Scheduling Emergent Case

1. Select the Scheduling Appointment Book from the dropdown or the tool bar.

2. Select the appropriate OR Book.

3. Select the “Appointment” tab and if the “Appointment Type” field is blank type “BMC” and click the ellipsis button. Select the “BMC_Add On” for your location. (ie. BMC-D Add On for downtown) fill in all required fields.
Scheduling Emergent Case
(Cont’)

4. When finished adding in the required fields select the “Move” button. The “Appointment Attributes” window will display. Search for the pref card name and click “Enter” to see matching list. Double click the correct Pref Card and then fill in the Procedure text in the highlighted field to the right. (You can click on the “Pref Card” tab at the top to verify a surgeon specific card is available.) Click OK.

5. Select the “Schedule” button and select the “Add On” room.
6. Click OK.
7. The case will display in the grid. (Make sure all books are RED)
8. Select “Confirm” and verify information. Click OK.
9. Pref card will automatically print.
11. Refresh Case Selection screen by clicking the “Retreive” Button