Choosing the Appropriate Patient Class when Scheduling Surgery

When scheduling surgeries in OpTime it is important that the correct patient class is chosen. Choosing the correct patient class prevents errors with the patient's admission.

Please use the following as a guide for selecting the appropriate patient class:

Emergency	Select this if the patient is coming from Emergency room to surgery • If patient is admitted to the floor following surgery use transfer button on the status board
Hospital outpatient procedure/surgery	Select this if the patient is coming from outside of the facility for a procedure/surgery and going home the same day following the procedure/surgery • This is commonly used with 23-hour stays following surgery as well
Inpatient or current observation patient	Select this if the patient is an inpatient or currently admitted as an observation patient • Use the transfer button on the status board to transfer the patient back to the nursing unit (see pic above) • **EXCEPTION**: For patients on the skilled unit *see below*
Outpatient (C-sections Only)	Select this when scheduling planned C-sections
Surgery admit	Select this if the patient is coming from outside of the facility to have surgery and is admitted to a nursing unit following the surgery • Use the transfer button on the status board to transfer the patient to the nursing unit following surgery (see pic above)

Skilled patients:
- These patients will be placed on Leave of Absence (LOA) in the skilled unit and then will be admitted and discharged from the surgery department for their surgery.
- Schedule these patients with the "hospital outpatient procedure/surgery" patient class
- Following surgery, the patient will need to be discharged from the surgery department and taken off of LOA in the skilled area.
  - o For the Leave of Absence tipsheet   CLICK HERE
  - o For the Leave of absence quick start guide   CLICK HERE
- The surgery must be on a separate account than the skilled admission

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UnityPoint Health

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All screen shots are from UPH testing environments and do not include any real patient data.

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