

OR Scheduling Assistance

This help document will demonstrate the usage of the <https://orscheduler.halifax.org> website.

There are two different roles that can access the OR Scheduler website, office staff users and OR scheduler users. The options available will depend on your role. The roles are as follows.

Office Staff User Role

The office staff user role is members of the Active Directory group GB_Office_Staff_Schedulers. In order to gain access to the site as an office staff user, you must request access through the service desk. Office staff members must be logged into the Halifax Health VPN <https://remote.halifaxhealth.org>:

There will be a link on the Halifax Desktop in the folder “Halifax Websites” called OR Scheduler.



When you click on that link the main page is displayed with several options:

The screenshot shows the main page of the Halifax Health OR Scheduler website. At the top, there is a dark navigation bar with the following links: "Halifax Health OR Scheduler", "Schedule Request", "View My Schedule", "Contact Us", "Help", and "Daley, Rob". The main content area has a light gray background. The title "Halifax Health OR Scheduler" is prominently displayed in a large, bold, black font. Below the title, a subtitle reads "Please use this application to scheduler the OR at Halifax Health." A blue button with white text "Start New Schedule Request »" is positioned below the subtitle. At the bottom of the page, there are three columns of content. The first column is titled "View My Schedule" and includes the text "more information about viewing my schedule here" and a button "View My Schedule »". The second column is titled "Get Help" and includes the text "You can always use the Help link above to get help." and a button "Get Help »". The third column is titled "Contact Us" and includes the text "more information about why to contact us." and a button "Contact Us »".

Start New Schedule Request:

Clicking this button will load a form for entering a new OR schedule request. A form will display with several questions about the surgery to be performed. There are required fields on the form when left blank will be highlighted by a red X:

Halifax Preop and Operative Scheduling

OR Scheduling Request

✖Book at: <input type="radio"/> Cath Lab <input type="radio"/> Endovascular <input type="radio"/> HMC OB <input type="radio"/> HPO <input type="radio"/> Twin Lakes <input type="radio"/> CVOR <input type="radio"/> HMC GI <input type="radio"/> HPC <input type="radio"/> Main OR	
✖Date of Surgery: <input type="text"/>	✖Time: <input type="text"/> AM <input type="button" value="v"/>
Please note, if you need to schedule surgery for today or tomorrow you will have to contact the OR back office at 386.254.4148	
✖First Name: <input type="text"/>	✖Last Name: <input type="text"/>
✖SSN: <input type="text"/>	✖DOB: <input type="text"/>
✖Phone Number: <input type="text"/>	✖Street Address: <input type="text"/>
✖City: <input type="text"/>	✖State: <input type="text"/> ✖Zip: <input type="text"/>
✖Surgeon: <input type="text"/>	✖Surgery Length: <input type="text"/> (in minutes)
✖Insurance: Primary/#: <input type="text"/>	Secondary/#: <input type="text"/>
✖Diagnosis: <input type="text"/>	✖CPT Code: <input type="text"/>
✖Laterality: <input type="text"/>	<input type="text"/>

The form also requires the requestors email address:

Preferred Date: <input type="text"/>	Preferred Time: <input type="text"/> AM <input type="button" value="v"/>
Office Scheduler requesting: <input type="text"/>	✖Confirmation Email: <input type="text"/>

✖Required fields missing

Submit Request »

The system will remember your name and confirmation email for any requests after this one. When all fields are complete and the Submit Request button is clicked you will get a confirmation screen:

Complete!

Thank you, your surgery request has been saved for processing. You will be notified of the OR Case Confirmation number at the email address you entered on the form.

[Start New Schedule Request »](#)

When the OR Schedulers confirm your surgery you will receive a confirmation email from ORSchedulers@halifax.org with your confirmation number. Please note, you may be contacted about information on the form or to adjust the date and time.

