



Finalizing schedules

After the appointment is created in the scheduling application, the nurses will have to finalize all the booked schedules in the today's case list to be sent out to the different department for processing

1. Log into the **Surgical Care** application within **Healthbridge**
2. Select the **Surgery Case List** tab
3. Click the **Case List Display Options** button
4. Select the **User Defined Columns** tab
5. Select the checkbox for **Schedule Final**. You can also select the check box for **C-Arm Required** and **DOB** if needed
6. Click **Close**

The screenshot shows the 'Case List Display Options' dialog box with the following data:

Case List Columns	Participant Role Columns	Time Label Columns	User Defined Columns
<input checked="" type="checkbox"/> Age			<input checked="" type="checkbox"/> C-Arm Required
<input type="checkbox"/> Allergies			<input checked="" type="checkbox"/> DOB
<input checked="" type="checkbox"/> Anesthesia			<input checked="" type="checkbox"/> Schedule FINAL
<input checked="" type="checkbox"/> C-Arm Required			
<input checked="" type="checkbox"/> Case ID			
<input checked="" type="checkbox"/> Case Provider			
<input checked="" type="checkbox"/> Duration			

7. Scroll to the right to see the **Schedule Final** column

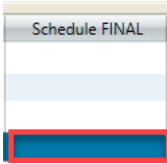
The screenshot shows the 'Surgery Case List' table with the following data:

Type	Service	Gender	Age	MRN	Visit ID	Visit Type	Current Location	C-Arm Required	DOB	Schedule FINAL
	Obstetrics and Gyn...	Female	32y	1150141	3000180	Inpatient	NB2-8200-A			
	Endoscopy	Female	32y	1150141	3000180	Inpatient	NB2-8200-A		12/12/1988	
	Endoscopy	Male	20y	1218184	8202247	Outpatient	Suite B Clinic		01/01/2001	
	Obstetrics and Gyn...	Female	41y	1133513	829108	Inpatient	Operating Suite			

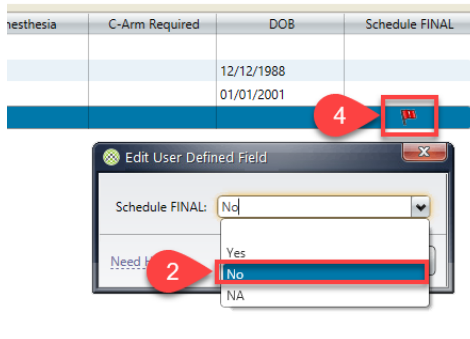


Mark the scheduled appointment as incomplete

1. **Double Click** the empty area under the **Schedule FINAL** column for the selected procedure

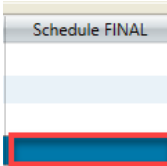


2. Select **No** from the **Schedule FINAL** dropdown menu
3. Then click **OK**
4. A **Red** flag will appear in the **Schedule Final** column indicating that the schedule is **incomplete**

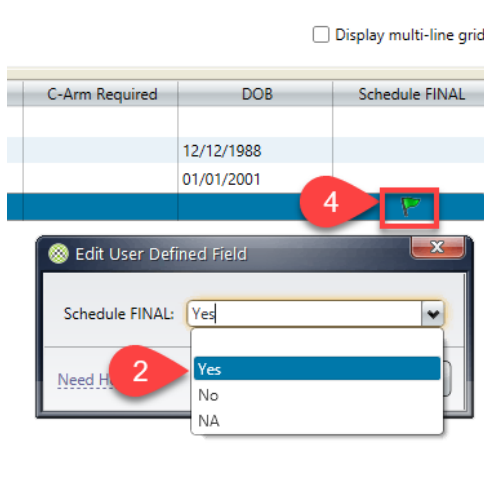


Mark the scheduled appointment as complete

1. **Double Click** the empty area under the **Schedule Final** column for the selected procedure



2. Select **Yes** from the **Schedule FINAL** dropdown menu
3. Then click **OK**
4. A **Green** flag will appear in the **Schedule Final** column indicating that the schedule is **complete**





Tip: Click and drag the **Schedule FINAL** column to move it between any position of the case list.

The screenshot shows a software interface with a table of columns. The columns are: Type, Service, Gender, Schedule FINAL, Age, MRN, C-Arm Required, DOB, and Schedule FINAL. A red arrow points from the 'Schedule FINAL' column in the fourth position to the 'Schedule FINAL' column in the ninth position. The interface also includes a header with 'No patient visit selected.', a navigation bar with 'Surgery Case List', 'Surgery Case Details', 'Patient List', 'Orders', 'Results', and 'Patient Info', and a toolbar with various icons. A 'Current List' dropdown is set to 'today' with '(0 cases selected)'. A checkbox for 'Display multi-line grid' is visible on the right.

Type	Service	Gender	Schedule FINAL	Age	MRN	C-Arm Required	DOB	Schedule FINAL
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