



OR Manager Web Access (WA)

<https://sgisc.cpmc.org>

July 2004

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RSA SecurID Token Instructions

- Launch Internet Explorer 5.5
- In the Address box, type <https://sgisc.cpmc.org> to display the SecurID PASSCODE request screen.

SecurID PASSCODE Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help Search - Y! Bookmarks attempting to connect to Yahoo!

SecurID PASSCODE Request

The page you are attempting to access requires that you authenticate using your SecurID token.

Please enter your Username and SecurID PASSCODE in the following fields, then click the "Send" button. If you make a mistake, use the "Reset" button to clear the fields.

105: New PIN accepted. You are required to authenticate with your new PIN. Please wait for the number to change on your token and then use it in the space provided.

Username: peterstb

PASSCODE:

Send Reset

Done Internet

- Enter Username provided by CPMC, found on your request form in the box labeled, “**User Name: NT Username**”
- Enter Passcode – the randomly generated number on your token display
- Click Send

Chapter 1: RSA SecurID Token Instructions

The screenshot shows a web browser window titled "SecurID New PIN Request - Microsoft Internet Explorer". The page has a title "SecurID New PIN Request". Below the title, it says "Your token is in New PIN mode." and "You can either create your own PIN or have the system generate one for you." It then provides instructions: "To receive a system-generated PIN, select 'System-generated PIN' and click the 'Send' button. Your new PIN will be displayed in your browser for 10 seconds." and "To create your own PIN, select 'I will create my PIN,' type in and verify your new PIN, then click the 'Send' button. Use the 'Reset' button to clear the PIN fields if you make a mistake." Below this, it states "PINs must contain 4 to 8 digits." There are two radio buttons: "System-generated PIN" (selected) and "I will create my PIN". Below the second radio button are two text input fields: "New PIN:" and "Verify New PIN:". At the bottom are "Send" and "Reset" buttons.

- First time users will be prompted to enter a PIN (Personal Identification Number), use ***at least 4 numeric digits***. When your code is accepted, you will return to the SecurID PASSCODE Request screen.

The screenshot shows a web browser window titled "SecurID PASSCODE Request - Microsoft Internet Explorer". The page has a title "SecurID PASSCODE Request". Below the title, it says "The page you are attempting to access requires that you authenticate using your SecurID token." and "Please enter your Username and SecurID PASSCODE in the following fields, then click the 'Send' button. If you make a mistake, use the 'Reset' button to clear the fields." Below this, it states "105: New PIN accepted. You are required to authenticate with your new PIN. Please wait for the number to change on your token and then use it in the space provided." There are two text input fields: "Username:" with the value "petersb" and "PASSCODE:". Below these fields are "Send" and "Reset" buttons.

- Enter your Username and your new PASSCODE (PIN plus the randomly generated number on the token). ***Your Passcode from now on will be your PIN code plus the 6 numbers displayed on your token.***
- If you are asked if you want Windows to remember your password, click "No" as your PASSCODE will never be the same.

SecurID Token Care and Use

Your new RSA SecurID token is part of a security system that protects CPMC and Sutter Health's valuable information resources. For your own protection, as well as that of the system, always take the following precautions:

- Never reveal your PIN to anyone. Do not write it down.
- Do not let anyone access the system under your identity (i.e. log on with your PIN and code from your token).
- If you think someone has learned your PIN, contact the IT Help Desk at 415-600-7000 or after hours, the Sutter Health Help Desk at 916-733-3737 immediately.
- If your token is missing, contact the IT Help Desk at 415-600-7000 or after hours, the Sutter Health Help Desk at 916-733-3737 immediately.
- They will disable it so that it is useless to unauthorized users.
- Protect your token from physical abuse. Cracked or blackened LCDs, bent cases, damage by liquid, etc. are not covered by the warranty.

Support Information

CPMC IT Help Desk - (415) 600-7000

Support is provided 24 hours/day, 7 days/week through the IT Help Desk. Account access questions are handled during business hours. If you have an account access question after hours, you may call it in and it will be addressed on the next business day.

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OR Manager Web Access User Manual

OR Manager Web Access enables you to view and print surgeon schedules, as well as view Activity Reports for case bookings via the Internet. As of July 2004, we have also included the ability to submit online reservations to the scheduling office via the Internet.

In this Chapter

Topics in this chapter include:

- Running OR Manager Web Access
- Surgeon Schedule Workflow
- Activity Report
- Surgeon Schedule Report
- Patient Link
- Schedule Viewer
- Reserve Room

Running OR Manager Web Access

This section tells you how to logon to OR Manager Web Access and how to use the opening screen.

