

Patient Booking Form

AFFIX PATIENT STICKER HERE

If sticker not available
PATIENT DETAILS MUST BE COMPLETED

PATIENT DETAILS	
Patient Name:	
Patient Number: (RJAH No. or NHS No.)	
Address:	
DOB:	

Consultant:		Date seen in OPD:	
Height:		Weight:	
		BMI:	

PROCEDURE DETAILS	
Procedure(s):	
Side:	
Additional Procedure Information:	
Anticipated Surgical Time:	
DVT/Prophylaxis:	
Priority:	
TCI Date:	
Surgery Type (please tick):	<input type="checkbox"/> Inpatient <input type="checkbox"/> Menzies <input type="checkbox"/> Day Case with Bed
Anaesthetic:	<input type="checkbox"/> GA <input type="checkbox"/> LA

RESOURCE & STOCK REQUIREMENTS	
X-Ray Requirement:	
Frozen Section (please tick):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
Other Resources:	
Implants (not specials):	
If treatment is booked beyond target date, please state reason for this:	

FOR ADMISSIONS OFFICE USE ONLY

Operation Code:		Pre-Op. Date Given	
Details Added to Bluespир		Patient Information Given	
Pre-Op. Health Questionnaire Completed		Patient Offered Transfer of Care	
Added to Waiting List		Lorenzo PAS Updated with TCI date	

Bluespier System Interruption and Downtime procedure OUTPATIENTS CLINIC

In the unlikely event that the Bluespier system is unavailable to use in clinic, please use the following procedure to capture all required information:

RJAH CLINIC

1. On decision to treat patient, the Consultant Surgeon must complete **Patient Booking Form** overleaf – *Please complete this form with as much information as possible, as this information will need to be input into the Bluespier system at a later time*
2. The Consultant Surgeon must ensure that the completed **Patient Booking Form** is issued to their Booking Clerk via one of the following routes:

- a. Via Patient – when visiting Admissions following their Outpatient Appointment
- b. Via Consultant/Medical Secretary/Outpatient Nurses – Once clinic has finished/next working day

It is important to ensure that the Booking Clerk receives this form as soon after clinic as possible, so there is not a backlog with booking Inpatients.

3. When the system is available for use, the Booking Clerk will input the information captured on the **Patient Booking Form** onto the Bluespier system. The Consultant Surgeons may wish to meet with their Booking Clerk as part of this process.

EXTERNAL CLINIC

1. If the Consultant Surgeon can access Bluespier remotely but the patient whom they wish to list for surgery is not registered on the system, the Admissions Department can be contacted on 01691 404855 or 01691 404079 to register the patient.
2. Alternatively, on decision to treat patient, the Consultant Surgeon must complete **Patient Booking Form** overleaf – *Please complete this form with as much information as possible, as this information will need to be input into the Bluespier system at a later time*
3. The Consultant Surgeon must ensure that the completed **Patient Booking Form** is issued to their Booking Clerk via one of the following routes:

- a. Via Consultant/Clinic Nurses – Once Clinic has finished/next working day
- b. Via Medical Secretaries – next working day

It is important to ensure that the Booking Clerk receives this form as soon after Clinic as possible, so there is not a backlog with booking Inpatients.

To ensure the **Patient Booking Forms** are available at external clinics and to ensure the secure transit of any completed **Patient Booking Forms** from external clinics, each Consultant Surgeon will be issued with a folder containing a supply of forms and a place to safely file any completed forms.

4. When the system is available for use, the Booking Clerk will input the information captured on the **Patient Booking Form** onto the Bluespier system. The Consultant Surgeons may wish to meet with their Booking Clerk as part of this process.

For access to an electronic version of this form, please visit <http://www.rjah.nhs.uk/Our-Services/For-health-professionals/Bluespier.aspx>.

Please note: this form can be completed electronically, but then must be printed so the above processes can be followed.

Alternatively, the form can be printed to a file and sent via e-mail either a) using your NHS.net e-mail account to rja-tr.admissions@nhs.net or b) from your RJAH e-mail account directly to your Booking Clerk's RJAH e-mail account.