Date Purchaser Assessor | 89 Inpatie Day We Ward 8 2 Days <u>Prof Dy</u> Genera Exemp 05 Mar Wait Fi Tauvas | Procedure Planned Length Of Stay Status BS Priority Effective Date Reason for Change Certainty Date | 30572 LAPAROS 30572 LAPAROS Scheduled ✓ Scheduled ✓ ØS Mar 2015 ♥ | COPIC APPENDICECTOMY (ASSISted For a contract of the contract | ST.) | | 05 Mar 2015 150418 01 12 Feb 2015 20 Feb 2015 General | |
| Comments Preadmission Notes | | | | | | | | |
| Date Keyed | 05 Mar 2015 ummary Update | History | etters Remove | Suspend Booking | Med Booking N | BRS History PAC A | ppt PAS Appt | |

4. Click Change U/R.

The Change U/R screen will display.

| 🗀 JONES Ms Mary 📋 👹 | | NHI No | GVM5977 |
|--|---|--|---------|
| Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female | | | |
| 🧝 Information V Functions V | | | |
| Status School Sc | Vailing List Procedure Supervisor Update Date of Winking U/R Propod U/R Number (to keep) Name Date of Birlin Sex Prosed Madicare Number Planne Address 1 Status Address 2 Status Address 4 Reason Postcode Ok Cancel Close | 2 - × 2 150954 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| Preadmission Notes Date Keyed Summary Upda | e History Letters Remove Suspend Booking Med Booking NBRS History | PAC Appt PAS Appt | |

- 5. Enter the new NHI number in the **U/R Number (to keep) field**. The demographics associated with the new NHI number are displayed.
- 6. If the patient displayed is the correct new patient, click **Ok**. Otherwise click **Cancel**.



5.1.2 Supervisor Suspension

Use the Supervisor Suspension option to suspend a Waiting List entry that has already been scheduled.

- 1. Select the required patient.
- 2. Navigate to the required Waiting List entry.

The Waiting List Details screen will display.

| 🗀 JONES Ms Mary 📙 😻 | | | | | NHI No | GVM5977 |
|--|-----------------------------|----------------|------------------------------|------------------------------|---------------------------|---------|
| Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female | | | | | | |
| 🕵 Information 🗸 Functions | ~ | | | | | |
| | | Waiting List D | etails - Event Number 215095 | 1 | | |
| Status | Scheduled | | | Event Number | 2150954 | |
| Referral Date | 01 Mar 2015 | | | Days Since Certainty Given | 1 | |
| Procedure Codes | 30572 | | | Days Not Ready for Care | 0 | |
| Procedure | LAPAROSCOPIC APPENDICECTOMY | (ASSIST.) | | Preadmission Date | 16 Mar 2015 Time 10:00 | |
| | | | | Pre-Anaesthetic Date | 18 Mar 2015 Time 09:00 | |
| | LAPAROSCOPIC APPENDICECTOMY | (ASSIST.) | | Patient Confirmed | _ | |
| Duration of Procedure | 40 mins | | | Proposed Operation Date | lime | |
| BS Priority | Care&Review Planned | | | Scheduled Admission Date | 20 Mar 2015 Time 07:30:00 | |
| Detient Turne | 09 Inpatient | | | Change Date | 05 Mai 2015 150/19 | |
| Admitting Point | Day Ward | | | Booking Status | 01 | |
| Expected Post On Ward | Ward 8 - Gen Surgery | | | ESA Referral Date | 12 Feb 2015 | |
| Planned Length of Stay | 2 Days | | | FSA Date | 20 Feb 2015 | |
| Consultant | Prof Deborah M Tauvae | | | Pre-Anaesthetic Status | | |
| Unit | General Surgery | | | Anaesthetic Type | General | |
| Booking Source Code | General Practitioner | | | | | |
| Claim Code | Exemption | | | | | |
| Certainty Date | 05 Mar 2015 | | | | | |
| Purchaser | Wait Fund 2 | | | | | |
| Assessor | Tauvae Deborah (Prof) | | | | | |
| Comments | | | | | | |
| Preadmission Notes | | | | | | |
| Date Keyed | 05 Mar 2015 | | | | | |
| Summary | Update History Le | tters Remove | Suspend Booking | Med Booking NBRS History PAC | Appt PAS Appt | |
| | | | | | | |

3. Select Supervisor Suspension from the appropriate patient level drop down menu.

The Waiting List Suspension screen will display.

