Blackpool Teaching Hospitals NHS Foundation Trust Room Booking - Guide

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Right Pathway		Specialty Specific	
guidance		Pathways	
Antimicrobi	al Formulary - For Adults - Access it on your Smart Phone	on the GO	
ICT Service Desk New IT Equip. Estates Services	Alcohol assess. Productive Ward Stop Smoking		
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Scheduled care: eDischarge System	Clinical: - Nexus Inter	connect	
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Clinical Support: New Documents (Last 60 of Health Records Documen	Bays) - CyberLab / (t Library A to Z: - HISS Live	CyberRad (Orders and Results)	
Non-Divisional: Communications Clinical Pathways	- HISS Web Li - Pathology	ive	Click onto
Can't find it? A to Z Library Services Room Booking System	- Antimicrobi	ial Formulary - Web App	
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On the Hospital main intranet page click onto the Room Booking System which is highlighted by the Red Arrow (see above image) click onto this.

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This will take you to the Room Booking system which will show all the teaching/meeting rooms within the Hospital. From this page you can scroll through all

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the rooms available. Click on the room that you require and the time, this will then take you to the next page.



Once you have this page up it will show you the information for each individual Room and how many people it holds and the available facilities. When you have found your preferred location you can book the room as below and the following screen will appear

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Complete all the required fields on the page and submit. Once this has been submitted it will go to the Room Booking Administrator for approval and you will receive an email confirming that your Room Booking has been successful.