

Component Spotlight

Patient List component

About the component:

This component allows end users to review the current surgery patient lists, which can be saved in a user’s MyLists and exported to Excel to support ad hoc analyses. This component provides a short-cut to row-by-row patient data to support operational bookings and analysts wanting to access raw data sets. The sort orders are applied to facilitate the bookings of the most urgent and long waiting patients first. Additional filters available to assist operational end users who specialise in a specific area.

Who it’s for: Booking and Scheduling Officers, Elective Surgery Wait List Auditors, Elective Surgery Coordinators and Clinicians/ Surgeons/ Proceduralists.

Where you’ll find it:

SystemView > Explore > Surgery > Waiting List > Patient List.

Data refresh rates:

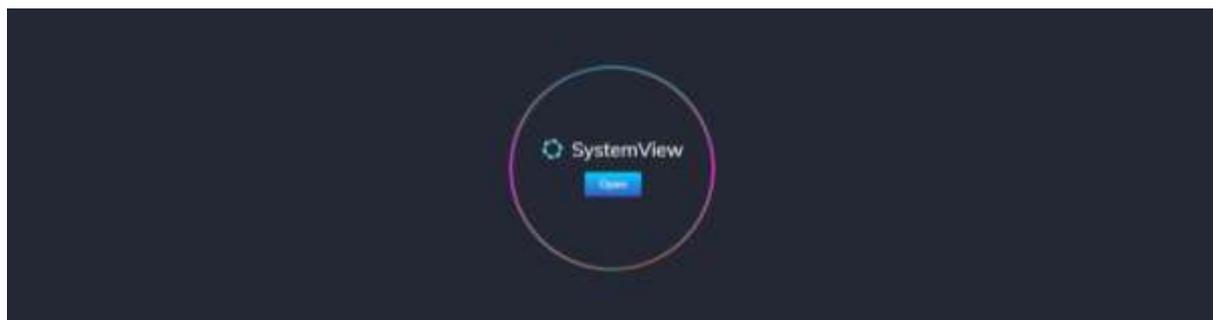
The data within this component updates every morning.

Definitions used in Patient Lists – Wait Groups:

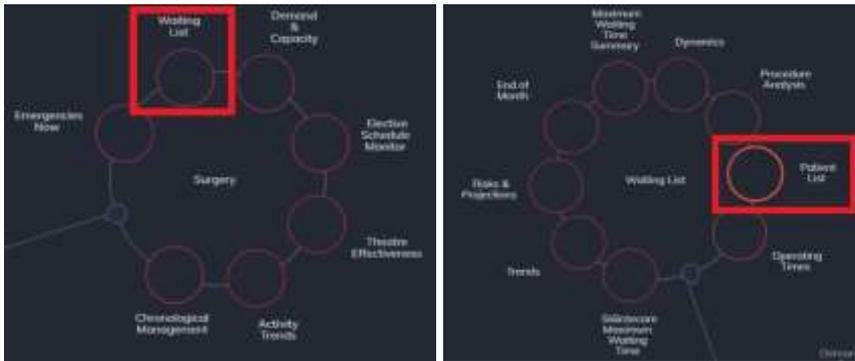
Unbooked	Unbooked patients with more than 28 days remaining to target treatment date.
Unbooked Risk	Unbooked patients within 28 days of target treatment date.
Unbooked Over Target	Unbooked patients already exceeding target treatment date.
Booked in Time	Booked patients with planned appointment more than 14 days before target treatment date.
Booked Risk	Booked patients with a planned appointment within 14 days of target treatment date.
Booked Breach	Booked patients with a planned appointment that exceeds target treatment date.
Booked Over Target	Booked patients already exceeding target treatment date.

Step 1.

Sign in to SystemView using your current hospital credentials and password



Step 2.



Navigate to
 Explore > Surgery
 > Waiting List >
 Patient List.

Step 3.



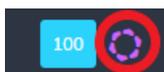
Apply drop-down filters **at the top of the page to refine the data.**

Selecting the (i) symbol to see the Wait Group definitions.

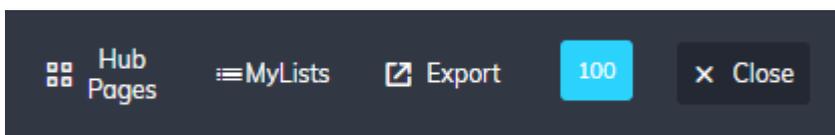
Step 4.



Current Waiting List Details table displays a patient level table with detailed information directly from the Elective Surgery waiting list that can be exported to excel or CSV or saved to your **Interact – MyList or MyHub**.



Use the **icon** to Activate the waiting list.



Select **'MyLists'** and enter a title for a new workbook, then 'Add' your list, select the applicable data columns or default to 'All' fields and name the individual list (e.g. Orthopaedics, Unbooked, Cat 2)

Users can save up to 12 individual lists to each workbook.

Select **'Export'** to download the list to CVS/Excel, select the applicable data columns or default to 'All' fields and select next and download.

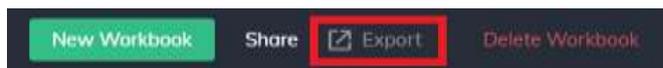
Select **'Hub Pages'** and create hub page and add the list to the created hub page.

Step 5.

Navigate to the **Interact** environment of SystemView and select **'MyLists'**



Select the list you require from the drop-down box.



Export MyList to excel by selecting the export icon at the top right. Each list will be available as an individual tab within the same spread sheet.

To export 1 individual list from the MyList: activate the required list and select export.