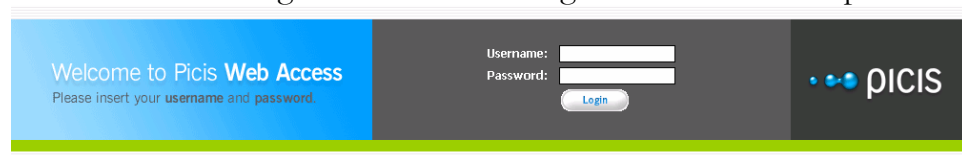
How To: Login to OR Manager Web Access

1. Start Microsoft Internet explorer.
2. In the **Address** Window, key in the Internet address (URL) of your facility's OR Manager Web Access application:

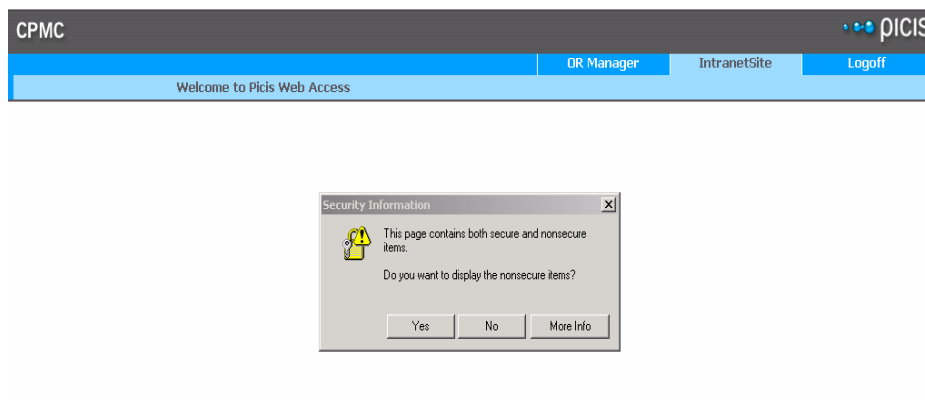
https://sgisc.cpmc.org

3. Press the ENTER key on you keyboard.
4. Follow the instructions in the document, "RSA SecurID Token Instructions" in Chapter 1 to access the OR Manager Web Access application. After successful authentication through RSA SecurID, you will be prompted for your user ID and password for the OR Manager Web Access application.

The OR Manager Web Access Login Screen comes up:

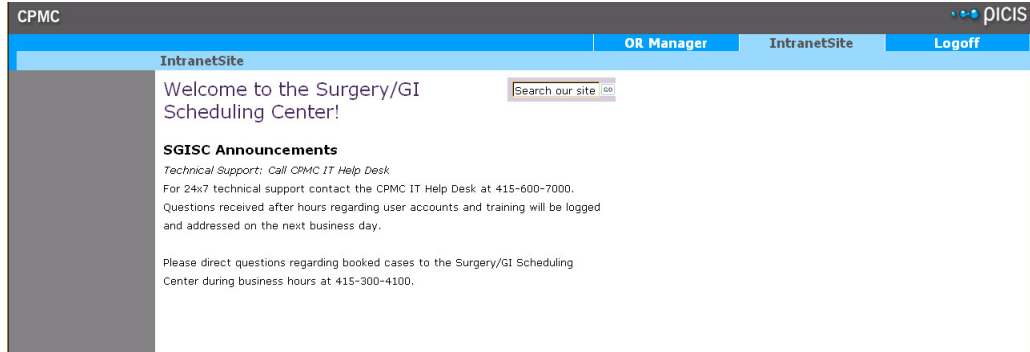


- 5.- Enter your **Login ID** and **Password**, and then click **LOGIN**.

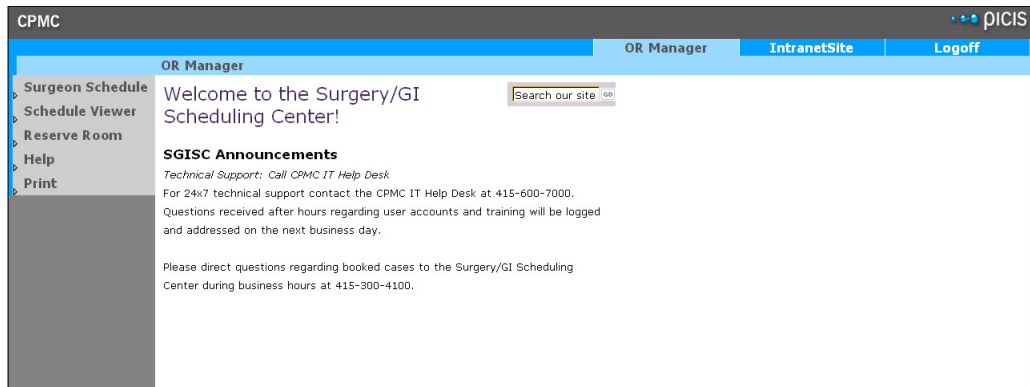


6. Click **Yes**.

– *The SGISC announcements appear:*



5. In the top menu bar, click OR Manager tab.
6. In the left hand margin click Surgeon Schedule to access Surgeon Schedule Workflow which includes Activity Reports and Surgeon Schedule Reports.



Note: After 200 seconds of inactivity in the application, you will be forced to re-authenticate to the application starting with the RSA SecurID token authentication. This is critical for ensuring security of patient information on the Internet.

Surgeon Schedule Workflow

You use the Surgeon Schedule Workflow to view or print a report of activity and bookings for surgeons you have access to.

Note: This topic assumes that you have already logged in to OR Manager Web Access and selected **Surgeon Schedule** from the main menu. If not, log in following the procedures in *Running OR Manager Web Access*.