| DONES Ms Mary 📔 👹 | | | | | | NHI No | GVM5977 |
|--------------------------------------|---------------|--------------------------|--------------------|-------------------------------|--------------------------------|---------------------------|---------|
| | | | | | | | |
| Date of Birth 14 Jun 1951(Age 63 yrs | s) Sex Female | | | | | | |
| 🌋 Information 🗸 Fi | unctions 🗸 | | | | | | |
| | | | | | 1 | | |
| Status | Sched | | Waiting | List Suspension | ? = × | 2150954 | |
| Referral Date | 01 Mar | Date on List 01 Mar 2015 | Procedure LAPAROSC | OPIC APPENDICECTOMY (ASSIST.) | Status Scheduled | 1 | |
| Procedure Codes | 30572 | | | Suspension History | | 0 | |
| Procedure | LAPAR | D-A-NOCC | Data DEC | | | 16 Mar 2015 Time 10:00 | |
| | | Date NRFC | Date RFC | Listing Status | Reason | 18 Mar 2015 Time 09:00 | |
| | LAPAR | 06 Mar 2015 | 09 Mar 2015 | Staged | Patient Away | | |
| Duration of Procedure | 40 min | | Add | Comments Cancel | | Time | |
| BS Priority | Care& | | | | | 20 Mar 2015 Time 07:30:00 | |
| Score | 89 | | | | | 05 Mar 2015 | |
| Patient Type | Inpatie | | | | | 150418 | |
| Admitting Point | Day W | | | | | 01 | |
| Expected Post Op Ward | Ward 8 | | | | | 12 Feb 2015 | |
| Planned Length of Stay | 2 Days | | | | | 20 Feb 2015 | |
| Consultant | Prot Dr | | | | | | |
| Unit | Genera | | | | | General | |
| Booking Source Code | Genera | | | | | | |
| Claim Code | Exemp | | | | | | |
| Certainty Date | US Mar | | | | | | |
| Purchaser | Tourse | | | | | | |
| ASSESSO | Tauvae | | | | | | |
| Comments | | | | | | | |
| Prostmission Noton | L | | | | | | |
| Date Keyed | 05 Mar 2 | 015 | | | | | |
| | Summary Updat | e History I | etters Remove | Suspend Booking M | led Booking NBRS History PAC A | Appt PAS Appt | |
| | | | | | | | |

4. Click Add.

The Add Suspension Date screen will display.



| JONES Ms Mary * | Female | | NHI No | GVM5977 |
|--|--|---|-----------------------------|--------------------------|
| S Information V Function | | | | |
| Status Referral Date Procedure Duration of Procedure | Date NRFC Date RFC | Waiting List Suspension Add Suspension Date Image: Suspension Date Image: Suspension Date | X . 2 | Time 10:00 Time 09:00 |
| Duration of Procedure BIS Printon Score Patient Type Admitting Point Expected Post Op Ward Planted Length of Stay Consultant Unt Basile Code Color Code Code Code Code Code Code Code Code | Resson Listing Status Auto Update of RFC Status User ID | jon Add Cancel | | Tme 07:30:00 5 5 |
| Comments Preadmission Notes Date Keyed | 05 Mar 2015 Summary Update History | Letters Remove Suspend Booking Med Booking 1 | NBRS History PAC Appt PAS A | ppt |

5. Enter the details as required.

| Field | Description |
|------------------------------|--|
| Date NRFC | Enter the start date for the suspension. The Waiting List module will stop counting Ready for Care days for this entry and start counting Not Ready for Care days once you add the suspend the entry. |
| Date RFC | Enter the last day of the suspension, if known, otherwise leave this field blank. |
| Reason | Select a reason from the list for example, Patient on Holidays. |
| Listing Status | Select a Ready for Care Status from the list if the defaulted status is not suitable. |
| Auto Update of RFC Status | Select this checkbox if you entered a date in the Date To field. The Waiting List module will automatically change the patient's status from Not Ready for Care to Ready for Care and count the days appropriately. |
| User ID | Displays the User ID of the user logged on. This field cannot be changed. |

6. Click Add.

The Waiting List Suspension screen will display.



