

## Spire Consultant App (SCA) – User Guides

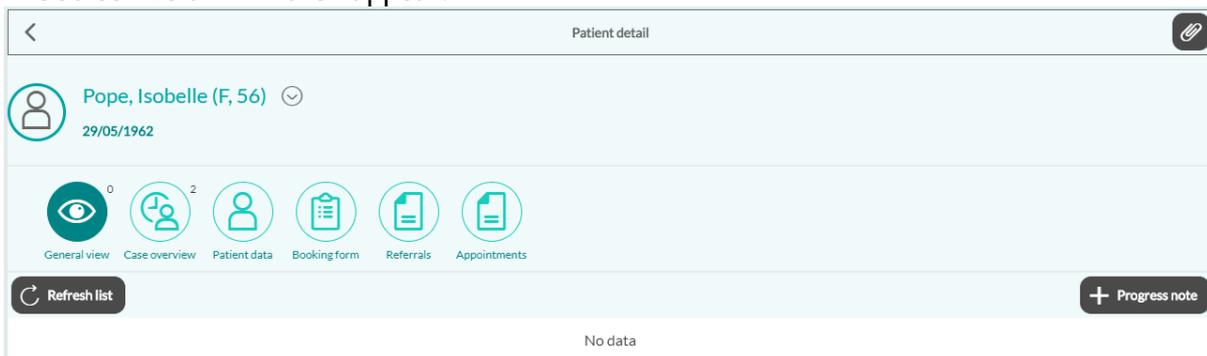
### Creating a booking form

Theatre booking forms can be created once a patient has arrived at the hospital for an outpatient appointment. Both consultants and secretaries have access to create theatre booking forms.

Select the patient you want to book into a theatre slot by single clicking on the patient within the clinic list:

Follow up	Planned	14:00	Hartwood	0010381652	Pope, Isobelle (F, 56)	Self pay	Doctor GP Temporary Entry'	Mr Harbhajan Plaha
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The screen below will then appear:



Click on **Booking form**

Then click  and then 

The screen below will then appear for you to complete:

The screenshot shows a 'Booking Form' window with a 'Save' button in the top right corner. The form is divided into two main sections: 'Patient details' and 'Details for this admission'.  
**Patient details:**  
- Patient identification number: 0010381652  
- NHS number: (empty)  
- SAP case number: (empty)  
- Title: Mrs  
- Patient name: Isobelle Pope  
- Date of Birth: 29/05/1962  
- Age at admission: 56  
- Sex: Female  
- Patient's weight: (empty) LB  
- Address: 3 Dorset Rise  
- Town: London  
- County: London  
- Postcode: M1 1EL  
- Contact telephone number: 0800 169 177  
- Mobile telephone number: 07722000002  
- E-mail address: (empty)  
**Details for this admission:**  
- Date: dd/mm/yyyy  
- Time: 07:00  
- Expected length of stay\*: Nights/Hrs: 00  
- Is this a daycase admission?: Yes (radio button), No (radio button, selected)  
- Surgeon\*: (empty)  
- GP name and address: (empty)

All the patient demographic data will already be carried through for you (see screenshot above.) Mandatory fields within the Booking form are denoted by an \* as shown below.

Expected length of stay\*: Nights/Hrs:

Surgeon\*:

Presenting or provisional diagnosis\*:

Once you have completed the fields, simply click  and you will see that the form has saved correctly – example below - simply click **ok** to move on.

The screenshot shows an 'Info' window with a message box containing a checkmark icon and the text 'Booking form was saved successfully'. An 'Ok' button is located at the bottom right of the window.

Once the booking form is saved, this will transfer onto the Spire admin system (SAP) where one of the inpatient bookings team/inpatient admin team will print it off and the form will then follow the normal theatre booking process at your hospital.