Opening Screen

The opening screen is where you enter or select the parameters for your Surgeon Schedule Report:

The screenshot shows the 'SurgeonSchedule.SearchParameters' form. It has several sections: 'Select a Report' with radio buttons for 'Activity Report' (selected) and 'Surgeon Schedule'; 'Select a Date Range' with 'From Date' (06-01-2004) and 'Thru Date' (06-30-2004) fields; 'Select Surgeons' with a list of surgeons (Abel, Michael E. MD; Alpert, Bernard S. MD; Anderson, Lesley J. MD; Andrews, Brian T. MD; Cox, Christopher V. MD; Eskenazi, Loren B. MD) and a 'Select All' button; and 'Select Statuses' with checkboxes for 'Active', 'Canceled', 'Requested', and 'Reservation'. A 'Retrieve' button is at the bottom.

1. Select a report:

- **Activity Report.** The Activity Report is booking audit trail information by surgeon.
- **Surgeon Schedule.** The Surgeon Schedule displays daily schedules for selected surgeons for the specified date ranges. When you display the report, you also have the option of clicking on the patient name to see more detailed information about each operation in the schedule.

- #### 2. From Date and Thru Date.
- Enter the range of dates for which you want to see surgeons' schedules. You can also select your date range



from the **Popup Calendars**:

3. **Select one or more surgeons.** Use mouse clicks to place check marks in the boxes of the surgeons whose schedules you want to see.

Note: The surgeon list includes only those surgeons that you are authorized to access.

- **SELECT ALL.** Click to select all surgeons on the list.
 - **DESELECT ALL.** (Toggles with **SELECT ALL**) Click to clear the check marks from all selected surgeons.
4. **Select Statuses: Active; Cancel; Request.** (Surgeon Schedule Reports only) Select the status(es) of the bookings you want to see.
 5. **RETRIEVE.** Click to produce your report.
 6. (optional) If you chose the option to **Filter by Patient Name** for **Activity Report**, an additional screen appears to use for selecting a patient to whom to limit the report. You can only filter by one patient at a time:

Surgeon Schedule - Activity Report(Patient Filter)

From Date: 01-11-2002
Thru Date: 08-01-2002
Surgeons:

- ☒ AARONSON, SCOTT T. M.D.
- ☒ ABEBE, DEJENE A. M.D.
- ☒ ABECUNAS, RICHARD C.R.N.A.
- ☒ ABELMAN, LESTER M. M.D.

6 of 6 surgeons selected

Filter by patient: TARLIN, MARIE

Retrieve

See *Activity Report* or *Surgeon Schedule Report* on the following pages for information on the report type you chose.

Note: If you are a secondary or assistant surgeon on a case booking, you will also be able to view the Activity and Surgeon Schedule Reports. Assistants will not be able to view the reports. In the Surgeon Schedule Report the primary surgeon is listed on the report summary screen by default. To view all secondary surgeons, click the Patient Link and select Surgeons & Procedures.

Activity Report

The Activity Report gives you information from the Booking Audit Trail for all status updates made during the time period specified.

Surgeon Schedule - Activity Report Results						
Selection: 01-25-2002 through 01-01-2003						
Physician		Campus		Status		
AARONSON, SCOTT T. M.D.		All		All		Retrieve Print
ID	Status	Status Date	Patient	Procedure Date/Time	Procedure	Location
62492	REARRANGE	01/25/2002 14:29:45	GEORGE, LOWELL b. 06/12/1948	02/21/2002 945	BIOPSY	MSM RM03
62549	REARRANGE	01/25/2002 10:20:47	SHEA, ERIN b. 12/04/1970	02/21/2002 715	Abdominal Aortic Aneurysm - really long desc	MSM RM04
62839	BOOKED	01/25/2002 14:19:49	coleman, walter b.	01/27/2002 815	dd	MSM RM12
62872	BOOKED	01/31/2002 12:08:05	DRISCOLL, KATIE b. 08/27/1999	01/31/2002 1430	RIGHT KNEE ARTHROSCOPY	MSM OR1
62897	BOOKED	02/05/2002 10:29:44	GALLANT, BABY b.	02/05/2002 1810	Abscession of the Cortex Doppler Extraction	MSM dan

When the Activity Report is first opened it displays the activity on all campuses and for all statuses for the first physician on your list. Use the:

- **Physician** dropdown list to change the surgeon whose activity you are displaying.
- **Campus** dropdown list to show only activity for the selected physician on a particular campus.
- **Status** dropdown list to show only a certain category of activity for the selected physician.

After making a selection from the dropdown lists, you must click RETRIEVE to refresh the screen with the new or filtered data.

Sorting the Report

By default, the Surgeon Activity Report is sorted by the first column, **ID**. You can resort the report in ascending order on any column by clicking on the column header.

Status Definitions

Below is a list of definitions for each of the status levels displayed in the Activity Report.

