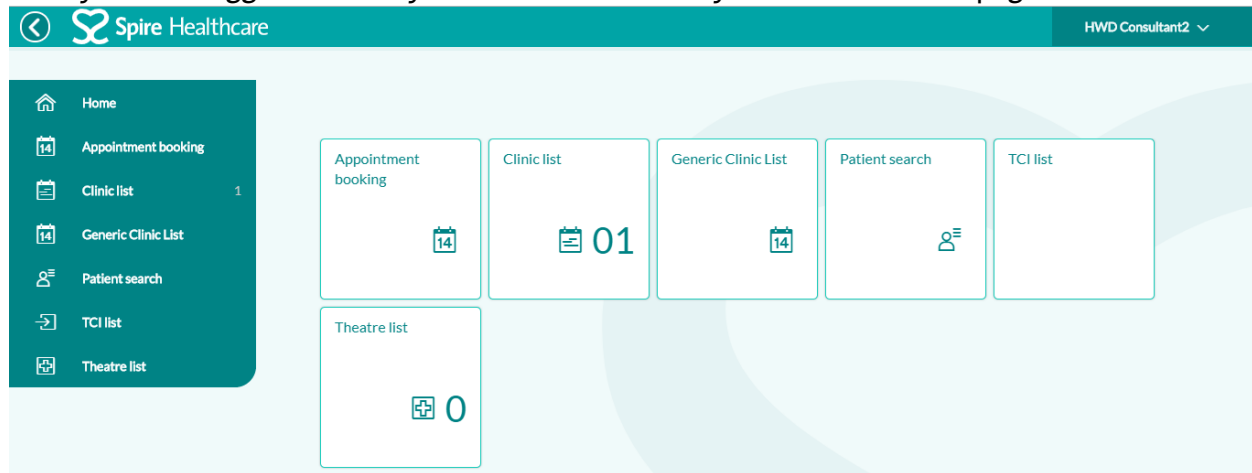## Spire Consultant App (SCA) – User Guides

Home page and basic navigation

Once you have logged into SCA you will be automatically taken to the home page:

Appointment Booking

There is an appointments booking function which allows you to book – directly into SAP in real time - an outpatient appointment with a consultant at your designated hospital for either new or existing patients.

Clinic List

This provides details of specific Consultant outpatient clinic lists. This will default to today's date and list but if you wish to see past and future clinic details you can select different dates using the calendar within the Clinic List view. The status of the patients listed within the Clinic List view is real time information and can be refreshed to show updated information, ie. when patients arrive the status will change from "Planned" to "Arrived".

Generic Clinic List

This provides details of outpatient generic clinics. This will default to today's date but if you wish to view another date you can select a different date from the calendar within the view. You can also select which list you would like to see by using the drop down option and selecting the clinic from the drop down list.

Patient Search

This is a look up tool to access real time patient data including name, address, insurance etc. This data is completely up to date with that held in SAP and any changes to patient information will update inside SCA in real time. Please note that your view of patient details within SCA is 'read' only. You cannot update or make changes to patient data via SCA. If you have an update on a patient's data, please follow the normal process with your Spire hospital team.
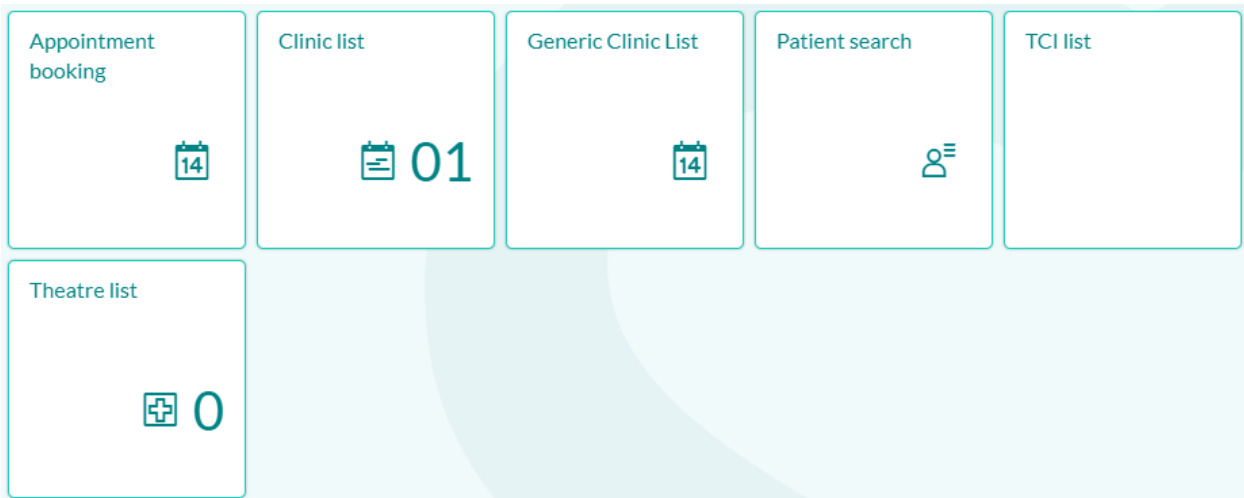
TCI List
To Come In (TCI) is a view of admissions/arrivals. Again this will default to today's list but you can navigate to future dates using the calendar within this view. Please note that looking at past dates will not show you patients still in beds. This view is for planned/actual arrivals only.
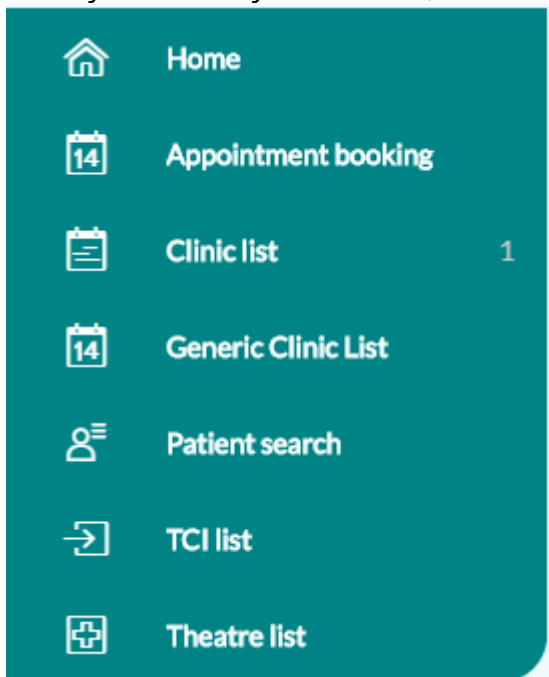
Theatre List
This is a view of patients who are booked into theatre. As with the Clinic List and TCI list this will default to today's date/list but as with the other views you can navigate to future dates by using the calendar.

Moving around SCA
The buttons pictured below are referred to as Tiles in SCA and will allow you access to the different functions.

When you are in any of the views, the main menu will be visible on the left hand side as below:

Clicking on any of these options will also allow you to move between the views.

Other Navigation Icons:

Back:

Refresh:

Calendar:

Add/Create: