



Empty Appointments

Quick Reference Guide

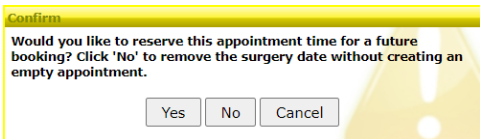
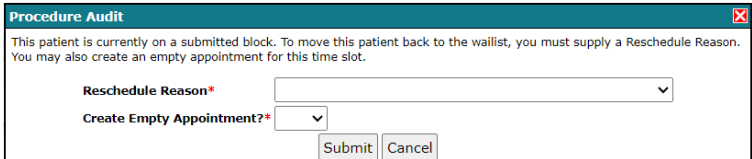
An Empty Appointment is a reserved time slot that can be filled later with a case. These time slots can be created manually or as part of the removal/cancellation process.

Manually Create Empty Appointment

<p>1. Open the Scheduler</p>	<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;">  Prior to adding an Empty Appointment, a surgical block must be created </div> <ul style="list-style-type: none"> From the calendar, select a surgical block to open the Scheduler view Select Add Empty Appointment from the top of the Scheduler page. 
<p>2. Fill in details</p>	<ul style="list-style-type: none"> In Empty Appointment, enter the start time and the duration Click Submit
<p>3. Confirm Empty Appointment</p>	<ul style="list-style-type: none"> The Scheduler displays the Empty Appointment in Requested Bookings Review and repeat if necessary

Create when removing a case

Removing a surgical date/time will create an empty appointment with the same duration and position in the Requested bookings as the case that was removed

<p>1. Remove a patient from a surgery date (mini scheduler)</p>	<ul style="list-style-type: none"> When removing a patient's surgery date, select Yes to create an Empty Appointment 
<p>2. Remove a patient by dragging and dropping (scheduler view)</p>	<ul style="list-style-type: none"> When moving a patient from a <u>submitted block (Requested Bookings)</u> back to the Unbooked Patients column, select Yes from the Create Empty Appointment drop-down 

SWIM – Access to Care

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Book into an empty appointment

The duration of the Empty Appointment is not restricted when selecting a case to book into that appointment.

If the case you book is shorter or longer in duration and the block has been submitted to Care Venue, then applicable time change messages will be sent to Care Venue for affected cases.

1. Using Scheduler

- Double-click on a patient from the list of **Unbooked Patients**
- If there is more than one, select the appropriate empty appointment
- Click **Submit**
- The day will refresh with the patient booked into the empty appointment

2. Using the Mini-Scheduler

- From the **List View**, open the **Mini-Scheduler** to see the day view
- Select **Fill Empty Appointment**



Scheduler - Fri, Oct 20, 2023

Grace Hospital OR (0730 - 1530)

⚠ This Block has NOT been SUBMITTED

Time	Appointment Status
0730-0930	FILL EMPTY APPOINTMENT
0930-1121	BOOK

Back Cancel

Edit or Remove an Empty Appointment

1. Edit/Remove

- From the **Calendar**, find the date with an empty appointment in the **Requested Bookings** column



1300 - 1430

Empty Appointment (Double click a patient to fill this slot)

- Click the pencil icon to edit the **Empty Appointment**
 - Modify the start time and duration
 - Click **Submit**
- Click the trash can to remove the **Empty Appointment**
 - Click **OK**