BOOKED - case booked; initial booking

CANCELED - case cancelled

CANREASCHANGED - case cancelled reason is changed

EDIT FORM DATA - user defined booking screens edited

EDITED - booking edited

(i.e. procedure, surgeon, user defined field)

FORM ACCT # UPD -

MOVED - case moved

PAT MOVED -

PATIENT MERGED - changed patient on booking or case record

PRINTED - printed to paper in SGISC

PRINT PREVIEWED -

RE-FILED - moved/edited and refiled booking

REARRANGE - bookings rearranged on day

(i.e. time/room may have been moved)

REBOOKED - cancelled booking rebooked into same time

REQUEST - booking requested

RESERVATION - booking reservation completed via web

STD ACCT #UPD

SYNC ACCT# UPDA - updated via ADT interface

(usually involves patient demographic data)

VIEWED - booking viewed by scheduler in SGISC

WAITLIST -

Surgeon Schedule Report

The Surgeon Schedule Report shows booking information for the surgeons and date ranges you selected on the opening screen. The report shows one surgeon at a time, starting with the first surgeon you select. This picture shows part of a report for Dr. Aaronson in condensed format:

Surgeon Schedule						
Schedule for AARONSON,SCOTT T. M.D.						
Selection: 01-11-2002 through 08-01-2002						
Setup	Proc.	Trdwn	End	Patient	Surgeon	Procedure
Date: 01-14-2002						
1945	1945	2045	2045	RAMONDI, AMY	AARONSON,SCOTT T. M.D.	AAAA - AAAA
Date: 01-15-2002						
0245	0245	0315	0315	MACREADY, R.J.	AARONSON,SCOTT T. M.D.	AFAS - Abdominal Fuceric Antrimine Section
Date: 01-16-2002						
1530	1530	1630	1640	TARLIN, MARIE	AARONSON,SCOTT T. M.D.	COLECT - Colectomy

To select another surgeon, click on the down arrow button next to the **Schedule for** box and highlight the surgeon in the list.

The Surgeon Schedule Report has a number of columns, which are described from left to right:

- **Setup.** The starting time for setting up the OR for the procedure.
- **Proc.** The starting time for the procedure.
- **Trdwn.** The starting time for tearing down the OR setup.
- **End.** The ending time for the teardown. This is also the end of the total time allocated for the procedure.
- **Patient.** Patient's name. Click hypertext link for more information. See *Patient Link* below.
- **Surgeon.** The surgeon who is performing the operation.
- **Procedure.** Mnemonic and description of procedure.
- **Room.** The operating room in which the procedure is performed.
- **Status.** Booking Status:
 - A = Active
 - C = Cancelled
 - R = Requested (not used at CPMC at this time)
 - V = Reservation (all web reservations)

Patient Link

Patient	
RAMONDI	Surgeons & Procedures
MACREADY	Equipment & Resources
TARLIN, M.	Patient Details
THOMPSON	Booking Details
	Summary

From the Surgeon Schedule Report you can click on any patient's name to get a menu offering more information about the patient and/or procedure:

When the menu appears, you can click on any entry to see more details about the patient and surgery:

- Surgeons & Procedures
- Equipment & Resources
- Patient Details
- Booking Details
- Summary

Surgeons & Procedures

Gives surgeon and procedure detail as well as start times, durations, etc., from the medSURG Booking Screen.

Surgeon Schedule						
Surgeons and Procedures						
01-14-2002		Monday	PHLROOM			
Start	Surgeon	Procedure	Minutes	Site	Position	Assistants
1945	AARONSON, SCOTT T. M.D.	AAAA~AAAA	60			
Run Date: Thu Nov 14 18:47:03 EST 2002						

Equipment & Resources

Gives equipment and resources detail from the medSURG Booking Screen.

Surgeon Schedule		
Equipment and Resources		
01-21-2002	Monday	Operating Room no.12
Equipment:	1	Orthopedic Bone Saw
Resources:	1	CIRCULATING NURSE...
Run Date: Thu Nov 14 19:07:27 EST 2002		

Patient Details

Gives details from patient user defined screens on the Patient Tab of the medSURG Booking Screen. Note that the layout is the same as the corresponding user defined screens.

Surgeon Schedule			
Patient Details			
Patient: ROBINS, CHRISTINE			
Demographic Data			
Date of Birth:	10-04-1979	Age:	26
Sex:	M	Employer:	
Address: 34 ORANGE ROAD			
City:	ARLINGTON HEIGHTS	State:	MA
Zip:	02175	Patient's SSN:	000-00-0000
Home Phone:	(617) 525-1212	Other Phone:	
Patient Weight (lbs):		Allergic to latex?	N

Booking Details

Gives details from booking user defined screens on the Patient Tab of the medSURG Booking Screen. Note that the layout is the same as the corresponding user defined screens.

The screenshot shows a web interface for booking details. At the top, there is a header bar with the date "01-21-2002", the day "Monday", and the patient name "Jay's Test". Below this is a section titled "Booking Date". The form contains several input fields: "Reason for visit:" (a long text box), "Is anesthesia needed?" (a checkbox), "Anesthesia Type:" (a dropdown menu), "Patient Location:" (a dropdown menu), "Patient/Bed Type (pctype):" (a dropdown menu), "Booking was entered by:" (a text box), "Called in by:" (a text box), "Called in on:" (a date and time selector with "--" and "at" buttons), and "Secondary Procs:" (a text box). At the bottom left of the form, it says "Page 01 Booking Data".

Summary

Give surgeon and procedure summary information, including patient name, procedure start and end times, as the end of the teardown time and the booking status.