From: ORScheduler@halifax.org
To: Daley, Rob
Cc:
Subject: OR Case Confirmation Number

OR Scheduling Request Confirmation

For more information please login to the Halifax Health portal and select the OR Scheduler

Book at: CVOR

Date of Surgery: 7/11/2014 **Time:** 8 AM

Surgeon: dr fabian

Pre-Op Testing Request: HPO

Visit Type: Open Heart

Preferred Date: 7/18/2014 **Time:** 8 AM

Total Joint Class: test

Total Joint Class Date: 7/18/2014

Enter By: Rob Daley rdaley

Confirmation Email: rob.daley@halifax.org

Submit Date: 7/8/2014 8:44:00 AM

OR Case Confirmation#: 555555

[View My Schedule](#)

As an office staff user you can check on the status of your schedule both confirmed and unconfirmed by clicking on the View My Schedule link:

Halifax Health OR Scheduler

Use the options below to view your schedules

View My Schedule

[view current unconfirmed schedule »](#)

[view current confirmed schedule »](#)

[view old schedule \(last 30 days\) »](#)

Here you have the option to select current (today and any future scheduled date) or old (anything older than today up to 30 days in the past).

Here we see the unconfirmed schedule:

current unconfirmed schedule

VIEW	Book at:	Date of Surgery	Time of Surgery	Patient	Surgeon
View Details	Cath Lab	7/23/2014	9 AM	John Smith	Dr. Spock

Clicking View Details displays the information about my scheduled visit:

OR Scheduling Request

Book at:	<i>Cath Lab</i>
Date of Surgery:	<i>7/23/2014 9 AM</i>
Name:	<i>John Smith</i>
SSN:	<i>55-555-5555</i>
DOB:	<i>01/01/1901</i>
Address:	<i>100 Main Street Daytona Beach, FL 32114</i>
Phone:	<i>386-555-5555</i>
Insurance/ Primary	<i>XX-1111</i>
Insurance/ Secondary	<i>YY-1111</i>
Surgeon:	<i>Dr. Spock</i>
Length:	<i>62</i>
Diagnosis:	<i>EASV anemia</i>

The only difference between the unconfirmed and confirmed schedule is the confirmation number at the bottom of the details page:

Status:	
OR Case Confirmation#:	<i>unconfirmed</i>
Status:	<i>Confirmed</i>
OR Case Confirmation#:	<i>555555</i>

[Contact Us](#)

Contact us displays contact information for the Halifax Health OR schedulers.

Contact Us

HHMC Email:

ORSchedulers@Halifax.org

Fax: 386.252.0092

Phone: 386.254.4148

TLSC Email: TLORSchedulers@Halifax.org

Fax: 386.274.2070

Phone: 386.274.1665

OR Schedule Users

The OR Schedule user role is members of the Active Directory group GG_ORSchedulers_Mailbox. In order to gain access to the site as an OR scheduler user, you must request access through the service desk. OR Schedule members must be logged into the PC on a Halifax Health device on the Halifax Health network as themselves. Navigate to <https://orscheduler.halifax.org> website main page for several options:

Halifax Health OR Scheduler

Schedule

Daley, Rob

Halifax Health OR Scheduler

Please use this application to confirm scheduled request for the OR.

View Schedule

more information about viewing my schedule here

[View Schedule »](#)

Manage Access

View, add and remove office staff users that have access to this site.

[Manage Access »](#)

Contact Us

more information about why to contact us.

[Contact Us »](#)

OR Schedule users have the option to view current (today and any future scheduled date) or old (anything older than today up to 30 days in the past) schedule requests both confirmed and unconfirmed. Click on View Schedule:

View Schedule

[view current unconfirmed schedule »](#)

[view current confirmed schedule »](#)

[view old schedule \(last 30 days\) »](#)

Here we see the unconfirmed schedule:

current unconfirmed schedule

OPTIONS	Book at:	Date of Surgery	Time of Surgery	Patient	Surgeon
View Details Confirm	Cath Lab	7/23/2014	9 AM	John Smith	Dr. Spock

Clicking View Details displays the information about the office staff scheduled visit:

OR Scheduling Request

Book at:	Cath Lab
Date of Surgery:	7/23/2014 9 AM
Name:	John Smith
SSN:	55-555-5555
DOB:	01/01/1901
Address:	100 Main Street Daytona Beach, FL 32114
Phone:	386-555-5555
Insurance/ Primary	XX-1111
Insurance/ Secondary	YY-1111
Surgeon:	Dr. Spock
Length:	62
Diagnosis:	EASV 0000

If you click the "Confirm" option and scroll to the bottom of the unconfirmed request to enter a confirmation number:

OR Confirmation Number

Add / Edit Confirmation Number »

Enter a confirmation number here clicking the button will email the requestor with the confirmation number details.

