
This Quick Reference Guide (QRG) demonstrates the Case Selection process in SurgiNet.

Common Buttons & Icons

 Case Selection	Case Selection button
 Location	Location icon
Associate Encounter	Associate Encounter Case Selection link
Change Add-On Status	Change Add-On Status Case Selection link

Selecting a Case for Review

➤ **From the Perioperative Tracking board:**

STEP 1: Click **Case Selection** using the top toolbar.

STEP 2: Click **Location**.

STEP 3: Click the needed location within the **Location Selection** window.

NOTE: Use the + icon to open more specific locations.

STEP 4: Click **OK**.

STEP 5: Click the appropriate radio button for how the search will be conducted. Date is selected by default.

STEP 6: Enter the Criteria information.

STEP 7: Click **Retrieve**.

NOTE: To refresh the list click **Retrieve** again. The **Refresh** icon will not work in this instance.

STEP 8: Select the case needed from the list of search results.

Associate an Encounter

➤ **From the Case Selection search results:**

STEP 1: Click the patient’s case to associate the encounter to.

STEP 2: Click **Associate Encounter**.

STEP 3: Click **Re-select** in the Associate Encounter pop-up window.

STEP 4: Double check the FIN against the patient wristband to ensure accuracy.

STEP 5: Click the desired encounter to associate to.

STEP 6: Click **OK**.

Change an Add-On Status

➤ From the Case Selection page:

STEP 1: Follow facility policy before using this functionality.

STEP 2: Click **Change Add-On Status**.

STEP 3: Make changes as appropriate.

Print

➤ From the Case Selection page:

STEP 1: Click **Print**.

STEP 2: Click **Document** or **Pick List**.