From the Office of Clinical Informatics

Quick Reference Guide (QRG)

Complete Anesthesia Intra-Op Part 2

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

Common Buttons & Icons

	**Documentation** icon
	**Arrow** icon
	**Edit** icon
	**Binoculars** icon

Add Personnel to a Procedure

➢ From the Surgical Anesthesia screen:

STEP 1: Click **Personnel** in the Action toolbar.

STEP 2: Click **Add**. The Select Personnel page displays.

NOTE: **You can filter personnel using the tabs at the top.**

STEP 3: Click the appropriate person.

NOTE: **You can search for personnel if needed. To do so:**

- Click Other.
- Click the Personnel field.
- Enter a name; then click the Magnifying Glass.
- Click the provider.
- Click OK.
- Click the appropriate Activity type.
- Click OK.

STEP 4: Update the Start Time if needed.

STEP 5: Document the End Date and End Time.

STEP 6: Update the Activity Type if needed.

STEP 7: Click **OK**.

Document Inventory

Add Inventory

- From the Surgical Anesthesia screen:

STEP 1: Click **Inventory** in the Action toolbar. Previously documented inventory displays.

STEP 2: Click **Add Item**.

STEP 3: Click the **Anesthesia Supplies** tab.

STEP 4: Click the appropriate item. The item display in the Selected Items pane.

NOTE: **You can search for inventory items by clicking Other.**

STEP 5: Click **OK**. The item adds to the list.

Review Inventory

- From the Inventory screen:

STEP 1: Review information to ensure the charges are correct.

NOTE: **If an inventory item is wasted or returned, you must manually document the information and update the charge accordingly.**

STEP 2: Remove items that were not used if applicable:

- Click the item.
- Click Remove Item.

STEP 3: Click **OK**.

Document Results

You can document results not captured by the monitors.

- From the Surgical Anesthesia screen:

STEP 1: Click the **Documentation** icon in the To Do List section.

STEP 2: Click the **Monitors** tab. The Anesthesia Gas Machine information displays.

STEP 3: Click **Physiological Monitor**.

STEP 4: Double-click the applicable item. The Add Monitor Value window displays.

STEP 5: Complete required information.

NOTE: **Required items display with an asterisk.**

STEP 6: Click **OK**. The item's icon displays on the Timeline with the manual documentation information.

NOTE: **You can review the information by clicking the Arrow icon within the Timeline.**

Finalize a Record

Suspend the Case

- From the Surgical Anesthesia screen:

STEP 1: Click **Suspend Case** in the Action toolbar.

STEP 2: Click **Yes** to acknowledge the warning. The Suspend window displays.

NOTE: The Suspend window lists any deficiencies. Be sure to address deficiencies before suspending the case.

STEP 3: Click **OK**.

STEP 4: Click **OK** to close the case.

Document Transport and Anesthesia Handoff

- From the Surgical Anesthesia screen:

STEP 1: Click **Select Case**. Today's cases display.

STEP 2: Click the patient.

STEP 3: Click **OK**. The Select Device window displays.

NOTE: You can associate one or more monitors if applicable. To do so:
- **Click each monitor you want to associate.**
- **Click OK.**

STEP 4: Click **Cancel**.

STEP 5: Double-click **Transport** in the To Do List. Transport drops from the list.

STEP 6: Double-click **Anesthesia Handoff** in the To Do List. Anesthesia Handoff drops from the list.

Update Billing Modifiers and Quality Reporting

- From the Surgical Anesthesia screen:

STEP 1: Click the **Edit** icon. The Modify Billing Modifiers window displays.

STEP 2: Document information appropriate for your patient; then click Execute.

STEP 3: Click the **Edit** icon. The Modify Quality Reporting window displays.

STEP 4: Document information appropriate for your patient; then click **Execute**.

Finalize a Case

- From the Surgical Anesthesia screen:

STEP 1: Click **Finalize Case**. The Finalize window displays.

STEP 2: Locate the **Deficiencies** section.

STEP 3: Resolve any deficiencies by documenting the required information.

STEP 4: Have the supervising provider sign the documentation.

STEP 5: Click **Finalize**.

NOTE: **You can edit your finalized documentation by clicking Unfinalized Case in the Action toolbar. Once you complete your documentation, you must finalize the case again.**

Document a Blank Record and Associate a Case

- From the Surgical Anesthesia screen:

STEP 1: Click **Select Case** in the Action toolbar.

STEP 2: Click **Blank Record**. The Create Blank Record window displays.

STEP 3: Click the **Binoculars** icon. The Select Operating Room window displays.

STEP 4: Click the appropriate location.

STEP 5: Click **OK**.

STEP 6: Click the **Record Description** field.

STEP 7: Document information, adding the patient's name and date of birth at a minimum.

STEP 8: Click **OK**. The Device window opens.

STEP 9: Select appropriate devices.

STEP 10: Verify that the devices are associated with the OR you are in.

STEP 11: Click **OK**. The Start User window displays.

STEP 12: Confirm the information; then click **Yes**.

STEP 13: Select macros and document on the case as needed.

STEP 14: Click **Task**; then click **Associate Case to Record**. The Select Case window opens.

NOTE: **You must wait until the patient's case is schedule to associate the blank case with the procedure.**

STEP 15: Click the **Surgical** area field.

STEP 16: Enter a search term; then click the **Binoculars** icon.

STEP 17: Verify you have the correct patient; then click the patient's name.

<u>STEP 18</u>: Click **OK**. The patient's case window displays.

<u>STEP 19</u>: Review for accuracy; then click the green check mark. The Select Device window displays.

<u>STEP 20</u>: Click **Cancel**. The Start User window displays.

<u>STEP 21</u>: Click **No**.