

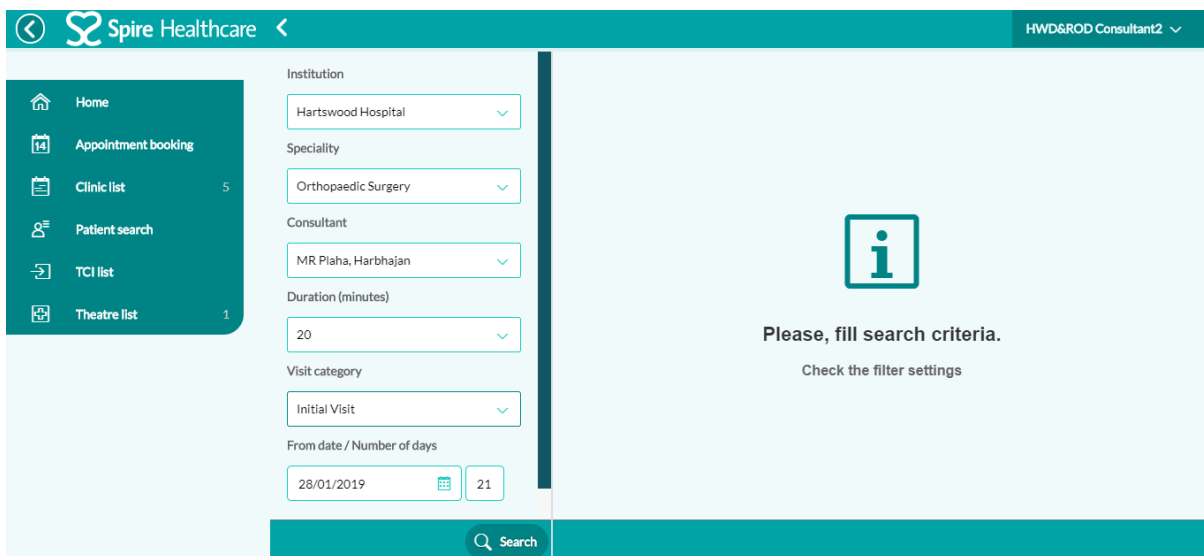
Spire Consultant App (SCA) – User Guides

Appointments – future and previous

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



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.

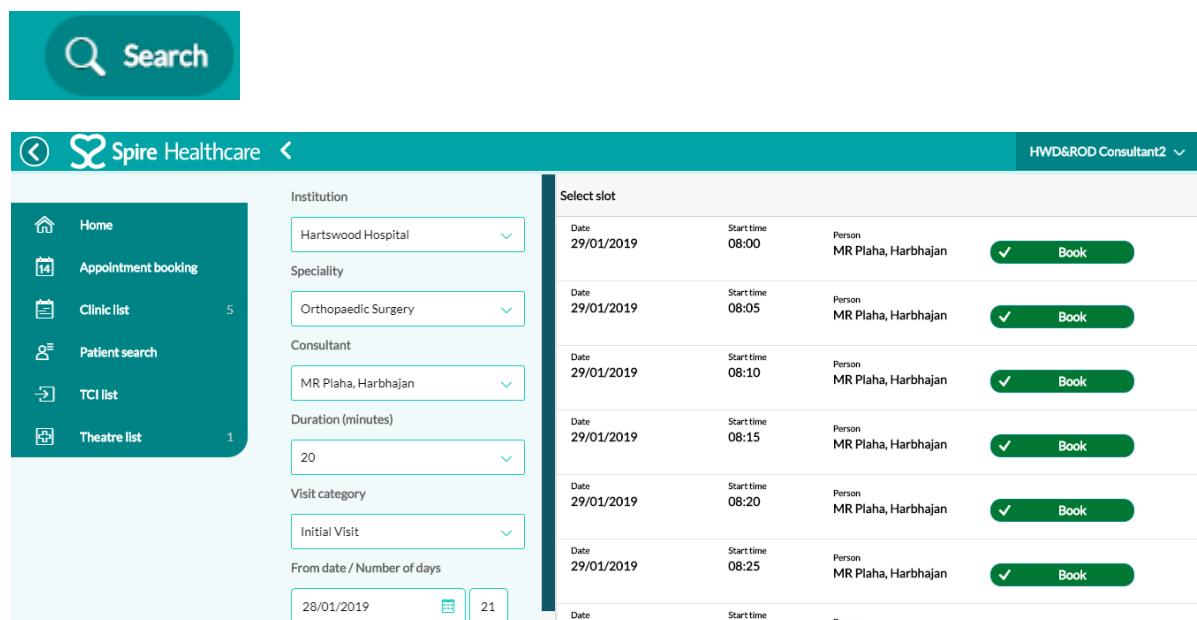
Consultant Name - Once you have entered a speciality, when you then click on Consultant, the list will display all consultants within your chosen Speciality. If you are a secretary, your consultants will appear at the top of the list.