| 🗀 JONES Ms Mary 📙 👹 | | | | NHI N | • GVM5977 |
|---|------------------------------------|-----------------------------------|---|-----------------------------|-------------------------|
| Date of Birth 14 Jun 1951(Age 63 yrs) Sex Fema | lle | | | | |
| 🕵 Information 🗸 Functions | ~ | | | | |
| Status Referral Date Procedure Codes Procedure | Date on List 01 Mar 2015 | Waiting Procedure LAPAROSCOPIC | J List Suspension APPENDICECTOMY (ASSIST.) Suspension History Listing Status | Status Scheduled Reason | X Time 10:00 |
| Duration of Procedure BS Priority Score Patient Type Admitting Point Expected Post Op Ward Plenned Length of Stay Consultant Unit Booking Source Code Claim Code Certainty Date Purchaser Assessor | (夏) 06 Mar 2015 [夏] 12 Mar 2015 | 00 Mar 2015 12 Mar 2015 Add | Staged Clinically Unfit Comments Cancel | Patient Axey Patient III | Time 07:30:00 5 5 |
| Comments Preadmission Notes Date Keved | 05 Mar 2015 | | | | |
| Summa | ary Update Hist | ory Letters Remove | Suspend Booking M | NBRS History PAC Appt PA | AS Appt |

7. Click **Cancel** to return to the patient's Waiting List Details screen.



6 Waiting List Reports

The Waiting List module provides extensive reporting facilities divided under the following menus:

- Standard
- Statistical
- Patient Extract

6.1 Requesting a Report

1. Click the report icon in the top right hand corner of the **Hospital** menu bar.

| CSC Login 06/03 at 10:16 J.R.Henshall | Wellington Hospital Wellington ED Gen OP Mental Health | webPAS Waiting Lists |
|---|--|----------------------|
| Views | | 🕙 📇 🔄 🟠 💿 🖆 📘 🗖 🕵 🗙 |

Alternative menus will display at the hospital level menu bar. These menus provide access to all available Waiting List reports.

| CSC Login 06/03 at 10:16 J.R.Henshall | Wellington Hospital | Waiting List Reporting |
|---|---------------------|------------------------|
| Standard V Statistical V Patient Extract V MOH Extracts V | | a 🖓 🖓 👘 🔤 🖉 |
| | | |

2. Select the required report from the Standard, Statistical, Patient Extract or MOH Extracts menu.

The associated report screen will display. Users can specify options on how the report will be produced (e.g. reporting criteria and sorting).

Report screens differ, depending on the report selected. The example screen below is for the Patient Review report.

| | Patient Review Report |
|------------------------|---|
| Report Name | Patient Review Report |
| Schedule Date | 06 Mar 2015 🔠 Time 11.45.04 🔰 🍎 🕩 |
| Printer | Report Printer 🗸 |
| Number of Copies | |
| Re-schedule Type | |
| Re-schedule Until Date | |
| | |
| Sequence | BS Priority Code 🗸 |
| Date on List | 01 Jan 2015 📉 🍎 🎟 To [31 Mar 2015 🏾 🍎 🎬 |
| U/R Range | |
| Unit/Clinic | General Surgery 🗸 |
| Doctor Code | |
| | Ok Cancel |

- 3. Complete the details as required.
- 4. Click Ok.

The report is printed on the selected printer.

5. Click the report icon to exit from the Waiting List reporting screen.



6.2 Standard Reports

The following table is a list of the reports available from the Standard menu and a description of the reports.

| Report | Description |
|---------------------------|---|
| Patient Review Report | This report extracts all patients on the Waiting List with a Procedure Status of 1 (Unscheduled) from the Waiting List Treatment file within the selection criteria. |
| | Report Contents |
| | U/R Number |
| | Patient Surname |
| | Address |
| | • Sex |
| | Date of Birth |
| | Procedure Description |
| | Date on List |
| | Attending Doctor |
| | Months on List |
| | Telephone -Home & Bus. |
| | Unit/Clinic |
| | Last Review Date |
| | Estimated Stay (days)Priority |
| | Procedure Time (mins) |
| | Cancellation Code |
| Failed Admissions Report | Use this report for those patients on the Waiting List who have failed to be admitted into Hospital on their scheduled Date/Time. |
| Multiple Bookings Report | Use this report to list with more than one scheduled/unscheduled/or pre-admitted procedure. |
| Waiting Lists Unit Report | Use this report to print a listing of unscheduled patients on surgical waiting list in Unit/Doctor/Date on list or Unit/Doctor/Priority/Date on list sequences. The report includes waiting list comments concerning the patient. Report Contents |
| | Name |
| | UR number |
| | Date of birth |
| | Procedure code and description |
| | Priority code description, |
| | Date on list and patient classification (Category A) |
| | Also included are W/L Comments and Reason Diagnosis description. |



