OR Scheduling: Scheduling a Procedure in the ORM Module

OR Scheduling Highlights:

- 1) In the OR (SCH) Menu, select the Scheduling Grid
 - The date will auto-populate
 - The Room Group can be chosen by utilizing the F9 lookup function
- 2) Using the Arrow Keys, find an available time
 - Select Appointment or Enter "A" in the field and press Enter
- 3) To search for a patient, enter the patient's SSN (# then number), MRN, Account number (A# then number), or Last name, First name into the Patient field.
 - Find the correct patient in the MPI search using the Up/Down arrow keys
 - Confirm and select "Yes"













OR Scheduling Highlights:

- 4) The Surgeon may auto-populate or can be found by utilizing the F9 lookup function
- 5) There are several possible ways to look up the *Proposed Procedures* field:
 - "S/" then the search criteria and F9 will search for the Mnemonic and the Abbreviation
 - Alias simply type the Alias and press enter
- 6) Enter through the remaining fields and once the form is complete the "Book Appointment" confirmation will appear
 - Select "Yes" to file







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OR Scheduling: How to Schedule Urgent Cases in the ORM Module

OR Scheduling Highlights:

- In the OR (SCH) Menu, select either A) Surgical Profiles or B) Process OR Big Board
 - A. Select Surgical Profiles → Process Surgical Profiles
 - To search for a patient, enter the patient's SSN (# then number), MRN, Account number (A# then number), or Last name, First name into the *Patient* field.
 - Find the correct patient in the MPI search using the Up/Down arrow keys
 - Select "Yes" to create a NEW case (or type "NEW" if the patient has other cases scheduled)
 - B. Select Process OR Big Board
 - Select the "Appt" button on the right (if this is unavailable, check with your Division or local IT for your facility specific set up)
 - To search for a patient, enter the patient's SSN (# then number), MRN, Account number (A# then number), or Last name, First name into the *Patient* field.
 - Find the correct patient in the MPI search using the Up/Down arrow keys







Yes

No



- 2) The patient's MR# will auto-populate
 - By selecting the look-up function, or F9, the clinician can select the correct account number, if multiple exists
 - The provider auto-populates into the screen
 - The clinician will select the appropriate OR room by utilizing the Look-up function, or F9
 - The clinician will input the Date and Time
 - The Surgeon can be selected through the Look-up function, or F9
- 3) There are several possible ways to look up the *Proposed Procedures* field:
 - A. "S/" then the search criteria and F9 will search for the Mnemonic and the Abbreviation
 - Alias simply type the Alias and press enter
- 4) Enter through the remaining fields and once the form is complete, select "Yes" to
 file





ORP.EBCD@HCAHealthcare.com



		Create Profile For	Unscheduled	Patient				
Patient	DEMO, SBINKL	EY	J000442100	Date of Birt	h	08/03/80	Age	
Account No.	J0002125711	6	-	Patient Stat	tus	adm in	Sex	F
Physician	DR.TERESA	SARTAIN, TERESA MD		Room-Bed/	T.Loc	J.700-9		
Specialty	FP	FAMILY PRACTICE		Actual Op E	Date	04/13/21		
0.R.	J.0RØ1	MAIN OR OPERATING R	00M 1	Actual Op 7	Time	1600		
Surgeon		Proposed Procedures		R/L/B P/S	Seve	rity Ass	isting	C
1 DR. TERESA								
2								
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Create New Surgical Profile								
Create Profile For Unscheduled Patient								
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Physician	DR.TERESA	SARTAIN, TERESA MD		Room-Bed	T.Loc	J.700-9	9	
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V	F	Procedure Lookup		
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