
This Quick Reference Guide (QRG) provides an introduction to Anesthesia documentation.

Introduction to Anesthesia

The Perioperative Tracking board is your default view when you log on to PowerChart. The tabs displayed at the top of PowerChart may differ depending on your location. Often, two tabs display: MCOR Anesthesia and MCOR Anesthesia Out of Department. From here you navigate to other areas of PowerChart using the Action toolbar.

Introduction to Anesthesia – Part 1

➤ **From the Perioperative Tracking board:**

STEP 1: Click Tracking Board to navigate to the Women’s Health Tracking board.

STEP 2: Review the patient information, such as estimated gestation age, cervical effacement and dilation, fetal station, and provider.

STEP 3: Click Case Selection in the Action toolbar.

STEP 4: If necessary, click Location; select the location of interest to you and click OK.

NOTE: You can filter case information by date, person, case number, provider or MRN as needed.

STEP 5: Click Message Center in the Action toolbar. The Inbox, Proxies, and Pools tabs display above the menu on the left side of the screen.

NOTE: The Inbox contains documents, orders that need signatures, messages, work items, and notifications. Proxies let you delegate your message center to another provider if needed. Pools are collections of filterable information that display for 30 days.

STEP 6: Click Anesthesia Dashboard in the Action toolbar and select the location of interest to you.

NOTE: Three panes display: Breaks, Anesthesia Not Finalized Record and Anesthesia Concurrency. Click Refresh periodically to update the information displayed in these panes.

STEP 7: Click Perioperative Tracking in the Action toolbar.

STEP 8: Double-click the name of the patient whose chart you want to review.

STEP 9: The first time you access a patient’s chart, you need to assign a Relationship to the patient, such as Anesthesiologist or Consulting Physician. Assign a Relationship for the patient and click OK.

STEP 10: Click Provider View to change to that view.

NOTE: The tabs that display across the top of the screen give you easy access to patient information. You can remove, add, or rearrange these tabs to fit your needs.

STEP 11: To add a tab, click the + icon.

STEP 12: Click the MPages View.

NOTE: The newly added tab displays. You can rearrange the order of the tabs on this screen. To do this simply click the tab and drag it to the desired location.

STEP 13: Click Preanesthesia Workflow tab.

STEP 14: To add a problem to this view, click Problem List in the menu on the left. Then click the Add problem field.

STEP 15: Begin typing the first few letters of the problem you want to enter. When the system returns results, click the problem you want to enter.

STEP 16: To prioritize the problem, click the drop-down arrow in the Priority column of the entry you want to prioritize.

STEP 17: Then select a number for that entry. For example, if you want this to be the first problem select 1.

STEP 18: To review patient history, click Histories on the menu.

NOTE: Here you can review a patient's procedure, family, social and pregnancy history.

STEP 19: To review implant history, click Implant History.

NOTE: Information in the view-only component comes from surgical documentation of the patient's history.

Introduction to Anesthesia – Part 2

➤ In this section you'll review the Provider View components. From the Preanesthesia Workflow tab:

STEP 1: Click Anesthesia Records in the menu on the left side of the screen.

NOTE: Here you see the patient's finalized anesthesia records. You can filter this information by desired time frame and change the display format from list view to table view.

STEP 2: Click Labs.

NOTE: You can display patient labs by the desired time frame.

STEP 3: To display labs for the last 12 months, click the Down Arrow icon and select Last 12 months.

STEP 4: Click Transfusion in the menu.

NOTE: The Transfusion component contains patient blood bank details and transfusion history. Below the component, Diagnostics information displays. You can view the results of a test by clicking the report.

STEP 5: Click Lines/Tubes/Drains.

NOTE: This information flows in from nursing documentation; it includes all discontinued as well as active lines, tubes, or drains.

STEP 6: Click Allergies to determine whether the patient has allergies.

NOTE: Clicking the name of the allergy displays more information about that allergy.

STEP 7: Click Home Medications to review all active inpatient, continuous, PRN, administer and discontinued medications.

STEP 8: Click New Order Entry to add new medications. Then click the Search field and enter a term for the medication of interest to you.

STEP 9: To save the newly added medication to your Favorites, click the Star icon to the right of the medication name. Then click Add.

STEP 10: To view your saved Favorites, click Mine.

STEP 11: Click any order displayed in your Favorites to add it to Orders for Signature.

STEP 12: Click Documents.

NOTE: This area displays pre and post anesthesia information, PowerNotes and dynamic documentation from the surgeon. Like other components, you can filter information by timeframe.

STEP 13: Click the Postanesthesia Workflow tab and review the available options.

STEP 14: Click the Anesthesia Summary tab to review anesthesia information.

NOTE: Notice the components display in boxes rather than in a list. To see more information, scroll down in the selected component. You can click some component headers, such as the Measurements and Weights, to link to the place where that information was originally documented.

STEP 15: Click the Menu icon located at the right corner of the tab list.

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NOTE: Here you can add or remove components from view.

STEP 16: Click the MPages View tab. Then scroll down to review the patient's problem list.