



# Find Consultation Rooms in SOC Easily!

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## Background

Consultation rooms are key resources in SOC which the department aims to maximise the booking and utilization. The individual clinic-in-charge will tend to offer available room/sessions to doctors who are running sessions in their own clinic first, before allowing other clinic-in-charge to request for their rooms as part of expansion of services. However, there is no standardised clinic roster used across all SOC clinics – each clinic has their own way of presenting the information. As a result, the in-charge will need to spend time referring to numerous rosters in different formats to find the required room/session.

## Aims

The main aims of this project are to leverage Microsoft Excel functions to:

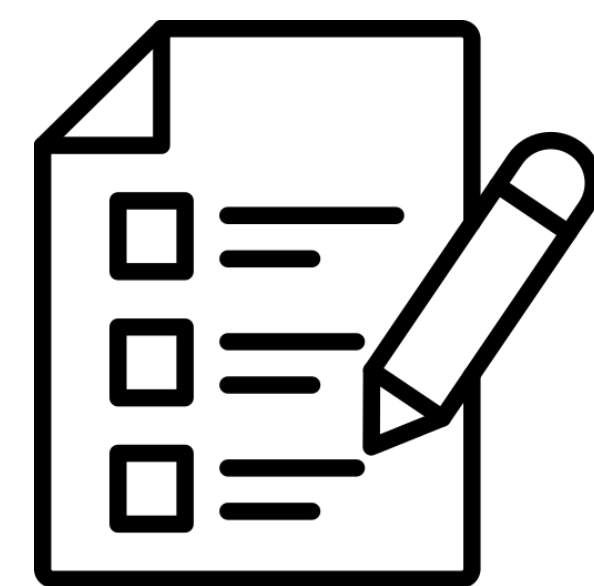
1. Create a **standardised** clinic roster that is applicable and relevant to all 23 outpatient clinics with varying number of consultation rooms and non-consultation rooms (as an added feature)
2. Use the standardised clinic roster to provide an **overview** of the available session (day and week of the month) within each outpatient clinic
3. Create **1 single file** as a generator/interface for the user to search for the required session across all 23 clinic rosters
4. Be scalable as more clinics / rooms are added in the future

## Methodology



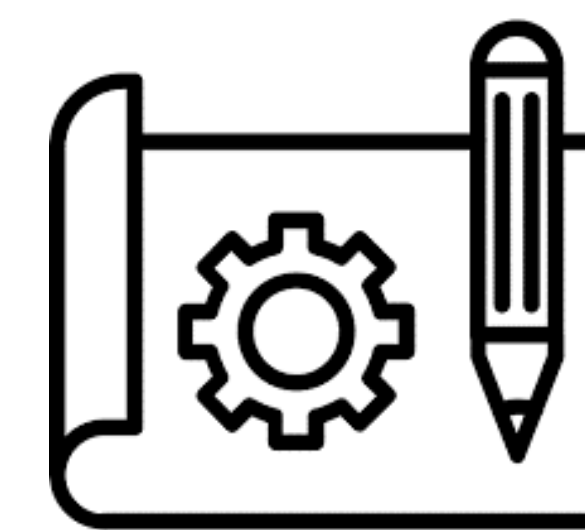
### Study Existing

Studied the different clinic roster formats and the information presented



### Gather Requirements

Engaged the individual clinic-in-charge on what additional features they would like to have as they are the eventual end users of the file



### Build Prototype

Iterative approach to build: based on envisioned layout, list of added features, solicited feedback as well as addressing problems observed in current rosters  
Utilized Excel formulas and Visual Basic for Application (VBA)



### Solicit Feedback

Constant two-way feedback sessions with various clinic managers on the ease of use, user interface and functionality

## Outcome

### Phase 1

Conversion of clinic rosters from varying formats and layouts to a standardised layout with the flexibility to add remarks and colour coding cells for easy reference

### Phase 2

**Overview of available rooms for each week**

			RM 307	RM 308	RM 309	RM 310	RM 312	RM 313	RM 334
Mon	AM	Week No.				5			5
Mon	PM	Week No.							
Tue	AM	Week No.						1,2,3,4,5	
Tue	PM	Week No.		4,5		1,3,4,5		1,2,3,4,5	
Wed	AM	Week No.						1,2,3,4,5	
Wed	PM	Week No.					1,2,3,4,5	1,2,3,4,5	
Thu	AM	Week No.							
Thu	PM	Week No.							
Fri	AM	Week No.							
Fri	PM	Week No.		1,2,3,4,5				1,2,3,4,5	

Standardised clinic roster in Phase 1 facilitated the creation of an overview table for each individual clinic – Identifying which room is available on the different days, sessions and weeks.

Overview table was derived through a series of complex formulas.

A standalone file that is able to scan across the selected clinic rosters to return rooms that are available, based on user's input.

VBA coding was heavily used to derive the output while keeping this standalone file lightweight (file size of 640kb)

## Conclusion

While it is still preferred that a bespoke IT application which takes in information from the Outpatient Administrative System (OAS), can be created for the department to identify available rooms across all outpatient clinics easily, both the standardised clinic roster and the rooms availability Excel files have demonstrated that we can make use of an everyday software – Microsoft Excel to deliver our desired outcomes. Rather than waiting for an application to be created, the department took a small step forward to leverage on VBA coding and functions and created a pseudo software to shorten the process time of finding available rooms.