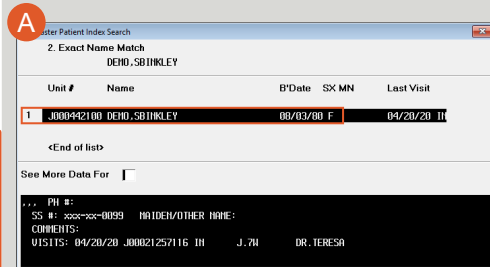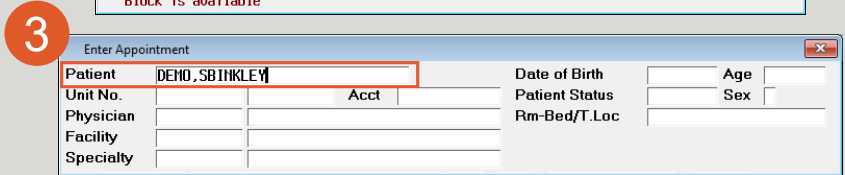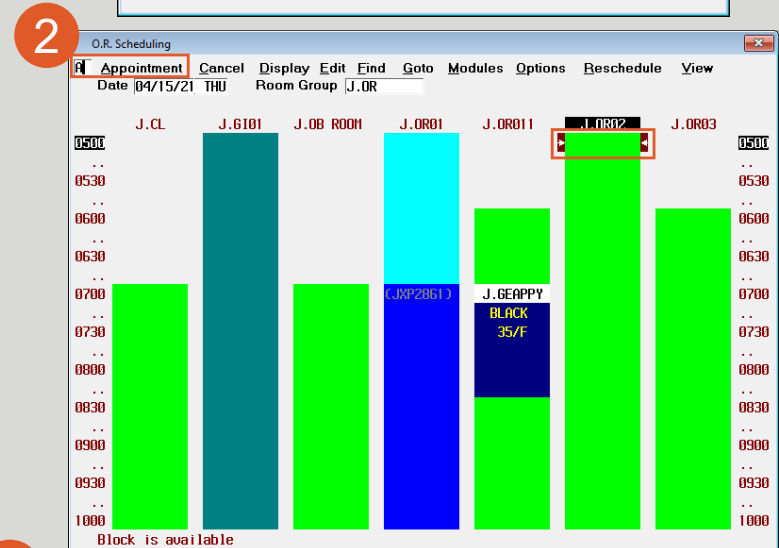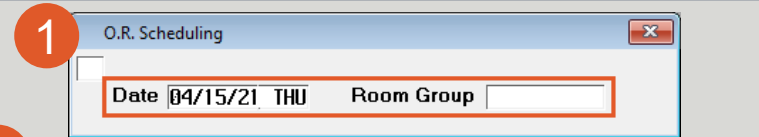# OR Scheduling:
Scheduling a Procedure in the ORM Module

HCA Healthcare®

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"
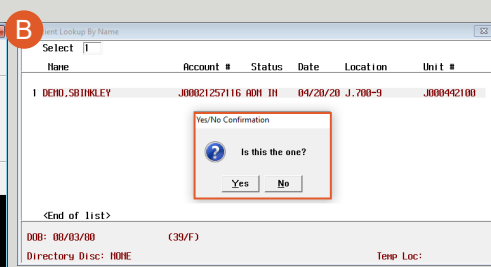
OR Scheduling Highlights:

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

Questions about documentation?

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

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

Questions about documentation?