From the Office of Health Informatics

Quick Reference Guide (QRG)

SurgiNet – Track Cases

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This Quick Reference Guide (QRG) demonstrates the process of tracking cases in SurgiNet.

Common Buttons & Icons

▶	Blue arrow icon

Track Cases

➢ **From the Perioperative Tracking board:**

STEP 1: Click the tab for the specific tracking board that is needed.

STEP 2: Click the **Filter** down arrow.

STEP 3: Click the appropriate filter.

STEP 4: Click and drag the Column Separator to resize columns as needed.

STEP 5: Click a cell to enter free text information as needed.

NOTE: **This is available for some but not all cells.**

STEP 6: Scroll right for additional columns.

Navigate to a Patient Chart

➢ **From the Perioperative Tracking board:**

STEP 1: Double-click the blue arrow for the patient's chart that is needed.

Set a Manual Event

➢ **From the Perioperative Tracking board:**

STEP 1: Right-click the **Status** field for the desired patient to document the event for.

STEP 2: Click **Set Events**.

STEP 3: Click the tab based on the event that needs to be added.

STEP 4: Click the event to add.

STEP 5: Verify that the correct information is listed.

STEP 6: Click **OK**.

Modify/Remove an Event

- **From the Perioperative Tracking board:**

STEP 1: Right-click the **Status** field.

STEP 2: Click **Set Events**.

STEP 3: Right-click the event name.

STEP 4: Click **Remove Event** or **Modify Event** based on what is needed.

STEP 5: Click **OK**.