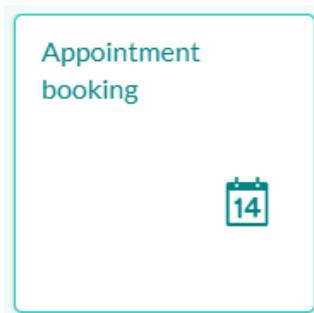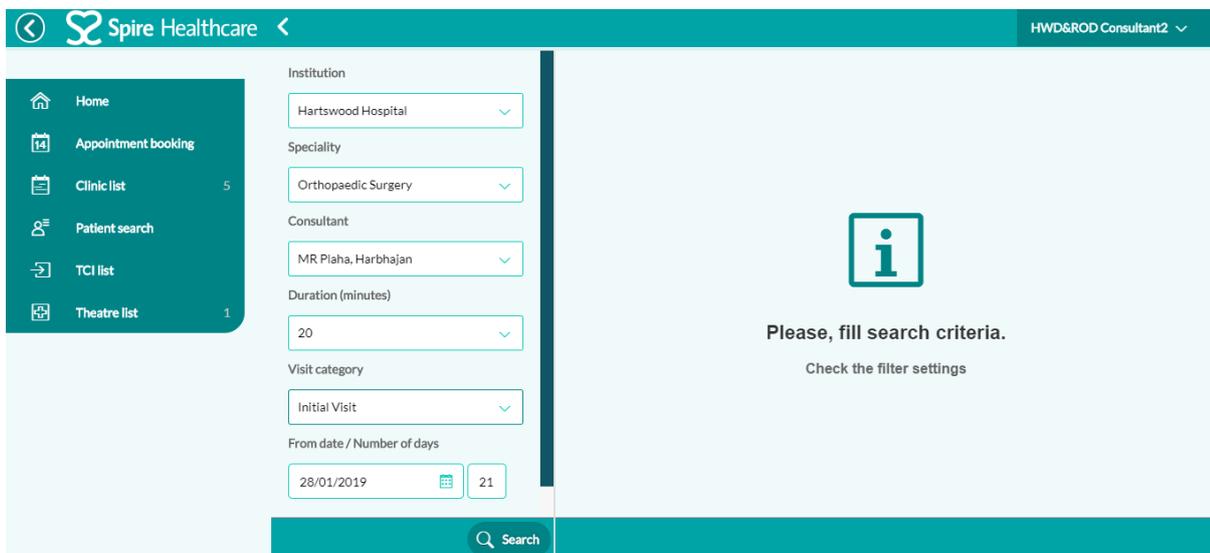## Spire Consultant App (SCA) – User Guides

Appointments – future and previous

Clicking on the "Appointment booking" tile from the home page will take you into booking screen:

Appointment booking

This screen is where you can search for an available clinic timeslot and book an appointment.

On the left hand side of this screen you will see the fields to enter your selection criteria:

Institution - This field will default to your assigned hospital/s. If you manage clinics at more than one hospital then you can change this selection by clicking on the dropdown list.

Speciality - If you are a consultant, this field will default to your medical speciality. You can click the dropdown list to change this selection if you need to. If you are a secretary, the speciality of the consultants you work for will appear at the top of the list.

Consultant Name - Once you have entered a speciality, when you then click on Consultant, the list will display all consultants within your chosen Speciality. If you are a secretary, your consultants will appear at the top of the list.

Duration - In this field you must choose the duration of the appointment in minutes from the drop-down menu.

Visit Category - You will need to specify the appointment as either an Initial visit or a Follow-up.

From Date/No of days - This is the appointment date for your search. The selection will default to today +21 days but you can change to searching for a specific appointment date by selecting it via the calendar icon.

Once you have specified your search criteria, click the "Search button" at the bottom of the screen. You will then see the clinic timeslots available for booking:



Timeslots which with a "Book" button are available for booking.

Timeslots with an "Unavailable" button are already booked in SAP. It is possible to click these slots to overbook the clinic if required.

