Surgery Scheduling

1. Surgery Scheduler obtains Insurance Authorization
2. Schedules Case via telephone with equipment requests, staffing, Instructions for pre-op, etc.
3. To enter Workqueue List click button on tool bar

4. To Select queue Click Enter Queue (Full view of Workqueue List)

5. Select patient with single click → Click Edit
6. Scheduler goes through each section and completes necessary info: *Edit Info ➔ Click Accept*

To request specific Staff, Equipment etc.:

1. **Click Open Case**

2. **Select Patient ➔ Fill in information outlined in red**
3. Scheduler goes through each section of Case Entry screen and completes necessary info:

*Edit Info on each screen → Click Accept*