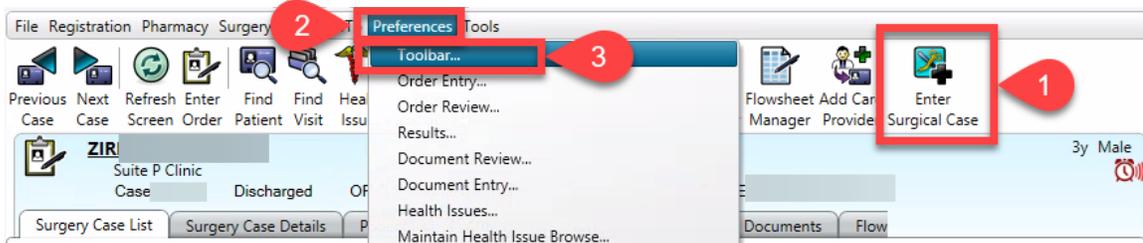
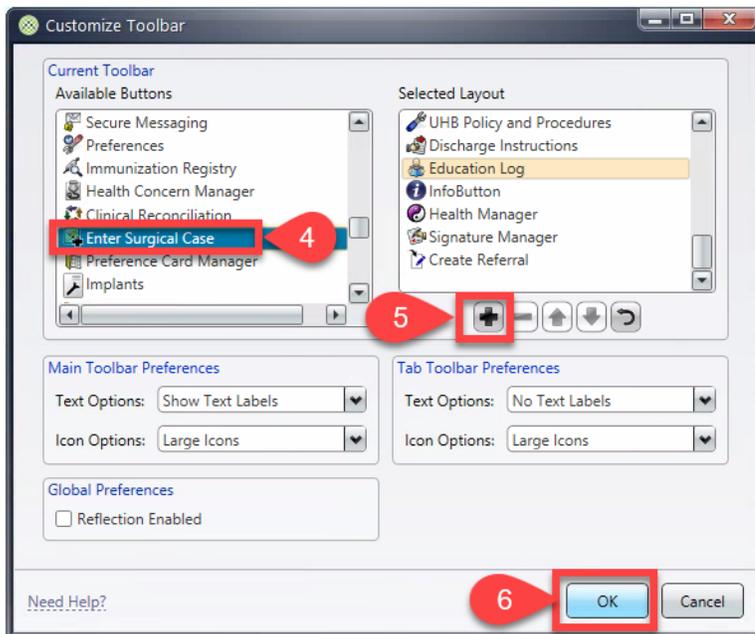


### Booking Add-On Case

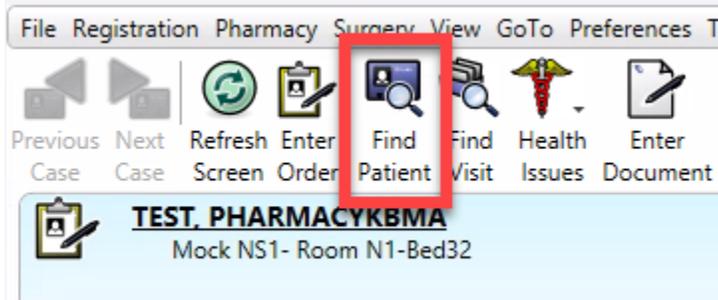
1. Confirm if the **Enter Surgical case** icon is in your **Tool Bar**
2. If the **Enter Surgical Case** icon is **NOT** in your **Tool Bar**, click **Preferences (If it is there, skip to step 7)**
3. And then select **Toolbar**



4. Select **Enter Surgical Case** from the **Available Buttons** list
5. Click the **Plus** Icon to add the tool to the **Selected Layout** list
6. Then click **OK**



7. Now that the Enter Surgical Case tool is added, find your patient by clicking the **Find Patient** tool





- Once you have found your patient, click the **Enter Surgical Case** tool
- Enter the booking time in the **start time** field
- Type **OR** in the **Room** field and select the room
- Then click the **Add** button to add the Procedure and Preference Card

Task Flowsheet Add Care Change More Header Print LexiComp UHB Policy Discharge Education InfoButton Health Signa Create Enter Surgical Case  
Viewer Manager Provider Location Info Reports and Procedures Instructions Log Manager Manager Referrals

**8** Enter Surgical Case

Create Case

TEST, PHARMACYKBMA 1133513 / 829113 65y (06-15-1956) Female  
Mock NS1- Room N1-Bed32 Allergies Pending Approval

Date: 03-10-2022 Start Time: 10:33 ending Type: Emergent

Room: OR-1 Department: SUNY Main OR Facility: SUNY Downstate Medical Center

Planned Procedures

Provider	Procedure Name	Procedure Type	Description	Procedure Codes
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Planned Duration: [Add] [Remove] [Save] [Print]

Need Help? Create Case for TEST, PHARMACYKBMA Cancel

- Enter the required procedure information then Click **OK**

Add Procedure

Provider: A Lee, Yi

Procedure: B LAPAROSCOPIC SALPINGO OOPHERECTOMY

Procedure Codes: C Ancillary codes available for selection

Laterality: D Non Applicabl

Site: E Lee Yi - LAPAROSCOPIC SALPINGO OOPHERECTOMY

Description: D LAPAROSCOPIC SALPINGO OOPHERECTOMY

Preference Co: E Lee Yi - LAPAROSCOPIC SALPINGO OOPHERECTOMY

Duration: F 2:45 P

Pre-op Diagnosis

Coding Scheme	Code	Description
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Need Help? Apply and Add Another OK Cancel

- To finish creating the case, click **Create Case for**

Create Case

TEST, PHARMACYKBMA 1133513 / 829113 65y (06-15-1956) Female  
Mock NS1- Room N1-Bed32 Allergies Pending Approval

Date: 03-10-2022 Start Time: 10:33 Status: Pending Type: Emergent

Room: OR-1 Department: SUNY Main OR Facility: SUNY Downstate Medical Center

Planned Procedures

Provider	Procedure Name	Procedure Type	Description	Procedure Codes
Lee, Yi (MD Atte...	LAPAROSCOPIC SALPINGO O...	Primary	LAPAROSCOPIC SALPINGO OOR...	

Planned Duration: 2:45 [Add] [Remove] [Save] [Print]

Need Help? Create Case for TEST, PHARMACYKBMA Cancel