## **Booking Emergency Case Using Surgical Case Manager**

1. Click on the Surgical Case Manager icon at the Case Selection tab level.

lder 🖀 Scheduling Appointment Book 😁 Si	urgical Case Manager 🔘 Case Document Manager 👔

2. The Surgical Case Manager window will open. Click on the New Case icon.

🛎 SurgiNet: Surgical Case Manager 💿 🗉 🖾
Task Case Procedure Edit View Help
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Talent: M SSN: DOB:
SchedDing Information:
* Surgeon:  OR:  Additional Supplies
Anesthesiologist: Start Date:
* Priority:
* Surgical Area:
Scheduled Procedures:
•
Add Modify Delete Total Procedures Duration (min):
Cleanup Duration (min):
Total Case Duration (min):
Scheduled Comments:
E
•
Apply
Ready. User: B0129 BCPIGOTT 018-May-24 11:00

3. The Person Search window opens. Search for a patient and click OK.

🔮 Person Search	1	×								
Last Name:	No persons found.									
First Name:										
Middle Name:										
MRN/PHN:										
Care										
-										
Bith Date:										
*****,*** *		🔍 Person	Search							
Historical MRN:										
Facility		Last Name	. F	MBN/PHN	Full Name	Birth Date	Sex	Historical MRN	Deceased	
-			9	888000881	ZZTEST, PATIENT BEDEIGHT	1983-Jul-01	Female			
For One		First Name	. <b>1</b>	888000880	ZZTEST, PATIENT BEDSEVEN	1978-Jan-25	Female			
Enc Statut:				888000879	ZZTEST, PATIENT BEDSIX	1899-Dec-01	Female			
•		Midda Na	1	888000878	ZZTEST, PATIENT BEDFIVE	1954-Dec-23	Female			
Enc Type:		induction and	1he	888000877	ZZTEST, PATIENT BEDFOUR	2010-May-13	Female			
•			1	888000876	ZZTEST, PATIENT BEDTHREE	1968-Jan-01	Female			
		MBN/PH	4	888000875	ZZTEST, PATIENT BEDTWO	2011-Jan-01	Male			
Search Reset		8880008	9	888000874	ZZTEST, PATIENT BEDONE	1952-Dec-10	Female			
		Sex:		888000872	ZZTEST, PATIENT NONCANADIAN	1965-Jan-02	Male			
- <b>(</b> )-1				888000871	ZZ TEST, PATIENT ELEVEN	2007-Nov-01	Male			
<u>s.</u>		Dist. Date		888000870	ZZ TEST, PATIENT TEN	1957-Sep-10	Female			
		Bith Date		Ø 888000869	ZZTEST PATIENT TWENTY	1955-Dec-20	Male			
				838000888	22TEST PATIENT NINETEEN	1957-Jan-03	Female			
	OK Cancel Add Perso	In Historical	4BN:	888000867	22 TEST PATIENT NINE	1928.Mar.13	Female			
				000000000000000000000000000000000000	22 LECT, PATIENT FIGUR	1022 1400	Male			

4. Now, complete the required fields (highlighted in yellow) on the Surgical Case Manager window

🗂 SurgiNet: Surgio	al Case Manager			
Task Case F	Procedure Edit View	Help		
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Patient: ZZTE	ST, PATIEN M 88	8000869 SSN:		DOB: 1955-Dec-20
Scheduling Infor	mation:			
* Surgeon:	Walker, Bill L, MD	• OR:	OR 1 PCH	
Anesthesiologist:	Keeping MD, Brenda	Start Date:	2018-May-29	🚖 🚽 📄 Add On Case
* Priority:	E2 - 12	* Start Time:	1104	
* Surgical Area:	Surgical Services PCH	* Encounter Type:	Day Surgery	▼
Scheduled Proce	edures:			
				-
Add	Modify Delete		Total Procedures Dura	tion (min):
			Setup Dura	tion (min):
			Cleanup Dura	tion (min):
			Total Case Dura	tion (min):

- 5. Once finished, click the Add button.
- 6. A Surgical Procedures window should open, with the surgeon's name populated already.
- 7. Enter the appropriate procedure in the Procedure field.
- 8. Click the tab key on the keyboard and the other required fields should autopopulate with information for you)

🖳 Surgical Procedure	? 🗙
* Procedure:	Laparoscopy -
* Surgeon:	Walker, Bill L, MD
* Anesthesia Type:	General 👻
* Specialty:	General 👻
* Duration (minutes):	72 Primary Procedure
Procedure Modifiers	
Modifiers	*
🔲 1st	
2nd	
3rd	
4th	
🔲 5th	
Above	
Ankle	<b>T</b>
	OK Cancel

- 9. Click OK.
- 10. Click Apply.

😁 SurgiNet: Surgica	al Case Manag	er							×
Task Case P	rocedure Ed	dit View	Help						
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Patient: ZZTE	ST, PATIEN	. M	888000869	S	SN:		DOB:	1955-Dec-20	
Scheduling Inform	nation:								
* Surgeon:	Walker, Bill L, I	ND	••	R:	0	R 1 PCH	•	Additional S	upplies
Anesthesiologist:	Keeping MD, B	renda	🔍 * S	tart Date:	20	18-May-29	* <b>*</b>	Add On Cas	e
* Priority:	E2 - 12			tart Time:	11	04	<b></b>		
* Surgical Area:	Surgical Servi	ces PCH		ncounter Ty	pe: D	lay Surgery	•		
Scheduled Proce	dures:								
Name		Surgeon			Specia	lty	Anesth	iesia Type	
1 Laparoscopy		Walker, I	Bill L, MD		Genera	l .	Genera	l	
۰ III								۱.	
Add	Modify	Delete	]			Total Procedures	Duration (min):	72	
			,			Setup	Duration (min):	0	
						Cleanup	Duration (min):	15	
						Total Case	Duration (min):	87	
Scheduled Comm	ents:								
Public Schedul	ing Comments								~
Restricted Sch	eduling Commen								
									=
	•								Ŧ
							Apply	Res	et
Ready.			Use	r: - Case: E	30129		BCPIGOTT (	18-May-25 11:	07 .::

- 11. A small window will appear telling you that the case has been created successfully.
- 12. Click OK and close Surgical Case Manager.



13. Click the Retrieve button on the Case Selection screen. The case you just booked should now appear on the Case Selection tab with the appropriate information just as you entered it in Surgical Case Manager.

Date:         2018-May-17         To Date:         2018-May-29         Retrieve								
	Surgery Date	Surgery Time	Case Number	Person Name	MBN	Primary Procedure 🔻		
	2018-May-29	11:04	PCHOR-2018-833	ZZTEST, PATIENT TWENTY	888000869	Laparoscopy		
Ľ	2018-May-23	08:20	PCHOR-2018-832	ZZ TEST, PATIENT THREE	888000854	Ganglion Excision (NONE)		
	2018-May-23	08:00	PCHOR-2018-831	ZZ TEST, PATIENT FIVE	010202422	Appendectomy (NONE)		