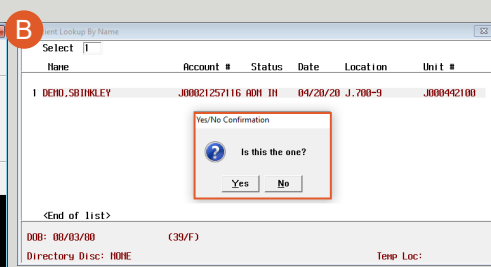
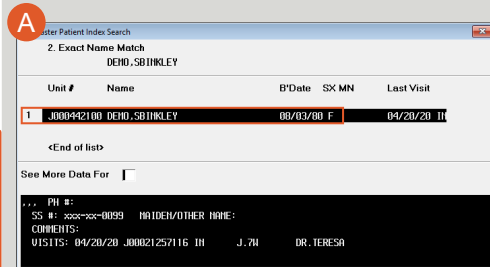
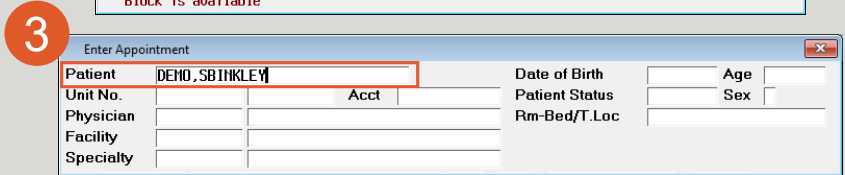
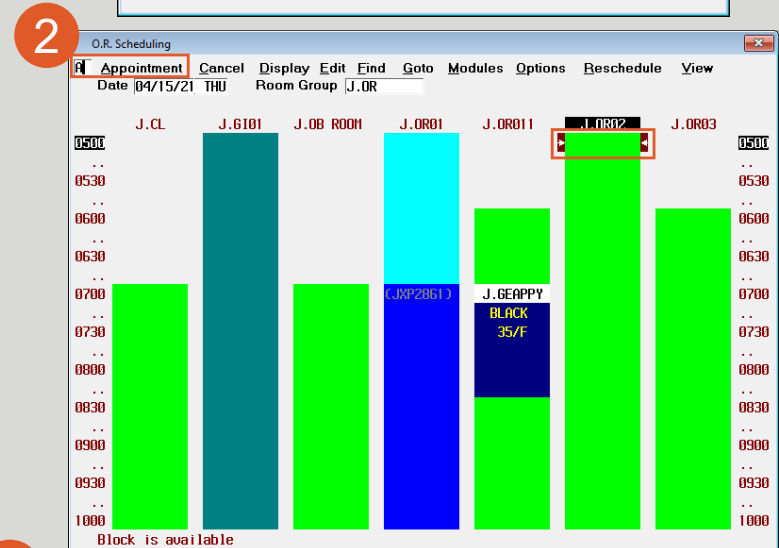
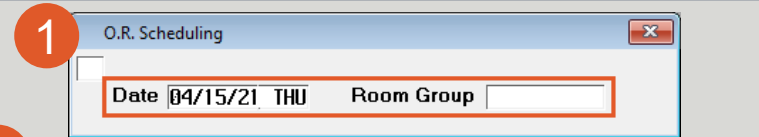


# OR Scheduling:

## Scheduling a Procedure in the ORM Module

### OR Scheduling Highlights:

- 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
- Using the Arrow Keys, find an available time
  - Select Appointment or Enter "A" in the field and press Enter
- 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



Questions about documentation?



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4

Enter Appointment

Patient DEMO, SBINKLEY Date of Birth 08/03/80 Age 40  
 Unit No. J000442100 Acct J00021257116 Patient Status ADH IN Sex F  
 Physician DR. TERESA SARTAIN, TERESA MD Rm-Bed/T.Loc J.700-9  
 Facility COCDATA GENERAL MEDICAL CENTER  
 Specialty FP FAMILY PRACTICE

Surgeon Proposed Procedures R/L/B P/S Severity Assisting Dur

1	DR. TERESA						
2							
3							

5

Enter Appointment

Patient DEMO, SBINKLEY Date of Birth 08/03/80 Age 40  
 Unit No. J000442100 Acct J00021257116 Patient Status ADH IN Sex F  
 Physician DR. TERESA SARTAIN, TERESA MD Rm-Bed/T.Loc J.700-9  
 Facility COCDATA GENERAL MEDICAL CENTER  
 Specialty FP FAMILY PRACTICE

Surgeon Proposed Procedures R/L/B P/S Severity Assisting Dur

1	DR. TERESA	S/LAP					
2							
3							

A

Procedure Lookup

Select

Mnemonic	Name	Abbreviation	
1	J.GELAP	LAPAROSCOPIC APPENDECTOMY	LAP APPY

<End of list>

6

Enter Appointment

Patient DEMO, SBINKLEY Date of Birth 08/03/80 Age 40  
 Unit No. J000442100 Acct J00021257116 Patient Status ADH IN Sex F  
 Physician DR. TERESA SARTAIN, TERESA MD Rm-Bed/T.Loc J.700-9  
 Facility COCDATA GENERAL MEDICAL CENTER  
 Specialty FP FAMILY PRACTICE

Surgeon Proposed Procedures R/L/B P/S Severity Assisting Dur

1	DR. TERESA	LAPAROSCOPIC APPENDECTOMY		P	MAJ		45
2							
3							

View Proc Notes/Instructions&CDS/Duration Hist. Setup 10 Cleanup 10 Total 65

Move Case?  View Risks/Allergies?  Find Earliest Time Slot?