| Report | Description |
|---|--|
| Short Notice by Unit Report | Use this report to list all patients with a Procedure Status of 1 (Unscheduled) in the Waiting List treatment file within the selection criteria range with Short Notice Codes. |
| | The Unit /Clinic Code option prints in Unit/Clinic (Category WU), U/R Number, and Procedure Code sequence. |
| | Report Contents |
| | Doctor Code |
| | U/R Number |
| | Surname/Given Name |
| | Address |
| | Telephone - Home and Business |
| | Sex and Date of Birth |
| | Procedure Description |
| | Doctor (Option 2) |
| | Unit/Clinic (Option 1) |
| | Short Notice Code |
| | Duration Proc Time |
| | Date on List |
| | Priority (Cat TP) |
| | Overdue (No. Days) |
| | Cancelled by |
| | Cancellation Reason |
| | M/C (W/L User Defined Field 2) |
| Short Notice by Doctor Report | Use this report to list all patients with a Procedure Status of 1 (Unscheduled) in the Waiting List treatment file within the selection criteria range with Short Notice Codes. The Doctor Code option prints in Attending Doctor, U/R Number and Procedure Code sequence. |
| Patient Removal Report - Unit/Clinic Code Sequence | Use these reports to list patients who have been removed from the Waiting List. |
| Patient Removal Report - Doctor Code Sequence | |



| Report | Description |
|---|--|
| Scheduled Admission List - Unit/Clinic Code Sequence | Use this report to list patients scheduled for treatment by Doctor, Unit, Ward or Scheduled Admission Date. |
| | The report extracts all the patients with a status of 2 (Scheduled) from the Treatment File within the selection criteria range. |
| | Unit/Clinic Code option prints in Unit/Clinic, Scheduled Admission Date, U/R Number and Procedure Code sequence. |
| | Report Contents |
| | Unit/Clinic Code / Doctor Code/ Ward Code/ Scheduled Admission Date |
| | U/R Number |
| | Surname/Given Name |
| | Address |
| | Telephone - Home and Business |
| | • Sex |
| | Date of Birth Description |
| | Procedure Description Schodulod Adm. Date |
| | Attending Doctor |
| | Init/Clinic (Category W/L) |
| | Priority (Category TP) |
| | Estimated Stays (days) |
| | Duration Proc Time (minutes) |
| | W/L User Defined Field 2 |
| Scheduled Admission List - Doctor Code Sequence | The Doctor Code option prints in Doctor Code, Scheduled Admission Date, U/R Number, and Procedure Code sequence. |
| Scheduled Admission List - Ward Sequence | The Ward option prints in Ward, U/R Number and Procedure Code sequence. |
| Scheduled Admission List - Date Sequence | Scheduled Admission Date option prints in Scheduled Admission Date, Surname, U/R Number, and Procedure Code sequence. |
| Current Inpatient Report | This report reads the Treatment file to extract procedures with a Procedure Status of 4 or Admitted. |
| | The report is available in Patient Surname Sequence or Scheduled Admission date sequence. Simply select the required option. |
| Booking Analysis by Procedure Group | Use this report to extract procedures within the specified Date on List range and the Procedure Status for each extracted procedure. The Category Change file provides any cancellations or priority change details. |
| | This report is available in Treatment Group Code, Unit/Clinic Code or Doctor Code sequence. |



| Report | Description |
|----------------------------|--|
| Indicator Procedure Report | Use this report to list all the patients in the Treatment File with a status of 1 (Unscheduled), 2 (Booked) or 3 (Pre-Admitted). |
| | Note: The description referred to as Treatment is defined by the System Parameter (IBAWAT98) User Screen 1, field 13 Treatment/Procedure Description. |
| | Report Contents |
| | U/R Number |
| | Surname/Given |
| | • Sex |
| | Date of Birth |
| | Procedure Description |
| | W/L Comments |
| | Attending Doctor |
| | Unit/Clinic (Category WU) |

6.3 Statistical Reports

The following table is a list of the reports available from the Statistics menu and a description of the reports.

| Report | Description | |
|--|--|--|
| Waiting List Periodic Statistics Update | The following reports require the Periodic Statistics Update to be run for the relevant periods before generating the reports. | |
| | 4 Weekly Analysis of Surgical W/L | |
| | Summary of Surgical Waiting Lists | |
| | Doctors Waiting List Priority Summary | |
| | 4 Weekly Analysis of Surgical W/L | |
| | Elective Surgery Activity Return | |
| | Summary of Surgical Waiting Lists | |
| | Doctors Waiting List Priority Summary | |
| | 4 Weekly Analysis of Surgical W/L | |
| | Periodic Statistical Update | |
| | Short Notice Report | |
| | Scheduled Admission List | |
| | Category Assessment Report | |
| | Unscheduled Patients Report | |



