

This Quick Reference Guide (QRG) demonstrates the workflow for Anesthesia Pre-Op and Post-Op documentation.

Common Buttons & Icons

	Plus icons
	Contributor View icon
	PowerPlan icon
	Merge View icon
	Missing Details icon

Document a PowerNote: Create a Note

➤ From the Preanesthesia or Postanesthesia MPage:

STEP 1: Click **Document** in the Table of Contents.

STEP 2: Click the **Plus** icon in the Documents component. The Documentation screen displays, open on the New Note tab.

STEP 3: Verify the note type, date, and time.

STEP 4: Click the appropriate tab in the bottom pane.

STEP 5: Click the appropriate note.

NOTE: The Title field auto populates based on the selection.

STEP 6: Update the note type if needed.

STEP 7: Click **OK**.

STEP 8: Select and/or clear checkboxes as needed.

STEP 9: Click **OK**. The note displays.

STEP 10: Click the first **Plus** icon in the table of contents. The subsection expands.

STEP 11: Modify information as needed, documenting only what has been reviewed with the patient.

NOTE: PowerNotes do not autosave. Click **Save** in the lower-right corner throughout documentation.

- Click **Show Structure** to open clickable items. Click an item once to add it as a positive to the note. Twice to add it as a negative to the note, and three times to remove it from the note completely.
- Click **Free Text** to add free text information to the note.

- Items with = signs prompt for the data to be entered manually.
- Some subsections, such as History of Present Illness, allow use of the Editor to add a free text note, use a language recognition software, or insert a smart or auto text template.

STEP 12: Repeat steps 10-11 for each subsection.

Import Allergy Information

➤ Some of the items within Show Structure are links that can import charted data:

STEP 1: Click **Include allergy profile** in the Allergies section. The Allergy Profile window displays.

STEP 2: Review the information, adding or modifying it as needed.

STEP 3: Click **Include Selected**.

Insert a Smart Template

➤ From the PowerNote

STEP 1: Right-click the item; then click **Clear**.

STEP 2: Click the desired smart template to add. The template displays with auto populated data.

STEP 3: Click **Other** to add additional notes if needed.

NOTE: The system denotes Smart Templates with (ST).

Sign and Submit a Note

➤ From the PowerNote:

STEP 1: Click the **Contributor View** icon to preview the note if desired.

STEP 2: Click **Sign/Submit**.

STEP 3: Modify the date and time, if applicable.

STEP 4: Request an endorser, if applicable.

STEP 5: Click **Sign**.

Enter PowerPlans

➤ From the Provider View Screen

STEP 1: Click the **New Order Entry** in the Table of Contents.

STEP 2: Click the **New Order Entry** header. The Orders screen displays.

STEP 3: Click **Add**. The Add Order window displays.

STEP 4: Click the **Search** field.

STEP 5: Enter a search term. Results display below.

STEP 6: Click the appropriate PowerPlan.

STEP 7: Repeat step 6 if needed.

STEP 8: Click **Done**.

STEP 9: Select and clear checkboxes to add or remove orders as needed.

NOTE: Review and modify subphase orders contained in linked PowerPlans by clicking the PowerPlan.

- Review and merge activated and newly placed orders by clicking the Merge View icon.
- Add orders that are not included in the PowerPlan by clicking Add to Phase.

STEP 10: Complete any required missing details.

NOTE: A Missing Details icon next to an order indicates it is missing required information.

STEP 11: Click **Initiate Now**.

STEP 12: Click **Orders for Signature**.

STEP 13: Click **Sign**.

STEP 14: Click **Refresh**.