How do I set up procedure time allowance rules?

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Overview:

Procedure time estimates will be provided for procedures that have a sufficient number of recorded completed times. This is done so that bookings for cases are as reasonable as possible; this results in a more efficient system.

The procedure time average is calculated from 1 of 3 sources, they are listed below in order of preference.

- Provider Average: The average time derived from the responsible Provider's completed cases matching this procedure.
- Service Average: The average time derived from all Providers within this service who have completed this procedure.
- Default Procedure Time: Default procedure time, provided by the client (implementation of this value is client specific)

  Procedure Time Allowances:

  Whenever a new procedure is added to a case, the procedure average (calculated above) is visible to the user. On a Care Venue level, the Novari ATC Administrator may restrict what Provider's Office users can supply for estimated procedure times that are greater than or less than the average.

There are 3 permission types:

- Allow: Users are allowed to specify their own estimate for this Care Venue.
- Allow With Reason: Users are allowed to specify their own estimate for this Care Venue, but must specify a reason for not using the provided value.
- Do Not Allow: Users are *not* permitted to specify their own estimate; they must use the provided value.

  Overestimating causes hospitals to waste time and underestimating causes operating rooms to be overbooked. Since these are two separate problems with respect to surgical scheduling, we allow Administrators to manage them individually. For a basic example, in a single Care Venue I can:

- Allow users to provide a time greater than the supplied average
- Do Not Allow users to provide a time less than the supplied average.

  Now, for users looking to take more control of the procedure time allowance rules, we allow for more granular configurations. First of all, we allow you to distinguish between the primary procedure and non-primary procedures. An example of this would be:

- Allow with Reason users to provide a time greater than the supplied average for the primary procedure
- Allow users to provide a time less than the supplied average for any non-primary procedure.

  This can be a useful tool for separating rules for the preparatory/secondary procedures from the rules for the primary procedure.

  Finally, for superusers who want full control of their procedure time allowances, you can provide different rules based on whether the supplied average is a Provider Average, Service Average, or Default. This means, you can configure a Care Venue to:

- Do Not allow users to provide a time less than the calculated Provider's average for the primary procedure
- Allow with reason users to provide a time less than the calculated service average for the primary procedure

As you can imagine, this results in a large amount of potential configuration for each Care Venue; precisely, each Care Venue can have 12 procedure time allowance permissions. There are 2 major questions:

1. Allow time greater than average?
2. Allow time less than average?

These 2 questions need to be answered for both primary and non-primary procedures. They also need to be answered for all 3 procedure average sources (Provider, Service, Default). The page in the administrator where this is managed can be seen below, it is accessible by the following path:

1. Navigate to the "Administrator" module from the main page of the application

2. Select "Application Settings"

3. Select "Care Venue Settings"

4. Be sure to select the appropriate Care Venue from the available list.

5. Provide all values, repeating as required.