If you select a slot that is already in use by another user you will receive the below error message and you will need to select a new time/date
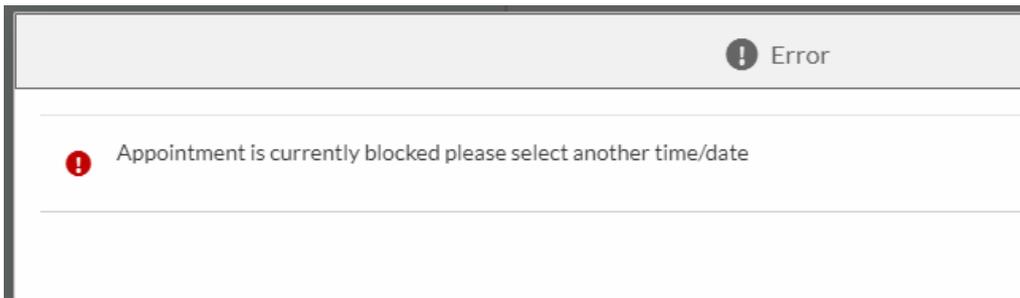
After clicking on a timeslot button, the patient search screen will display and allow you to search for a patient by name and DOB or their Spire SAP patient number. Clicking "search" will return all existing patient records which match the search criteria you have entered.
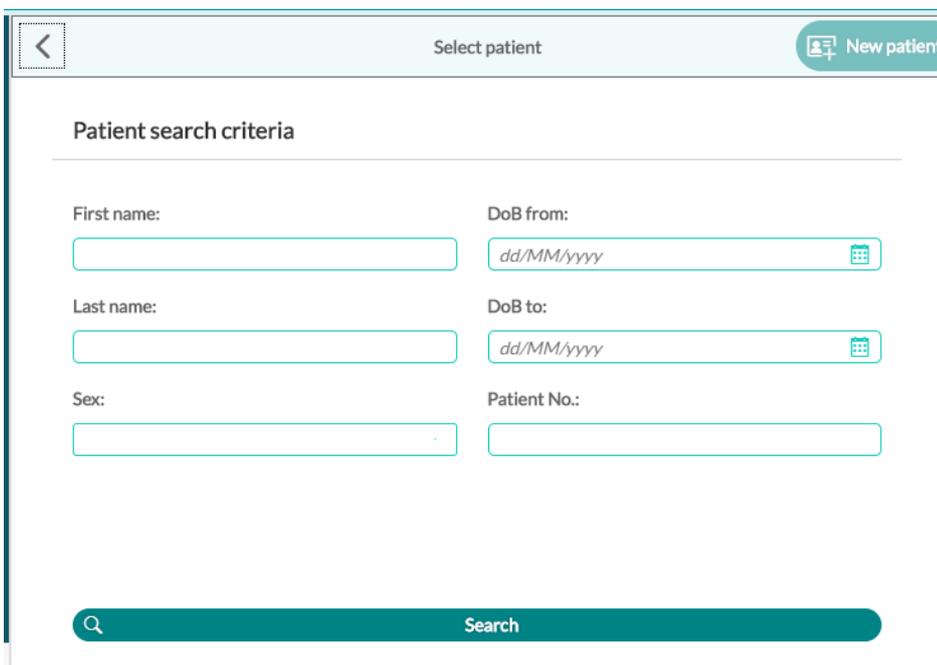
Existing patients

If your search returns an existing SAP patient record, it will display in the patient list below. You can select the patient shown in the list to continue making their booking.

The below appointment confirmation screen will then display a summary of the appointment details. You need to then complete the insurance, diagnosis and GP details for the patient

Insurance – Click on **Insurance** and the below fields will appear:

