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|  | **ED RECEPTION**  **MSK LOWER LIMB & MSK SHOULDER/ELBOW Clinic Appointments SOP** |
|  | **PLEASE NOTE** – These MSK clinics are **Virtual Triage Clinics**. The **patient will not be contacted** during the appointment.  **ALWAYS book the next available appointment, regardless of what timescale the ED Clinician has requested.** |
| **1** | Open **Schapptbook**, click on **Books,** double click **Bookshelf** and select **CHFT – A&E** and double click **CHFT A&E book.** |
| **2** | Navigate the calendar to find the **next available clinic slot**, on either the **AE Acute Lower** or **AE Acute Upper** clinics. Do not use any other clinic slots within this clinic book. |
| **3** | Right click on desired clinic appointment slot, select **Add New Appointment** |
| **4** | Click blue square next to **Appointment Type** and select **T and O MSK Lower Limb Virtual New** or **T and O MSK Upper Limb Virtual New**,as appropriate for the clinic you are booking. |
| **5** | Click blue square next to **Patient Name** to open **Patient Search window.** |
| **6** | Click **Reset** and enter the **MRN** to search **for the patient** |
| **7** | **Click patient name** to highlight it, click **Add Encounter** and select **Yes** when asked if it is a **Waiting List Encounter**. |
| **8** | Select **Outpatient Referral List** from **Conversation** drop down menu |
| **9** | Right click anywhere on the list of episodes that appear, select **Add Episode** and click **OK** to **18 Week Wait Pathway** when prompted. |
| **10** | **Double click on the episode you created** (top of the list with today’s date on), complete the missing fields in the Referral window as below.  Referral received date needs to be today’s date. Sub Treatment Function needs to be MSK Lower Limb or MSK Shoulder as appropriate to the clinic you’re booking into. |
| **11** | Click **OK** then **OK** again.  Click **Move**, then **Confirm**. Select **No for Send Letter to Print Services**, click **OK**. |