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This Quick Reference Guide (QRG) outlines the process for Intra-Op documentation.

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### Common Buttons & Icons

	<b>Documentation</b> icon
	<b>Deficiencies</b> icon
	<b>To Do List</b> icon
	<b>Modify</b> icon
	<b>Delete</b> icon
	<b>Medications</b> button
	<b>Other</b> button
	<b>Intake</b> button
	<b>Output</b> button
	<b>Actions</b> button

### Access Surgical Anesthesia

➤ From the Provider View screen:

**STEP 1:** Click **SaAnesthesia** in the toolbar. The Select Case window displays.

### Use the To Do List

#### Execute a Macro

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click **Macros** in the Action toolbar. The Select Macro window displays.

**STEP 2:** Click the appropriate tab.

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**STEP 3:** Click the desired macro. Marco options for the procedure display.

**STEP 4:** Select and/or clear the components you want to execute now.

**STEP 5:** Select and/or clear the components you want to add to the To Do list.

**NOTE:** You can edit component by clicking the Edit icon to the right of the component.

**STEP 6:** Verify your selections; then click **Execute**.

### **Expand the To Do List, Documentation**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the right edge of the window and drag it to the right.

### **Add a Reminder**

**STEP 1:** Click the **Documentation** icon. The Documentation window displays.

**STEP 2:** Click the **Reminders** icon. The reminder window displays.

**STEP 3:** Click the **Reminder** field.

**STEP 4:** Enter a reminder.

**NOTE:** You can also update the time the reminder is due, add an alert for a specific amount of time before the reminder is due, and have the reminder repeat.

**STEP 5:** Click **OK**. The reminder alert displays in the Active tab.

**NOTE:** When the reminder alert displays, you can snooze, dismiss, or note the item as complete.

### **Review and Resolve Deficiencies**

➤ From the Surgical Anesthesia screen:

**NOTE:** The number of deficiencies displays with the Deficiencies icon.

**STEP 1:** Click the **Deficiencies** icon. The Deficiencies icon.

**STEP 2:** Review and resolve the deficiencies as appropriate.

### **Modify a To Do List Item**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **To Do List** icon. The To Do List window displays.

**STEP 2:** Click the item you want to modify.

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**STEP 3:** Click the **Modify** icon. The Action Details window displays.

**NOTE:** You can also modify an item by right-clicking it and then selecting **Modify**.

**STEP 4:** Complete required information at a minimum.

**NOTE:** Required information displays with a red asterisk.

### **Delete a To Do List Item**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **To Do List** icon. The To Do List window displays.

**STEP 2:** Click the item you want to delete.

**STEP 3:** Click the **Delete** icon.

### **Execute a To Do List Item**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **To Do List** icon. The To Do List window displays.

**STEP 2:** Double-click the item you want to execute.

**NOTE:** You can also execute an item from the Action Details window.

**Note that executing an item by double-clicking it will document it with the current time. You can change the time, if needed, if you execute the item from the Action Details window.**

**If the executed item requires documentation, the item will add to the Deficiencies window.**

### **Review Completed Items**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the To Do List icon. The To Do List window displays.

**STEP 2:** Click the **Completed** tab on the left.

## **Document Medication Administration**

### **Add a Medication**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Medications** button in the Action toolbar. The Select Medication window displays.

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**STEP 2:** Click the appropriate action.

**STEP 3:** Click the **Other** button.

**NOTE:** You can also click a tab at the top to filter medications by type.

**STEP 4:** Click the appropriate search option.

**STEP 5:** Click the **Available medications** field.

**STEP 6:** Enter the first letters of the medication; then select the medication from the results below.

**STEP 7:** Click **OK**. The medication displays in the Selected Medications pane.

**NOTE:** If the **Multi-Select** check box is selected, you can search for and add other medications. If this option is not selected, you will automatically advance to the Add Medication Administration window.

**STEP 8:** Click **OK**. The Add Medication Administration window displays.

**STEP 9:** Modify the medication route and concentration if needed.

**STEP 10:** Select the **Show all sites** check box.

**STEP 11:** Click the Site drop-down arrow; then click the appropriate site.

**STEP 12:** Enter a comment in the Comment field, if applicable.

**STEP 13:** Click **OK**. The medication adds to the Medication section of the graph.

### **Document Medication Administration**

**STEP 1:** Click the dose on the graph. The Add Medication Administration window displays.

**NOTE:** You can also click the Medication icon or right-click the medication name to document administration.

**STEP 2:** Click the **Dose amount** field.

**STEP 3:** Enter the dose amount; then click **OK**.

**NOTE:** You can also enter the volume or weight-based dose. Documenting the dose amount, volume, or weight-based dose automatically updates all three items.

