

GI Scheduling Tools

The Scheduling module is an optional add in to the **GI Reporting Tool**. It adds major value to Endoscopy units relying solely on A4 page-a-day diaries, Microsoft Word or Excel which has to print out each room's list.

One of the latest features in the scheduler is the ability to allocate three different levels of login's rules ...

If you would like a demonstration or further information please call Unisoft on 0208 367 2103

▲ Super Administrator	(configure menu option enabled) Only user able to alter or amend this module.
▲ Administrator	Booking staff who use system to add, move or cancel patients.
▲ Read Only	The ability for users to see the scheduler but not able to use it.

When the scheduler is used for the first time all users, bar SUPER ADMIN user, are created as read-only. Super admin can then go in and start changing the permissions for the schedulers.

Additional features are the ability to see capacity on a day, week & monthly overview. Also the ability to book single male & female lists.

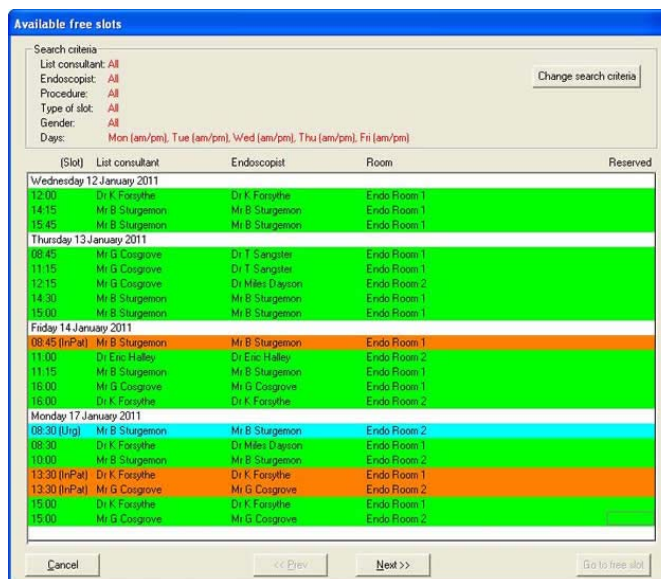
The scheduler allows you to set rules for the rooms, e.g ERCPs can only be done in X-ray and not rooms 1 or 2. Then there are rules for endoscopists, e.g a nurse endoscopist can only do diagnostic OGDs and sigmoidoscopies and (say) just banding of piles and injection of varices.

You can then set templates for each list. This includes the start and end times, the list consultant and endoscopist, the fact that the first two hours in room 2 on Wednesdays are given over to in patients, and you have an evening list on Thursdays in room 1 and on Friday mornings, room 2 is out of action. You can even specify that a GP endoscopist, say, always does the first Monday of the month in room 2, mornings only.

You can specify the time limits for each type of booking, say 6 weeks ahead for normal, along with locking lists for holidays, study leave & bank holidays.

Given these rules, booking staff can then add and move patients on the lists providing they are within the rules.

So, for example, when searching for next available slots, the software automatically takes account of the search criteria, e.g. non-urgent therapeutic colonoscopy. So if a patient phones up to reschedule the person searching for a suitable slot is able to specify which days of the week are to be excluded and whether it has to be with the same consultant or not. They are then presented with a list of slots within the acceptable time frame as can be seen in the screenshot on the right.



The user then co-ordinates the time with the patient and pastes the moved booking into the new list.

The screen shot on the right shows that this module has been designed for ease of use. In the main body of the screen you have the morning and afternoon slots. You can even configure evening slots for particular days.

- Finding a free slot and then booking an appointment.
- Change the list consultant or endoscopist.
- The ability to move an entire list from one day to another.
- Cancel or move a patient from a list.

From the scheduler you are able to print the appointment list on A4 paper, ready for the staff to use and place up on the wall in the endoscopy room. This list will show the patient's time of procedure, the type of procedure to be performed and any relevant notes.