Case Type P Patient Type IH Time Slot

Anes. Staff AM Admit? II Date 04/15/21 Time 0500

Anes. Type Obs Pt? SCH Notes?  Comments?

Edit Pt?

Room Group	Room	Include	
J.OR	OPERATING ROOMS	INCLUDE	
Resource Group		/E/G/L	
1	J.OR/MAJOR	MAJOR INSTRUMENTS	
2			
3			
4			
5			
6			
7			
8			

Yes/No Confirmation

Book Appointment?

Yes No

# OR Scheduling:

# How to Schedule Urgent Cases in the ORM Module

## OR Scheduling Highlights:

- 1) 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

1 Surgical Analyst Menu

Select

HCA Surgical Analyst Standard Menu

1. NPR	70. Reports Menu
2. CDS	71. Print Prof Card/Pick List
3. Emulate a User	75. Statistics menu
4. OR Parameters	80. Restricted Menu
5. View a Procedure Code	85. Inventory Menu
6. Run the Chargemaster	90. Dictionaries
7. Unlock an Account	95. Equipment maintenance
10. Surgical Assessments	99. Maintenance
15. Patient Risks	100. HCA Corporate Reports
20. View Patient (PCI)	105. Nursing Menu
<b>25. Surgical Profiles</b>	110. Nursing Interventions
30. Sched Grid	115. Nursing Dictionaries
50. SCH Main Menu	
<b>60. Process Big Board</b>	
65. View Big Board	
66. Parameter Menu	
68. Cost Analysis Reports	

User: 1EDSNG1817 \*TEST\* Mail: 20\*

Surgical Case Lookup

Patient

Search

Sex

Birthdate

Master Patient Index Search

2. Exact Name Match

DERICA, DEND

Unit #	Name	B'Date	SX MN	Last Visit
1	J000437962 DERICA, DEND	01/01/80 F		01/30/19 ER

<End of list>

See More Data For

... PH #:  
SS #:  
COMMENTS:  
VISITS: 11/26/19 J0002123969 PRE ER J.ER DR. ALLEN  
01/30/19 J00021196292 ER J.ER KELHO  
01/03/19 J00021191308 TH J. TRF DR. ALLEN

Yes/No Confirmation

No available cases for this patient. Create a NEW one?

Master Patient Index Search

2. Exact Name Match

DEND, SBINKLEY

Unit #	Name	B'Date	SX MN	Last Visit
1	J000442100 DEND, SBINKLEY	08/03/80 F		04/20/20 TH

<End of list>

See More Data For

... PH #:  
SS #:  
COMMENTS:  
VISITS: 04/20/20 J00021257116 TH J. TH DR. TERESA



- 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

2

Create New Surgical Profile  
Create Profile For Unscheduled Patient

Patient: DEMO, SBINKLEY J000442100 Date of Birth: 08/03/80 Age: 40  
 Account No.: J00021257116 Patient Status: ADM IN Sex: F  
 Physician: DR. TERESA SARTAIN, TERESA MD Room-Bed/T.Loc: J.700-9  
 Specialty: FP FAMILY PRACTICE Actual Op Date: 04/13/21  
 O.R.: J.0R01 MAIN OR OPERATING ROOM 1 Actual Op Time: 1600

Surgeon	Proposed Procedures	R/L/B P/S	Severity	Assisting	Dur
1 DR. TERESA					
2					
3					

→ View Procedure Notes/Instructions&CDS or Duration History Total

Anes. Staff:   
 Anes. Type:

3

Create New Surgical Profile  
Create Profile For Unscheduled Patient

Patient: DEMO, SBINKLEY J000442100 Date of Birth: 08/03/80 Age: 40  
 Account No.: J00021257116 Patient Status: ADM IN Sex: F  
 Physician: DR. TERESA SARTAIN, TERESA MD Room-Bed/T.Loc: J.700-9  
 Specialty: FP FAMILY PRACTICE Actual Op Date: 04/13/21  
 O.R.: J.0R01 MAIN OR OPERATING ROOM 1 Actual Op Time: 1600

Surgeon	Proposed Procedures	R/L/B P/S	Severity	Assisting	Dur
1 DR. TERESA	S/APPA				
2					
3					

→ View Procedure Notes/Instructions&CDS or Duration History Total

Anes. Staff:   
 Anes. Type:

A

Procedure Lookup

Select:

Mnemonic	Name	Abbreviation
1 J.GELAP	LAPAROSCOPIC APPENDECTOMY	LAP APPY

<End of list>

4

Create New Surgical Profile  
Create Profile For Unscheduled Patient

Patient: DEMO, SBINKLEY J000442100 Date of Birth: 08/03/80 Age: 40  
 Account No.: J00021257116 Patient Status: ADM IN Sex: F  
 Physician: DR. TERESA SARTAIN, TERESA MD Room-Bed/T.Loc: J.700-9  
 Specialty: FP FAMILY PRACTICE Actual Op Date: 04/13/21  
 O.R.: J.0R01 MAIN OR OPERATING ROOM 1 Actual Op Time: 1600

Surgeon	Proposed Procedures	R/L/B P/S	Severity	Assisting	Dur
1 DR. TERESA	LAPAROSCOPIC APPENDECTOMY		MAJ		100
2					
3					

→ View Procedure Notes/Instructions Total 100

Anes. Staff:   
 Anes. Type:

Yes/No Confirmation  
 File?  
 Yes No



Questions about documentation?



CORP.EBCD@HCAHealthcare.com