If you're using a touchscreen computer, you can use the keypad on the right.

### **Remove a Medication**

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**NOTE:** Removing a medication removes both the administration, if documented, and the medication itself.

**STEP 1:** Right-click the medication name; then click **Remove**.

**NOTE:** You can also click the Medication icon or the dose on the graph to remove a medication.

**STEP 2:** Click **Yes**.

## **Document Intakes and Outputs**

### **Complete Intake Documentation**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Intake** button in the Action toolbar. The Select Intake window displays.

**STEP 2:** Click the appropriate tab.

**STEP 3:** Click the appropriate option. The Intake window opens.

**STEP 4:** Document information; then click **Start Bag**. The intake information displays on the graph.

### **Modify Intake Information**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the line item in the graph. The Modify Intake window displays.

**NOTE:** You can also click the Intake icon to modify intake information.

**STEP 2:** Modify information as needed.

**NOTE:** You can also remove a bag and start a new bag in the Modify Intake window. To do so, click the appropriate bottom of the window.

**STEP 3:** Click **OK**.

### **Modify Administration Information**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Intake** button in the Action toolbar. The Select Intake window displays.

**STEP 2:** Click **Modify Actions**.

**STEP 3:** Click the appropriate option. The Select Intake Administration window opens.

**STEP 4:** Click the appropriate line item.

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**STEP 5:** Click **OK**. The Modify Intake window displays.

**STEP 6:** Modify information as needed.

**STEP 7:** Click **OK**.

**STEP 8:** Click **No** to acknowledge the warning.

### **Enter Incremental Volumes**

➤ **NOTE:** The Increment Bar on the graph displays with a blue dot when an incremental volume administration exists.

**STEP 1:** Right-click the **Increment Bar** ; then click **Enter Incremental Volume** . The Modify Intake window displays.

**STEP 2:** Document Information.

**STEP 3:** Click the **Volume** field.

**STEP 4:** Enter the appropriate volume; then click **OK**. The administration displays on the Increment Bar.

### **Remove Administration Information**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Intake** button in the Action toolbar. The Select Intake window displays.

**STEP 2:** Click **Remove Admin** .

**STEP 3:** Clicking Remove Admin removes the medication entirely; clicking Remove Intake Fluid removes the administration.

**STEP 4:** Click the appropriate option.

### **Complete Output Documentation**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Output** button in the Action toolbar. The Select Output window displays.

**STEP 2:** Click the appropriate tab.

**STEP 3:** Click the appropriate option. The Output window displays.

**STEP 4:** Document information; then click **OK**. The output information displays on the graph.

### **Modify Output Information**

➤ From the Surgical Anesthesia screen:

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**STEP 1:** Click the **Output** icon.

**NOTE:** You can also click the line item in the graph.

**STEP 2:** Click **Modify Output** .

**STEP 3:** Click the appropriate option. The Select Documented Output window displays.

**STEP 4:** Click the appropriate line item.

**STEP 5:** Click **OK**. The Modify Output window displays.

**STEP 6:** Modify information as needed; then click **OK**.

## **Document Actions**

### **Add an Action**

➤ From the Surgical Anesthesia screen:

**STEP 1:** Click the **Actions** button in the Action tool bar. The Action List window displays, open on the Date/Time tab.

**STEP 2:** Click **Add**.

**NOTE:** You can also add actions from the Completion tab.

**STEP 3:** Click **Document** . The Select Action window displays.

**STEP 4:** Click the appropriate tab.

**STEP 5:** Click the appropriate action.

**STEP 6:** Click the appropriate options; then **OK**.

### **Document Information**

➤ From the Action List window:

**STEP 1:** Click the **Category** tab.

**STEP 2:** Click **Not Documented** to the right of item.

**STEP 3:** Click **Document** . The Add Present for Procedures window displays.

**STEP 4:** Click the item's **Detail** button.

**STEP 5:** Document information in the Value pane using free text, if needed; then click **OK**.

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**For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:  
207-973-7728 or 1-888-827-7728.**

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