| Report | Description | |
|--------------------------------------|--|--|
| Summary of Surgical Waiting Lists | This report provides a summary Time breakdown of Surgical patients on the waiting list within the specific period, with reference to their clinic speciality. The report provides a summary analysing the waiting time of Surgical patients. It also provides a summary of pending priority patients on the waiting list. | |
| | Report Contents | |
| | Clinic description. No. of Day patients. A day patient has Category A - 2nd indicator = 1. This is calculated by Waiting List Periodic Statistic Update (IBAWAT90) and stored in the Waiting List Unit Summary. | |
| | No. of Inpatients. An Inpatient Category A - 2nd indicator does not equal 1. This is calculated by Waiting List Periodic Statistic Update (IBAWAT90) and stored in the Waiting List Unit. | |
| | Total. Column 1 + Column 2. | |
| | Col 4-9: These are the time category divisions for patients on the waiting list. The values are stored in the Waiting List Unit Summary file (watunsaf, fields WTUNRNG1-6). | |
| | Col 10: Number of forward calling. Number of waiting list patients who are booked or pre- admitted in the period specified. This value is taken from Unit/Doctor Summary File (watudsaf, field WTUDBOOK). | |
| | • Col 11: Average Time on Waiting list. This calculation is the sum of patients in each date range multiplied by its midpoint value, then divided by the total number of patients on list and converted into months. | |
| | Totals for each column are also calculated | |



| Report | Description |
|--|--|
| 4 Weekly Analysis of Surgical Waiting Lists | This report provides a detail analysis of surgical waiting list patient's status concerning admissions and cancellations in relation to the doctors and their clinic speciality. |
| | The summary report contains only the clinic speciality where as the Summary report contains a breakdown of doctors associated to each clinic. The final page of the Standard Report is the summary report. |
| | Report Options |
| | Pending Patients |
| | Non Pending Patients |
| | Report Contents – Non Pending patients |
| | Last Period Number of patients on waiting list at the start of period. Sum of all WTUDLAST from Unit/Doctor Summary File within the given date period with respect to clinic speciality. |
| | Added to List Number of patients added to the waiting list in the period, but excluding those subsequently changed to a pending priority within the period. Also included are the patients who were changed from a pending to a non-pending priority status. Sum of all WTUPNUMB from the Unit/Doctor Priority Changes File (watupcaf) within given period date with respect to clinic speciality and doctor code. |
| | Admitted from list Number of patients admitted or pre-admitted from waiting list. Sum of all WTUDADMT from the Unit/Doctor Summary File within given date period with respect to clinic speciality. |
| | Deletions 1-6: These columns are the Number of cancellations due to 1-6 cancellation reasons. These values are the sum of Unit/Doctor Code File removal records within a given date period with respect to clinic speciality. |
| | Priority: |
| | Routine |
| | Semi-urgent |
| | Urgent |
| | Total: The last four columns are the number of patients awaiting admission or pre-admission, segmented into their priority status. These values are derived from the sum of Unit/Doctor Summary File priority records (WTUDNUMB) within a given |
| | date period with respect to clinic speciality. |



| Report | Description |
|---------------------------------------|---|
| 4 Weekly Analysis of | Report Contents – Pending Patients |
| Surgical Waiting Lists (continued) | Last Period is the number of patients who were added to the list prior to the beginning of the period who currently have a status of 'Pending' and also included are patients who changed to a non-pending status during the period. |
| | Added to list is the number of patients added to the Waiting List during the period with a priority of pending. |
| | Pending Status Change is the number of patients who were changed from a non-pending to a pending priority code within the period. This is derived from the Unit/Doctor Priority Changes File (watupcaf) for the date period with respect to clinic speciality and doctor code. |
| | Deletions 1-6 columns show the patients who were deleted from the waiting list while their priority codes were pending. |
| | Status Changes is the number of patients changed from a pending to a non-pending priority code during the period segmented into their priority status. |
| | Total= (Last Period + Added To List + Pending Stat Change) - (Deletions + Status Changes) |



7 Revision History

| Date | Version | Description | Author |
|-------------------|---------|---|-------------------|
| 25 June 2007 | 9.09 | First release. | Suzanne Shaw |
| 9 November 2008 | 9.09 | Updated document template. | Kara Thompson |
| 21 September 2012 | 10 | Updated document template and to 10.01. | Kara Thompson |
| 2 May 2014 | 10 | New template. | Kara Jaffe |
| 23 February 2015 | 10 | Updated for NZ market | Jonathan Henshall |
| 26 August 2016 | 10 | Updated screen shots for V10.07 | Juliet Iremonger |