


The recommended workflow will ensure the anesthesia record will have Personnel times stopped upon exiting the record and will be signed signed by both nurse anesthetists and anesthesiologists.

Finalizing the Anesthesia Record

After documenting the handoff, it is time to finalize the record. This will stop the Personnel times for both nurse anesthetists and anesthesiologists. This step will also prevent manual documentation of the times and stop the record from running.

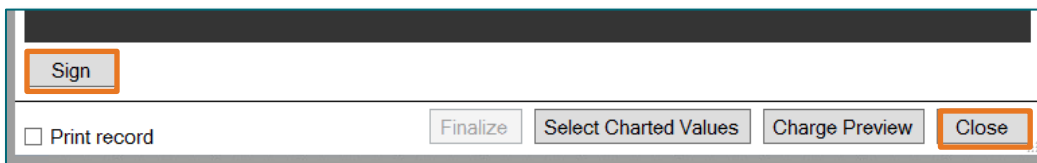
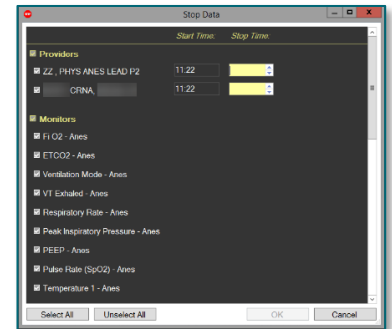
Nurse Anesthetists:

STEP 1: Click **Finalize Case** icon  located in the toolbar. The **Stop Data** window will populate.

STEP 2: Type “n” in the stop times for all of the personnel documented in the beginning of the case. The **Finalize** window will populate.

NOTE: The **Stop Data** window will also disassociate the monitors.

STEP 3: Sign the record. Once the record is signed, click **Close**.



STEP 4: Suspend or click the red X to get out of the chart.

Anesthesiologists:

STEP 1: Open the chart in **Surginet Anesthesia Record**.

STEP 2: Sign the attestations.

STEP 3: Sign the record. Once the record is signed, click **Finalize**.