Surgeon Schedule						
Booking Summary: 01-20-2002 1415 Status: C						
01-20-2002		Sunday		SEAN # 1		
Patient: LEMMER, TERESA						
Setup Start		Procedure Start		Procedure End		Teardown End
1415		1430		1530		1545
Start	Surgeon	Procedure		Minutes	Site	Position Assistants
1415	AARONSON, SCOTT T., M.D.	AC-Acromioplasty		60		
Run Date: Thu Nov 14 19:29:05 EST 2002						

Schedule Viewer

The Schedule Viewer allows you to view the schedule for surgery rooms for which you have access. The grid provided is a way for you to quickly qualify which rooms have availability before you submit an online web reservation or contact the scheduling office.

Date and Time Range - To query the grid, you must select a date range by clicking on the calendar for the start of the date range. To query successive days, use the up arrow to specify how many days from the start date you want returned. In the example below, we have selected July 28th as the start date and for three successive days. To double check, look at the grayed out boxes for “From Date” and “Thru Date.” Below these boxes, you may specify the time range to be displayed. In this example, we will return 7 am – 6 pm.

Room Selection - Select the room by individually clicking on the checkboxes next to each room. For faster selection of multiple rooms, you may use the Select/Deselect All button or the Room Group, Facility Group drop-downs in the bottom right part of the screen. Remember that you are restricted to returning 40 columns in the grid. The number of columns to be returned is calculated as the number of days multiplied by number of rooms. In the example below we will return 15 columns (3 days x 5 rooms).

Click Retrieve button, but note, just above the Retrieve button, the text indicating the window of time for which reservations will be taken.

ScheduleViewer.SearchParameters

July 2004

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

Today is Fri, 16 Jul 2004

Days: 3

Room Listing

☒ CW01(WEST)
☒ CW02(WEST)
☒ CW03(WEST)
☒ CW04(WEST)
☒ CW05(WEST)

Select All

5 of 24 rooms selected

From Date: 07-28-2004
Thru Date: 07-30-2004
Start Time: 0700
End Time: 1800

Room Group: Select a Room Group
Facility Group: Select a Facility
Grid Height: 13px

The earliest date to reserve a room is: 7/21/2004 10:26:29 AM
The latest date to reserve a room is: 8/30/2004 10:26:29 AM

Retrieve

Chapter 2: OR Manager Web Access - User Manual

There is a great deal of data being returned when you query the Schedule Viewer – please be patient. Queries may take between 10 and 20 seconds. While you are waiting, the screen will display the system’s progress in returning your results.

ScheduleViewer.ViewerResults										
	CW01	CW02	CW03	CW04	CW05	CW01	CW02	CW03	CW04	CW05
	2004-07-28	2004-07-28	2004-07-28	2004-07-28	2004-07-28	2004-07-29	2004-07-29	2004-07-29	2004-07-29	2004-07-29
0700	Progression: 41%									
0705										
0710										
0715										
0720										
0725										
0730										
0735										
0740										
0745										
0750										
0755										
0800										
0805										
0810										
0815										
0820										
0825										
0830										
0835										
0840										
0845										
0850										
0855										
0900										
0905										
0910										
0915										

The results will be displayed in the grid with the following colors:

- **Red** = unavailable time
- **Black** = open time available for scheduling
- **Blue (restricted)** = block time for another surgeon
- **Blue (surgeon last name)** = your block time
- **Gray** = your booking with basic patient information

ScheduleViewer.ViewerResults										
	CW01	CW02	CW03	CW04	CW05	CW01	CW02	CW03	CW04	CW05
	2004-07-28	2004-07-28	2004-07-28	2004-07-28	2004-07-28	2004-07-29	2004-07-29	2004-07-29	2004-07-29	2004-07-29
0700										
0705										
0710										
0715										
0720										
0725										
0730		restricted		restricted				restricted	restricted	
0735	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0740	restricted	restricted		restricted	Reservation	j,johnson/d.b.s		restricted	restricted	
0745	restricted	restricted		restricted	Setup	j,johnson/d.b.s		restricted	restricted	
0750	restricted	restricted		restricted	32	j,johnson/d.b.s		restricted	restricted	
0755	restricted	restricted		restricted	08/18/1971	j,johnson/d.b.s		restricted	restricted	
0800	restricted	restricted		restricted	Vercruyssen, Ed	j,johnson/d.b.s		restricted	restricted	
0805	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0810	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0815	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0820	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0825	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0830	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0835	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0840	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0845	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0850	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0855	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0900	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0905	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0910	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	
0915	restricted	restricted		restricted		j,johnson/d.b.s		restricted	restricted	

Reserve Room

You may only reserve a room from the grid and it may only be in open time (black) or your block (blue with surgeon's name). To start the reservation:

Move the mouse to show the room, date and time window.