From: ORScheduler@halifax.org
To: Daley, Rob
Cc:
Subject: OR Case Confirmation Number

OR Scheduling Request Confirmation

For more information please login to the Halifax Health portal and select the OR Scheduler

Book at: CVOR
Date of Surgery: 7/11/2014 **Time:** 8 AM
Surgeon: dr fabian
Pre-Op Testing Request: HPO
Visit Type: Open Heart
Preferred Date: 7/18/2014 **Time:** 8 AM
Total Joint Class: test
Total Joint Class Date: 7/18/2014
Enter By: Rob Daley rdaley
Confirmation Email: rob.daley@halifax.org
Submit Date: 7/8/2014 8:44:00 AM
OR Case Confirmation#: 555555

Manage Access

OR Schedulers that are in the role Access Admins also have the ability to manage access to the site. In order to add a scheduler to the Access Admin role, please contact Nancy Heywood. Access Admins can add new OR schedulers, remove schedulers, add office staff users and remove office staff users. The following options are displayed on the Manage Access page:

Access

view office staff list »

add new office staff user »

view OR Scheduler list »

add new OR Scheduler »

The view options allow you to see anyone in these groups as well as remove them:

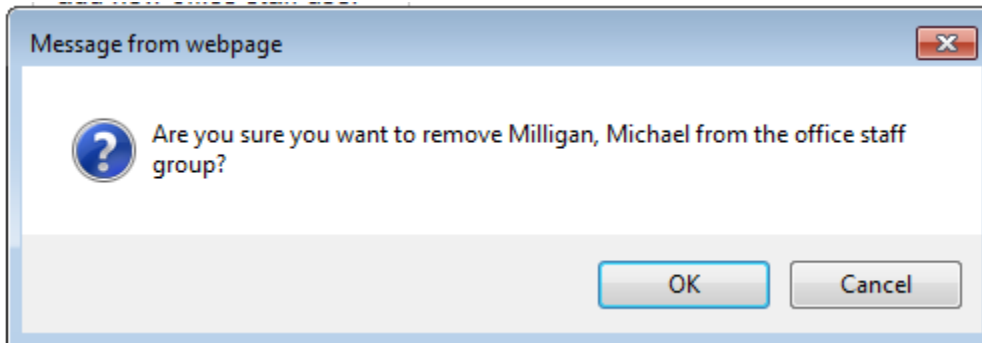
Office Staff List

Milligan, Michael [REMOVE](#)

Couturiaux, Roberta [REMOVE](#)

Daley, Rob [REMOVE](#)

Clicking REMOVE will display a confirmation warning before actually removing the user:



Click **OK** to confirm, or **Cancel** to return to the user list.

Click **add new office staff user** or **add new OR Scheduler** to view the lookup form:

Use the form below to add a new user. Start with entering the users last name and click "Lookup User"

 [Lookup User »](#)

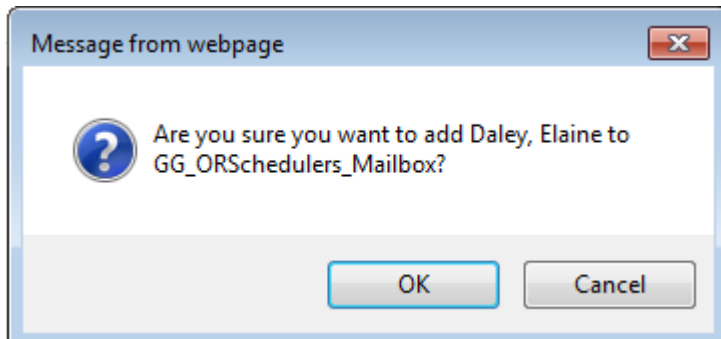
Enter the user's last name and click **Lookup User** button. A list of users with that last name will be displayed with the option to **ADD**

[Lookup User »](#)

Daley, Rob [ADD](#)

Daley, Elaine [ADD](#)

Click **ADD** will display a confirmation warning:



Click **OK** to add the user or **Cancel** to return to this page.