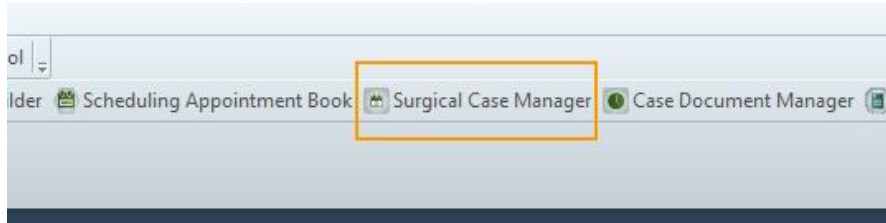
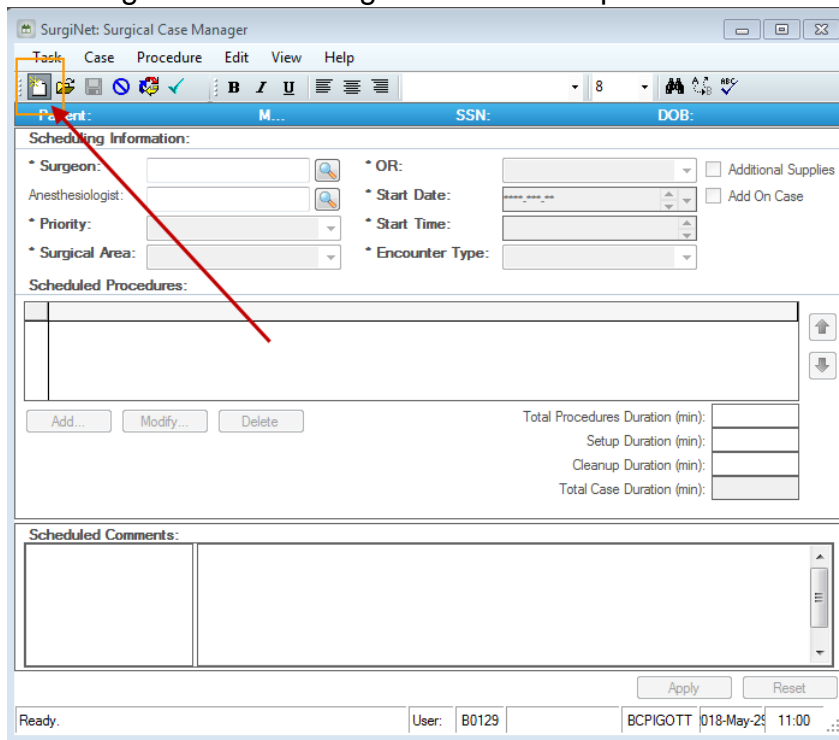


Booking Emergency Case Using Surgical Case Manager

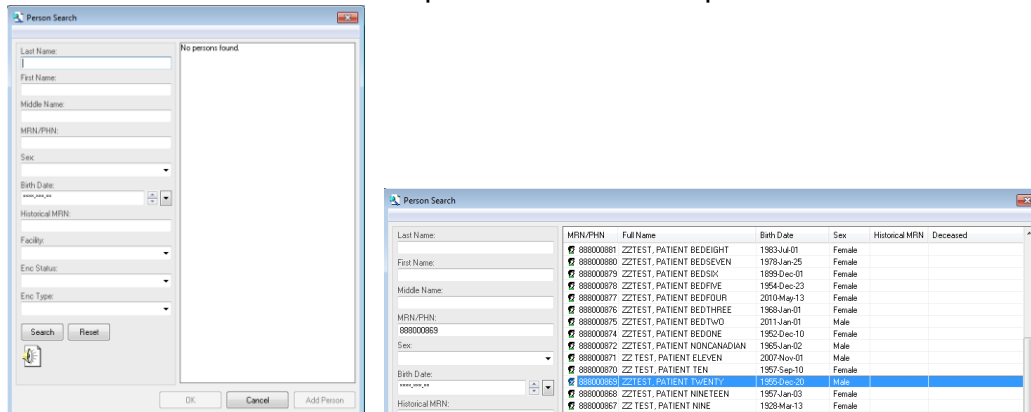
1. Click on the Surgical Case Manager icon at the Case Selection tab level.



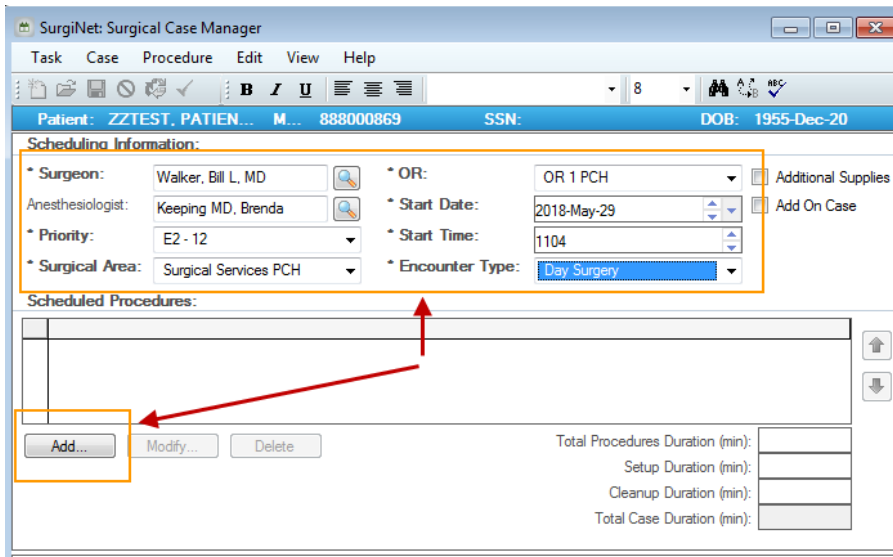
2. The Surgical Case Manager window will open. Click on the New Case icon.