When you find the start time you want click once

	CW01 2004-07-28	CW02 2004-07-28	CW03 2004-07-28	CW04 2004-07-28	CW05 2004-07-28	CW01 2004-07-29	CW02 2004-07-29	CW03 2004-07-29	CW04 2004-07-29	CW05 2004-07-29
0700										
0705										
0710										
0715										
0720										
0725										
0730		restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0735	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0740	restricted	restricted		restricted		Room: CW05 Date: 2004-07-28 Time: 0730		restricted	restricted	
0745	restricted	restricted		restricted				restricted	restricted	
0750	restricted	restricted		restricted				restricted	restricted	
0755	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0800	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0805	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0810	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0815	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0820	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0825	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0830	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0835	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0840	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0845	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0850	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0855	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0900	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0905	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0910	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0915						j.johnson/d.b.s				

Click "Reserve This Time Slot" to reveal the reservation form.

	CW01 2004-07-28	CW02 2004-07-28	CW03 2004-07-28	CW04 2004-07-28	CW05 2004-07-28	CW01 2004-07-29	CW02 2004-07-29	CW03 2004-07-29	CW04 2004-07-29	CW05 2004-07-29
0700										
0705										
0710										
0715										
0720										
0725										
0730		restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0735	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0740	restricted	restricted		restricted		Reserve This Time Slot		restricted	restricted	
0745	restricted	restricted		restricted		Room: CW05 Date: 2004-07-28 Time: 0730		restricted	restricted	
0750	restricted	restricted		restricted				restricted	restricted	
0755	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0800	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0805	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0810	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0815	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0820	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0825	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0830	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0835	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0840	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0845	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0850	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0855	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0900	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0905	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0910	restricted	restricted		restricted		j.johnson/d.b.s		restricted	restricted	
0915						j.johnson/d.b.s				

Select Surgeon - Start by clicking the down arrow next to the Surgeon to reveal the surgeon list. Search the surgeon list by mnemonic or name and entering in the search criteria in the search box. The criteria you enter in the search field will search against whichever field is highlighted. The example below indicates that the letters “An” will search against the mnemonic field.

The screenshot shows the 'ReserveRoom.SurgeonsProcedures' form. The 'Surgeon' field is selected, and a dropdown menu is open. The search box in the dropdown contains 'An'. The dropdown menu has two tabs: 'Mnemonic' (selected) and 'Name'. The list of surgeons is as follows:

Type	Mnemonic	Name
Surgeon	ABEMI	Abel, Michael E. MD
Surgeon	ALPBE	Alpert, Bernard S. MD
Surgeon	ANDLE	Anderson, Lesley J. MD
Surgeon	ANDBR	Andrews, Brian T. MD
Surgeon	COXCH	Cox, Christopher V. MD
Surgeon	ESKLO	Eskenski, Loren B. MD
Surgeon	HIRDE	Hirabayashi, Dean R. MD
Surgeon	JOSGB	Jossart, Gregg H. MD
Surgeon	KINGA	Kind, Gabriel M. MD
Surgeon	RABJO	Rabkin, John M. MD
Surgeon	RABRO	Rabkin, Robert A. MD

The form also includes fields for Date (*), Birthdate, Sex, Order, Surgeon, Procedure, Total Time, and various other fields like Anesthesia Type, Diagnosis, and Comment. A 'Next' button is at the bottom right.

Select Procedure - Click the down arrow next to the procedure field to reveal the procedure list. Search the list by procedure mnemonic or description and entering in the search criteria in the search box. The criteria you enter in the search field will search against whichever field is highlighted. The example below indicates that the letters “arthr” will search against the description field.

The screenshot shows the 'ReserveRoom.SurgeonsProcedures' form. The 'Procedure' field is selected, and a dropdown menu is open. The search box in the dropdown contains 'arthr'. The dropdown menu has four tabs: 'Procedure' (selected), 'Procedure Description', 'Procedure Long Description', and 'CPT'. The list of procedures is as follows:

Procedure	Procedure Description
ACL	Arthroscopy, Knee Repair
ACL	ACL
ACLAP	Arthroscopy, Knee ACL
ADNOID	Adenoidectomy
ADREN	Adrenalectomy
ALABD	Lipectomy, SAL Thigh / Buttock / Abdomen
AMPARM	Amputation, Arm Hand
AMPDIG	Amputation, Fingers
AMFFT	Amputation, Foot
AMPLEG	Amputation, Leg
AMPTOE	Amputation, Toe

The form also includes fields for Date (*), Birthdate, Sex, Order, Surgeon, Procedure, Total Time, and various other fields like Anesthesia Type, Diagnosis, and Comment. A 'Next' button is at the bottom right.

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Note that after selecting the procedure the default duration, setup and teardown times are returned (in minutes). Click Add Procedure button to add that procedure to the reservation summary on the right side of the screen. Repeat the Select Surgeon, Select Procedure steps for multiple procedures in a reservation.

ReserveRoom.SurgeonsProcedures

Time: 07:30
Date: 07-28-2004
Birthdate:
Sex:

To choose a procedure, select a surgeon/procedure/duration combination and click the <Add Procedure> button.

Surgeon: * ANDLE Duration: * 150
Procedure: * ACL Setup: 10
Assistant 1: Teardown: 10
Assistant 2:
Comment:

Add Procedure

Anesthesia Type: General Anesthetic
Diagnosis:
Comment:

*Denotes required field

Order Surgeon Procedure Total Time

1	ANDLE	ACL	150
---	-------	-----	-----

Room: CW05(WEST)
Book Date: 07-28-2004
Setup Time: 0730
Start Time: 0740
Teardown Time: 1010
End Time: 1020
Anesthesia Type: General Anesthetic
Diagnosis:
Comments:
Status: Reservation

Next

In the Reservation Summary you may view the procedure summary by clicking on the procedure number which is highlighted in blue and underlined. The procedure summary window will pop up as in the example below.

