Operations List

21/07/2025 11:46 am BST

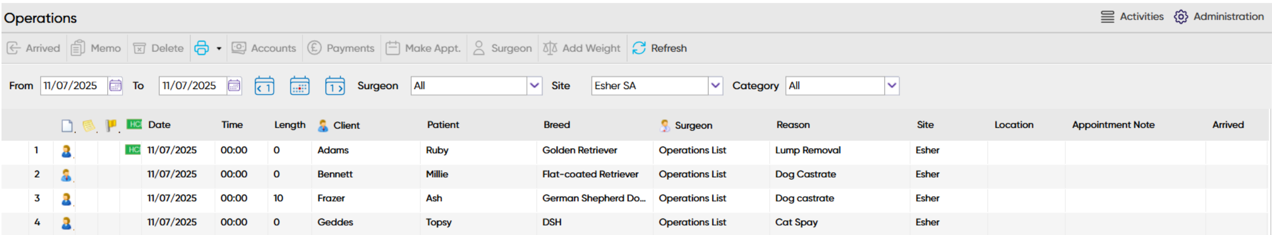
Summary

The Operation List displays all operation appointments for the current day.

Details

The Operations List can be accessed via the 'Day Lists' button from Primary Navigation on the left-hand side

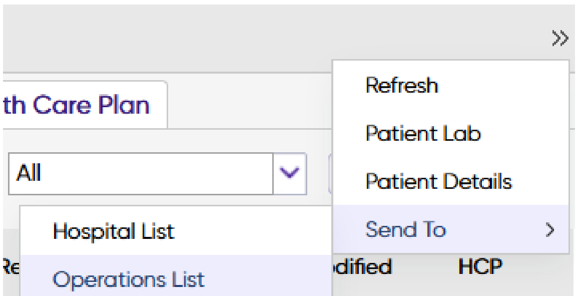
Once selected, the Operation List will display, showing any patients that have an operation appointment booked.



Adding a Patient to the Operations List

From Treatment Screen

1. From the Treatment screen, select the arrows in the top right of the screen. Select 'Send To' and select 'Operations List'
2. This will send the patient to the Operations List for today's date.



Dispensing Treatment

1. From the Treatment Screen, when adding a treatment, certain treatment codes can be configured to display a prompt to 'Send To Operations List'.
2. Selecting 'Yes' to this prompt will send the patient to the Operation List for today's date.

From the Diary Screen

In order to use this option, you will need to have aOperations column setup in the Diary screen. Once this has been setup, you can add to the Operations list via the Diary screen.

1. Navigate to the Diary screen and locate the 'Operation column'.
2. Specify a 'Reason' for the booking and save the appointment.
3. The entry will display in the Diary screen and on the 'Operations' Daylist.

Using the Operations List

Selecting a patient from the list and right-clicking will display the below options:

Function	Description / Function
Set Priority	Allows you to set a priority against an appointment.
Set Arrived	The appointment will change to RED within the diary screen, the waiting list and Full list.
Set Failed to Show	Sets the patient as failed to show. This will appear grey in the Hospital List and the Diary.
Set Cancelled	Sets the patient as cancelled. This will appear in a neutral brown colour in the Hospital List and the Diary.
Set Treated	The appointment will change to BLUE to indicate the client has been treated.
Set Paid	The appointment will change to GREEN to indicate the client has paid.
Appointment Memo	Adds an 'M' to the third column on the Hospital List, to indicate there is a memo attached.
Edit Appointment	Allows the user to change the appointment reason & note.
Delete Appointment	Removes the appointment from the Hospital List and Diary.
Print Appointment Label	Prints an Appointment Label to the practice's label printer. This details the appointment date, time, reason and surgeon.
View Appointment Trail	Displays an audit trail for the selected appointment.
Send to Kennel	Sends the Patient to a Kennel.
Send To VetCheck	Send the patient to VetCheck if the integration is in use.

Arrive and Send To VetCheck	Arrive the patient and send to VetCheck if the integration is in use.
Clipper	Add the Patient and Client Details to the Clipper.
Add Weight	Allows the user to add the patients weight.
Payments	Triggers the Payments workflow
Show Referrals	Shows any referral practice information.
Consent	Opens the Consent form window.
View History	Displays the Patient's Treatment history in a pop-up window.
View PACS	Navigates to your practice's PACS system. For more information, see PACS.

Exporting the Operating List

The Operations list can be printed, emailed or exported to CSV file.