Click on Select **Select** and type in the name of the insurer and press search
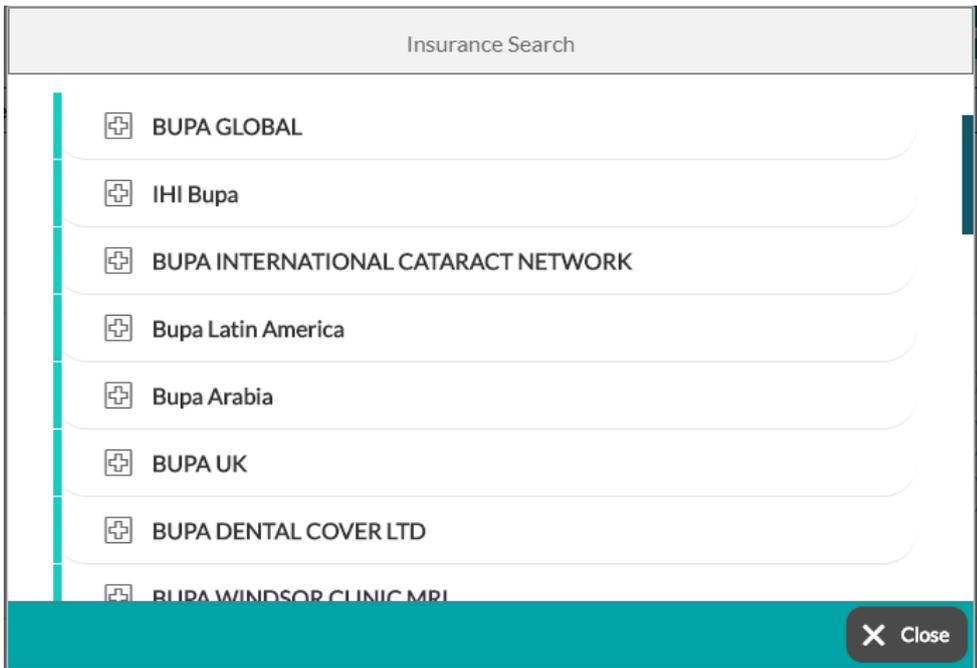
A list of insurers with that criteria will then appear below – single click on the correct insurer and it

will the populate the insurance field :

Complete the Membership Number and Authorisation Number

If the patient is self funding please select the below field:

Diagnosis – Click on and the below fields will appear

Click the button on the Diag. Text line

In the Diagnosis Text field enter the part of the body enclsoed in asterixes as below:

Press

A list of all available diagnosis for that body part will then show and you should then select the most approprate one

Then click and the diagnosis will appear at the bottom of the pop up as below:

Catalog ID	Catalog	Diagnosis Code	Diagnosis	Free Text
01	ICD-9	71760	LOOSE BODY IN KNEE	

Alternatively you can use the Free Text box to add in the free test diagnosis as below
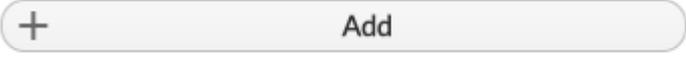
Free text:

Knee Pain

Then click and the diagnosis will appear at the bottom of the pop up as below:

Catalog ID	Catalog	Diagnosis Code	Diagnosis	Free Text
01	ICD-9	71760	LOOSE BODY IN KNEE	
				Knee Pain

GP – Click on **GP** and the below fields will appear

Referring GP: [   ] Select Clear

Registered GP: [   ] Select Clear

Press **Select** at the side of Referring GP

Enter the name of the surgery in the top right field and press enter

Kippax

A list of possible surgeries will appear below.

GP Practice	Address
Kippax Hall Surgery	Kippax Hall Surgery / Leeds LS25 7AB

Select the correct surgery and a list of GP' at that surgery will display:

Name
Doctor J Cain
Doctor C Emery
Doctor JL Hawkhead
Doctor JR Jones
Doctor AD Pearlman
Doctor SG Williams

Single click on the correct Doctor and the Referring GP & Registered GP fields will be populated

Referring GP: HAWKHEAD,JL ☰ Select ⊗ Clear

Registered GP: HAWKHEAD,JL ☰ Select ⊗ Clear

Once you are finished click the "Yes" button to confirm and save the appointment or "No" to exit the booking without saving.

Creating a New Patient

If your search returns no patient matches, you have the option to create a new patient by clicking this button:

New patient

Clicking the "New Patient" button, will direct you to a blank patient form which you will need to complete with all of the patient's demographic information:

Once you have completed all the patient details, click the "Save as New Patient" button to create the patient and complete the booking.

The appointment confirmation screen will display a summary of the appointment details. Click the "Yes" button to confirm and save the appointment or "No" to exit the booking without saving. If you don't save the booking the timeslot will be released.