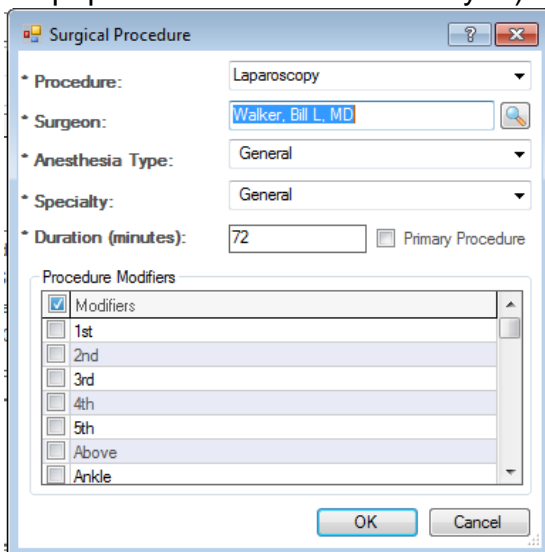
3. The Person Search window opens. Search for a patient and click OK.



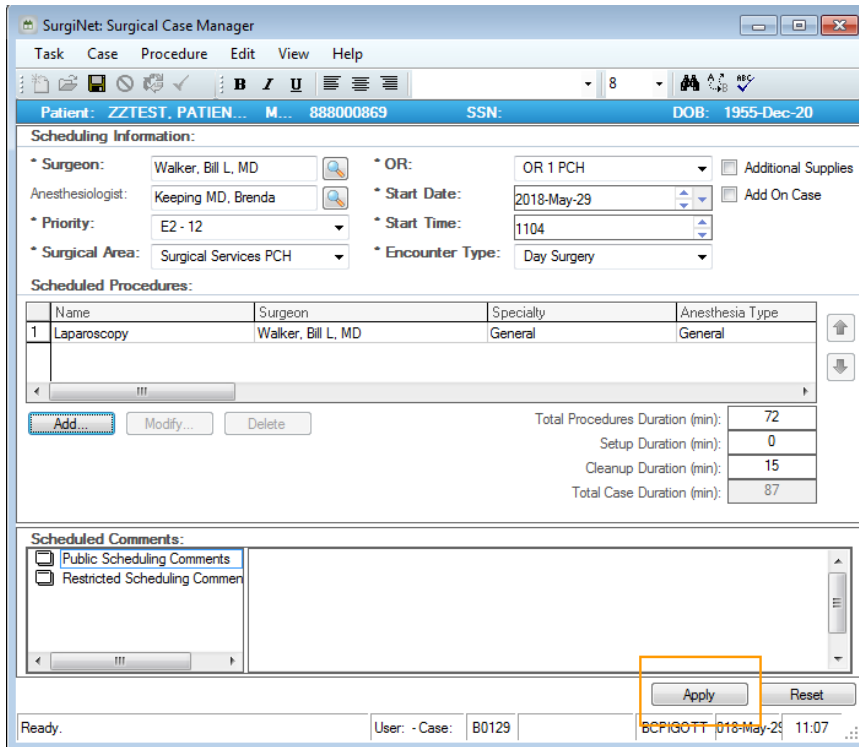
4. Now, complete the required fields (highlighted in yellow) on the Surgical Case Manager window



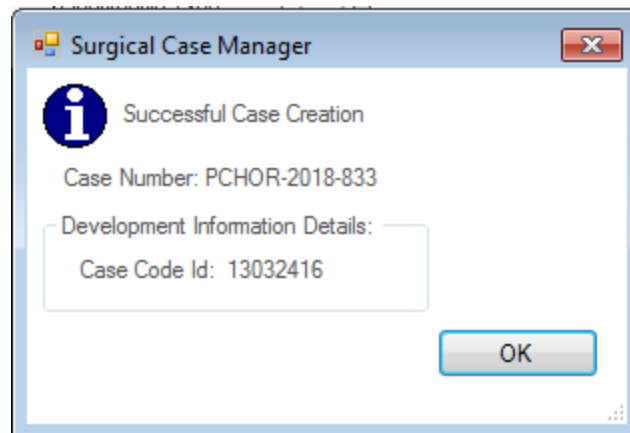
5. Once finished, click the Add button.
6. A Surgical Procedures window should open, with the surgeon's name populated already.
7. Enter the appropriate procedure in the Procedure field.
8. Click the tab key on the keyboard and the other required fields should auto-populate with information for you)



9. Click OK.
10. Click Apply.




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	MRN	Primary Procedure
2018-May-29	11:04	PCHOR-2018-833	ZZTEST, PATIENT TWENTY	888000869	Laparoscopy
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)