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:



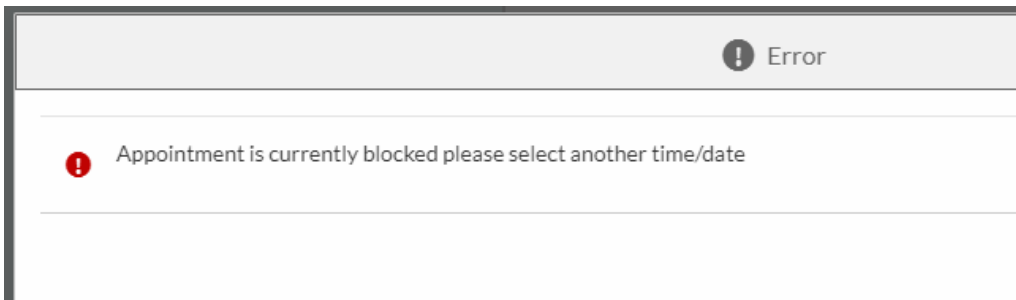
Timeslots which with a “Book” button are available for booking.



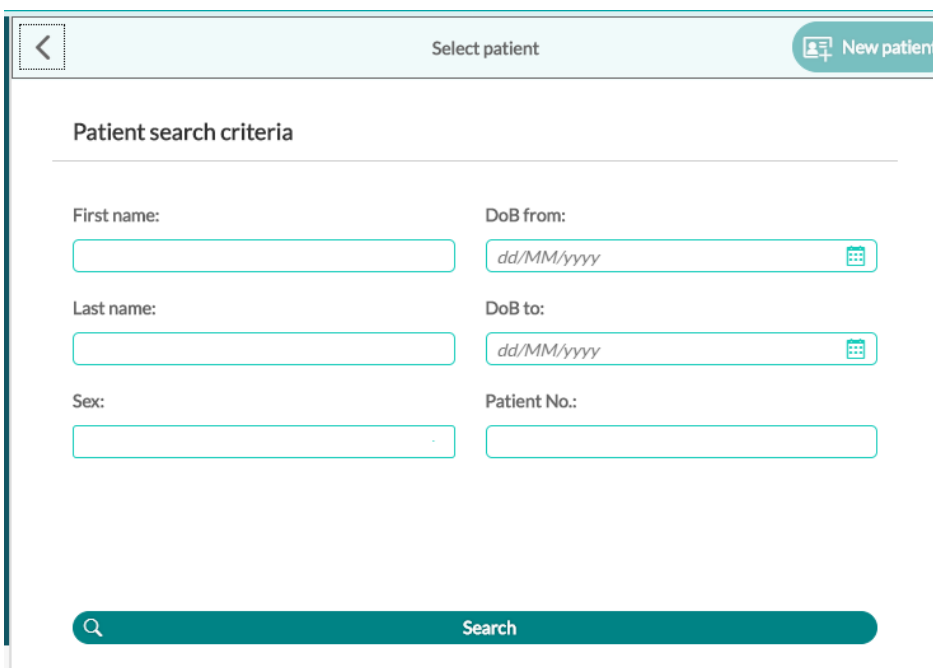
Timeslots with an “Unavailable” button are already booked in SAP. It is possible to click these slots to overbook the clinic if required.



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.

A screenshot of the "Select patient" screen in a mobile application. The screen has a light blue header with a back arrow on the left, the text "Select patient" in the center, and a "New patient" button on the right. Below the header is a section titled "Patient search criteria" with a horizontal line underneath. There are six input fields arranged in two columns. The left column contains "First name:", "Last name:", and "Sex:". The right column contains "DoB from:", "DoB to:", and "Patient No:". The "DoB from:" and "DoB to:" fields have a date format placeholder "dd/MM/yyyy" and a calendar icon. At the bottom of the form is a large teal button with a magnifying glass icon and the word "Search".

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.

Mason, Rachel (F, 29)	20/03/1989	1 Willow Lane	Reading	0032050458
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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

Confirm appointment

Patient appointments

Please, confirm the following appointment

General data Insurance Diagnosis GP

Patient name: Graham Fizzy
Institution: Hartswood Hospital
Unit: Outpatients (HWD)
Date: 16/05/2019
Start: 08:10
End: 08:20
Person: MR Plaha, Harbhajan

No Yes



Insurance

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

Insurance: Select Clear

Policy Number:

Auth. number:

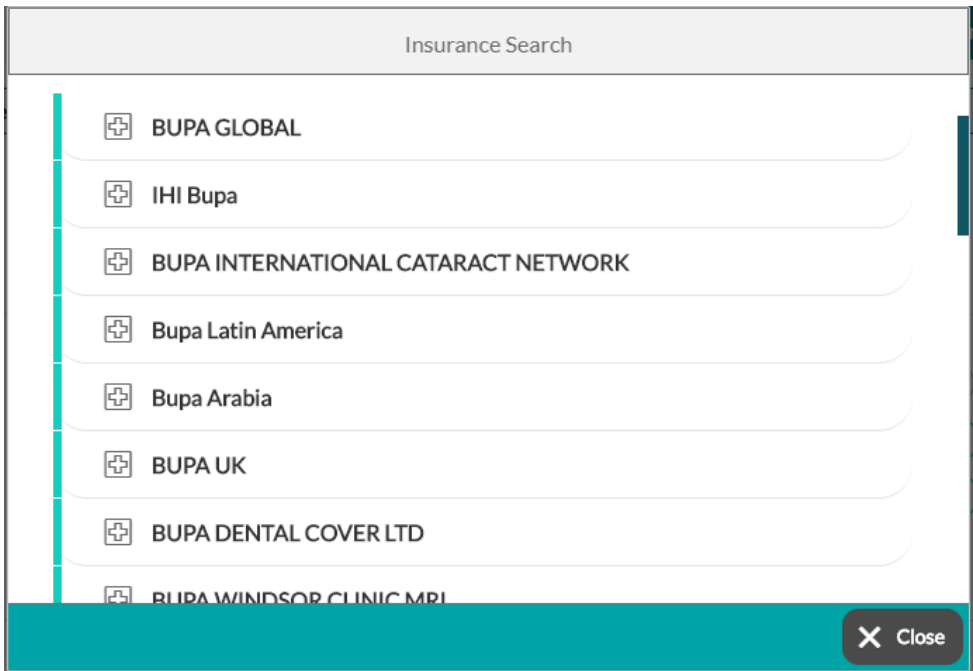
Self Payer:

Select

Click on Select and type in the name of the insurer and press search

Insurance name:

Search



A list of insurers with that criteria will then appear below – single click on the correct insurer and it will populate the insurance field :

Insurance:

Complete the Membership Number and Authorisation Number

Policy Number:

Auth. number:

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

Self Payer:



Diagnosis

Diagnosis – Click on and the below fields will appear

Catalog:

Diag. Code: Select Clear

Diag. Text: Select Clear

Free text:

+ Add

Catalog ID	Catalog	Diagnosis Code	Diagnosis	Free Text
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No data



Click the button on the Diag. Text line

In the Diagnosis Text field enter the part of the body enclosed in asterisks as below:

Diagnosis text:



Press

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

Diagnosis text:



- ACQ KNEE DEFORMITY NEC
- AMP LEG UNI ABOVE/KNEE/COMP
- AMP LEG UNI ABOVE/KNEE/SIMPLE
- CL DISLOC, KNEE, OTER NEC
- DISLOCATION OF KNEE

 Add

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:

 Add

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:  

Registered GP:  

 Select

Press at the side of Referring GP

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

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: Select Clear

Registered GP: Select Clear


Temporary GP

If you are unable to locate the registered/referring GP in a search, you can click

This must be updated to the correct GP information when the patient arrives for their appointment.

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



NOK – Click on  and the below fields will appear

(Note: This button displays for paediatric appointments only)

If the patient has a registered Next of Kin, their details will appear here or you can enter the the NOK details into these fields.

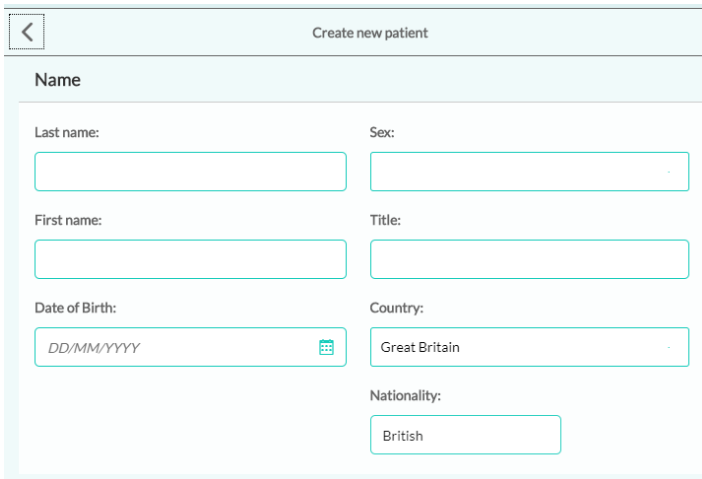
Title:	<input type="text" value="Mr"/>	<input type="text" value="Grimes"/>
Full name:	<input type="text" value="Peter"/>	<input type="text" value="Grimes"/>
Relationship:	<input type="text" value="Father"/>	
Address line 1:	<input type="text" value="10 Arrow Road"/>	
Address line 2:	<input type="text"/>	
Town/City:	<input type="text" value="Reading"/>	
Postcode:	<input type="text" value="RG31 5BB"/>	
Email:	<input type="text" value="p.grimes@sca.com"/>	
Phone number 1:	<input type="text" value="07708834334"/>	<small>The number you provide here will be the first number we will use to contact your next of kin.</small>
Phone number 2:	<input type="text"/>	
Contact allowed:	<input type="text"/>	

Creating a New Patient

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



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.

