

Minor procedures that are performed outside of the OR in the surgical area need to follow the recommended workflow to ensure charges drop appropriately.

## Preprocedural Phase

The documentation process will remain the same in the preoperative area. Follow the normal process of documenting the prepping phase of the patient.

## Intraoperative Phase

In this phase, the patient will remain in the same bay in PreOp, moved to a recovery bay, or a designated minor procedure room.

**STEP 1:** Nursing will review PowerPlans or paper order sets. Prepare medications if procedural sedation is ordered.

**STEP 2:** Open **IntraOp Record** in Periop Documentation.

**STEP 3:** Navigate to **Document** (located above the toolbar). Select **Case Logging** in the menu.

**STEP 4:** In the **Case Logging** window, left-click the mouse, hold, and drag to select all segments.

- Only non-required segments will show in the window.
- Select a reason through the dropdown and click **OK**.

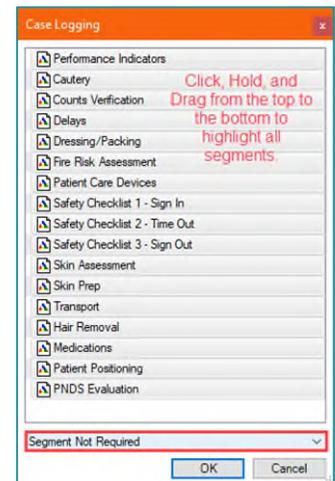
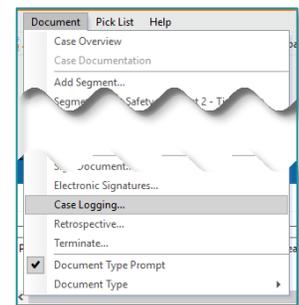
**STEP 5:** Document the four required segments and reactivate other segments if needed.

**STEP 6:** Document procedural sedation meds if given by a nurse.

**STEP 7:** Pick one item from Picklist.

- Pick a glove or a gauze. The reason is to satisfy the requirement to finalize the Intraop record.

**STEP 8:** Finalize Record.



## Recovery Phase

In this phase, the documentation process will remain the same in the recovery area. Follow the normal process of documenting the recovering of the patient for discharge or transfer.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.