ReserveRoom.SurgeonsProcedures

Room: * CW05(WEST)
Time: * 0730
Date: * 07-28-2004
Birthdate:
Sex:

To choose a procedure, select a surgeon/procedure/duration combination and click the <Add Procedure> button.

Surgeon: * ANDLE Duration: * 150
Procedure: * ACL Setup: 10
Assistant 1: Teardown: 10
Assistant 2:
Comment:

Add Procedure

Anesthesia Type: General Anesthetic
Diagnosis:
Comment:

*Denotes required field

Reservation Summary

Patient Name:
Birthdate:
Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Procedure Summary

Order: 1
Surgeon: ANDLE
Procedure: Arthroscopy, Knee Repair
Duration: 150
Setup: 10
Teardown: 10
Asst 1:
Asst 2:
Comment:

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If you wish to edit or delete a procedure which you have already added you may do so in the Reservation Summary section. Click the X button once to delete a procedure from the reservation. Click the pencil to edit the procedure in the same section of the form where you added the procedure initially. Don't forget to click Add Procedure after you have edited it.

ReserveRoom.SurgeonsProcedures

Room:*
Time:*
Date:*
To choose a procedure, select a surgeon/procedure/duration combination and click the <Add Procedure> button.

Surgeon:* Duration:*
Procedure:* Setup:
Assistant 1: Teardown:
Assistant 2:
Comment:

Anesthesia Type:
Diagnosis:
Comment:
*Denotes required field

Reservation Summary

Patient Name:
Birthdate:
Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Room: CW05(WEST)
Book Date: 07-28-2004
Setup Time: 0730
Start Time: 0740
Teardown Time: 1010
End Time: 1020
Anesthesia Type: General Anesthetic
Diagnosis:
Comments:
Status: Reservation

If the Reservation will have an Assistant Surgeon, click the down arrow next to the Assistant boxes to reveal the surgeon list. Search the list the same way as you did when selecting the surgeon.

ReserveRoom.SurgeonsProcedures

Room:*
Time:*
Date:*
To choose a procedure, select a surgeon/procedure/duration combination and click the <Add Procedure> button.

Surgeon:* Duration:*
Procedure:* Setup:
Assistant 1: Teardown:
Assistant 2:
Comment:

Anesthesia Type:
Diagnosis:
Comment:
*Denotes required field

Reservation Summary

Patient Name:
Birthdate:
Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Room: CW05(WEST)
Book Date: 07-28-2004

Search:
Click for surgeon list Mnemonic Name
Surgeon ABEML Abel, Michael E. MD
Surgeon ABRBA Abrikosova, Natalia MD
Surgeon AHDRQ Ahdoot, Roben MD
Surgeon AHLRI Ahlfeld, Richard J. DDS
Surgeon AIEV Ai, Everett MD
Surgeon ALBDA Alberts, Daniel F. DPM
Surgeon ALLAR Allen, Arthur W. MD
Surgeon ALLGE Allman, George W. MD
Surgeon ALPBE Alpert, Bernard S. MD
Surgeon ANAPE Anastassiou, Peter T. MD
Surgeon ANDLE Anderson, Lesley J. MD
Surgeon ANDRE Andrews, Brian T. MD

The comments section under Assistants is used to indicate comments related to the procedures to be performed (eg. site/side of surgery). Select Anesthesia Type from drop-down box and type in diagnosis if applicable as well as any other comments for the overall reservation at the bottom comments box. Use this comments box for any special messages to be conveyed to the scheduling office.

ReserveRoom.SurgeonsProcedures

Room:*

Time:*

Date:*

To choose a procedure, select a surgeon/procedure/duration combination and click the <Add Procedure> button.

Surgeon:* Duration:*

Procedure:* Setup:

Assistant 1:

Assistant 2:

Comment:

Anesthesia Type:

Diagnosis:

Comment:

*Denotes required field

Reservation Summary

Patient Name:

Birthdate:

Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Room: CW05(WEST)

Book Date: 07-28-2004

Setup Time: 0730

Start Time: 0740

Teardown Time: 1010

End Time: 1020

Anesthesia Type: General Anesthetic

Diagnosis:

Comments:

Status: Reservation

Select Patient – After clicking Next on the Surgeons/Procedures page, the Patient Selection screen will be displayed.

Search patient - Enter any combination of last name, first name, DOB or SSN to search for the patient. Clicking MRI Search button will search against the hospital's registrations. Clicking Patient Search will search against the surgery scheduling database. Select the patient you desire and click Next to go to the Reservation Summary. If you cannot find the patient you want, click Add Patient.

