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