ReserveRoom.PatientSelection

To find a patient, enter a Last Name, First Name, and then either DOB, SSN, or Unit Number and click the <Search> button

Last Name:

First Name:

Search Type:

☒ DOB

☐ SSN

☐ Unit Number

(mm-dd-yyyy)

Search Results

Last Name	First Name	SSN	DOB	Unit
<input checked="" type="radio"/> SMITH	ADAM	316900202	05-21-1977	06217089

Reservation Summary

Patient Name:

Birthdate:

Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Room: CW05

Book Date: 07-28-2004

Setup Time: 0730

Start Time: 0740

Teardown Time: 1010

End Time: 1020

Anesthesia Type: 8

Diagnosis: Tear of the knee during skiing accident

Comments: Other comments to give to the scheduling office to help them with the booking

Status: Reservation

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Add Patient – To add a patient you must include the last name, first name, DOB and sex. SSN is optional. Once you’ve input the entire data click Next to go to the Reservation Summary.

ReserveRoom.PatientEdit

To add/edit patient demographics, enter data below and click the <Next> button

Last Name:

First Name:

DOB: mm-dd-yyyy

Sex:

SSN: (xxxxxxxxxx)

Reservation Summary

Patient Name:
Birthdate:
Sex:

Order	Surgeon	Procedure	Total Time
1	ANDLE	ACL	150

Room: CW05
Book Date: 07-28-2004
Setup Time: 0730
Start Time: 0740
Teardown Time: 1010
End Time: 1020

Anesthesia Type: 8
Diagnosis: Tear of the knee during skiing accident
Comments: Other comments to give to the scheduling office to help them with the booking

Status: Reservation

[Previous](#) [Next](#)

Complete details of everything you entered in your Reservation are summarized for final review before submission. Click Finish to complete your reservation.

ReserveRoom.Reserve

Reservation Summary

Patient Name: Vercruysse, Edward
Birthdate: 1971-08-18
Sex: M

Order	Surgeon	Procedure	Asst 1	Asst 2	Duration	Setup	Teardown	Comment
1	ANDLE	ACL			150	10	10	

Room: CW05
Book Date: 07-28-2004
Setup Time: 0730
Start Time: 0740
Teardown Time: 1010
End Time: 1020

Anesthesia Type: 8
Diagnosis: Tear of the knee during skiing accident
Comments: Other comments to give to the scheduling office to help them with the booking

Status: Reservation

[Previous](#) [Finish](#)

Once the Reservation is finalized, you will receive the following message and a unique booking ID to be used in referencing the case both on the web and when calling the scheduling office.

ReserveRoom.Confirmation

Reservation Summary

Refer to booking# when checking the status of your reservation with the SGISC or web site. Reservations will be processed within 2 hours. If there is a problem you will be contacted.

Book Urn: 8985

This page will redirect to the Schedule Viewer in 9 seconds.

[Click here for Schedule Viewer](#)

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After 10 seconds the system will regenerate the grid with your new reservation in gray. By going to Surgeon Schedule you may view your new reservation on your surgeon's personal surgeon schedule or in the Activity Report.

ScheduleViewer.ViewerResults										
	CW01 2004-07-28	CW02 2004-07-28	CW03 2004-07-28	CW04 2004-07-28	CW05 2004-07-28	CW01 2004-07-29	CW02 2004-07-29	CW03 2004-07-29	CW04 2004-07-29	CW05 2004-07-29
0700										
0705										
0710										
0715										
0720										
0725										
0730		restricted		restricted				restricted	restricted	
0735	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0740	restricted	restricted		restricted	Reservation	J.Johnson/d.b.s		restricted	restricted	
0745	restricted	restricted		restricted	Setup	J.Johnson/d.b.s		restricted	restricted	
0750	restricted	restricted		restricted	32	J.Johnson/d.b.s		restricted	restricted	
0755	restricted	restricted		restricted	08/18/1971	J.Johnson/d.b.s		restricted	restricted	
0800	restricted	restricted		restricted	Vercruysse, Ed	J.Johnson/d.b.s		restricted	restricted	
0805	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0810	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0815	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0820	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0825	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0830	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0835	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0840	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0845	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0850	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0855	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0900	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0905	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0910	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0915	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	

From the grid, remember that you can view the details of the booking by clicking on the reservation to review the Patient Link menu.

ScheduleViewer.ViewerResults										
	CW01 2004-07-28	CW02 2004-07-28	CW03 2004-07-28	CW04 2004-07-28	CW05 2004-07-28	CW01 2004-07-29	CW02 2004-07-29	CW03 2004-07-29	CW04 2004-07-29	CW05 2004-07-29
0700										
0705										
0710										
0715										
0720										
0725										
0730		restricted		restricted				restricted	restricted	
0735	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0740	restricted	restricted		restricted	Reservation	J.Johnson/d.b.s		restricted	restricted	
0745	restricted	restricted		restricted	Setup	Surgeon & Procedures		restricted	restricted	
0750	restricted	restricted		restricted	32	Equipment & Resources		restricted	restricted	
0755	restricted	restricted		restricted	08/18/1971	Patient Details		restricted	restricted	
0800	restricted	restricted		restricted	Vercruysse, Ed	Booking Details		restricted	restricted	
0805	restricted	restricted		restricted		Summary		restricted	restricted	
0810	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0815	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0820	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0825	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0830	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0835	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0840	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0845	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0850	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0855	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0900	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0905	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0910	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	
0915	restricted	restricted		restricted		J.Johnson/d.b.s		restricted	restricted	