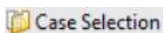


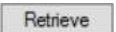



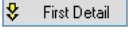









This Quick Reference Guide (QRG) reviews Surgeon Tasks in SurgiNet

Common Buttons & Icons

	Case Selection icon
	Location icon
	Calendar down arrow
	Retrieve button
	Perioperative Tracking filter
	Patient Chart blue arrow
	Orders for Signature tray
	PowerPlan First Detail button
	Details Collapse icon
	Add icon
	Missing Details icon
	Refresh icon
	Discharge Med Rec hyperlink
	Continue Medication icon
	Convert the medication to prescription icon
	Discontinue medication icon

Setting your Location

➤ From the Message Center:

STEP 1: Click **Case Selection** in the toolbar.

STEP 2: Click **Location**.

STEP 3: Click your location from the list within either the Existing or Recent tabs.

NOTE: Use the **+** icon to expand options for a certain location as needed.

STEP 4: Click **OK**.

Search for a Case

➤ From the Case Selection screen with the location set:

STEP 1: Search by Date first by verifying the Date radio button is selected. This is the default search option.

NOTE: To search by Person, Case Number, Provider, or MRN click the appropriate radio button and enter the needed criteria. Then click **Retrieve**.

STEP 2: Enter the From and To dates either by typing or using the Calendar down arrow for each field.

STEP 3: Click **Retrieve**.

NOTE: When your search is complete, if you notice a patient is not checked in, do not check them in. Check in is the responsibility of Nursing, Unit Secretary, or Registration and is different in each facility.

Filter Cases in Perioperative Tracking

➤ From the Case Selection screen:

STEP 1: Click **Perioperative Tracking** in the toolbar.

STEP 2: Click the **Perioperative Tracking** board you need.

STEP 3: Click the Filter drop-down arrow.

NOTE: Timeframes available for filtering are dependent on your current location.

STEP 4: Select the appropriate filter.

Navigate to a Patient Chart

➤ From the Perioperative Tracking Board:

STEP 1: Double-click the patient chart blue arrow icon.

STEP 2: Assign a relationship.

Placing PowerPlans

➤ From the Provider View within the patient chart:

STEP 1: Click the **General Surgery Quick Orders** MPage tab.

STEP 2: Scroll to find the PowerPlans component.

STEP 3: Click the PowerPlan you need.

STEP 4: Click the **Orders for Signature** tray.

STEP 5: Click **Modify Details**.

STEP 6: Review the default selected orders for the PowerPlan making changes as needed.

STEP 7: Select additional orders check boxes as needed to add to the PowerPlan.

STEP 8: Click Plan for Later or Initiate Now based on your needs.

NOTE: As a reminder, surgical nurses are able to initiate PowerPlans once all missing details are addressed. Policy states that if there are missing details, they reach out to the surgeon to resolve.

STEP 9: Click **Sign** for the PowerPlan.

Address Missing Details in a PowerPlan

➤ From the Orders page within the patient's chart:

STEP 1: Click the **First Detail** button of the Orders Services window if it pops up while signing a PowerPlan.

STEP 2: Click the **Missing Detail** icon for the order.

STEP 3: Review the order making sure that all information with an asterisk and/or are highlighted yellow are addressed.

NOTE: **Once all missing details are addressed the Missing Details icon disappears.**

STEP 4: Click the order **Details Collapse** icon.

STEP 5: Address any other missing details.

STEP 6: Click Plan for Later or Initiate Now depending on what you need.

STEP 7: Click **Sign**.

STEP 8: Click the **Refresh** icon.

Initiate the PowerPlan

➤ From the Orders page within the patient's chart:

STEP 1: In the View pane, click the PowerPlan you want to initiate.

STEP 2: Review for accuracy.

STEP 3: Click **Initiate Now**.

STEP 4: Associate the PowerPlan to a diagnosis.

- Click Add in the Diagnosis Selection.
 - Click the Diagnosis field.
 - Enter the diagnosis.
 - Click the Binoculars icon.
 - Click the needed Codified diagnosis.
 - Click OK once the diagnosis is selected.
 - Review the information in the Add Diagnosis window and update as appropriate.
 - Click OK in the Add Diagnosis window.
 - Click OK in the Diagnosis Selection window.
-

STEP 5: Click **Orders for Signature** .

STEP 6: Review for accuracy.

STEP 7: Click **Sign**.

STEP 8: Click the **Refresh** icon.

Drafting Notes with a Template

➤ From the Provider View within the patient chart:

STEP 1: Scroll down the component menu to the bottom where the Dynamic Document notes are accessible.

STEP 2: Click **More**.

STEP 3: Click **Select Other Note** .

STEP 4: Document appropriate note information in the left side pane.

STEP 5: Search for the appropriate procedure note template.

STEP 6: Click the template.

STEP 7: Click **OK**.

STEP 8: Draft your note.

STEP 9: Click **Save**.

Complete an Op Note

➤ From the Provider View within the patient chart:

STEP 1: Scroll down the component menu to the bottom where the Dynamic Document notes are accessible.

STEP 2: Click the Op Note hyperlink.

STEP 3: Click the space below the heading to enter free text information.

NOTE: You can do this by typing or using MModal.

STEP 4: Click **Sign/Submit** .

STEP 5: Review the Sign/Submit Note window for accuracy making adjustments as needed.

STEP 6: Click **Sign**.

Modify an Op Note

➤ From the Provider View within the patient chart

- STEP 1:** Click **Documents** in the component list menu.
- STEP 2:** Click the **Op Note**.
- STEP 3:** Click **Modify** at the top of the Op Note.
- STEP 4:** Click the section that you need to modify and make changes.
- STEP 5:** Click **Sign**.

Discharge a Patient

- From the Provider View within the patient's chart:

- STEP 1:** Click the **Discharge** MPage tab.
- STEP 2:** Navigate to the components with a red asterisk and complete the required documentation.

Complete a Discharge Med Rec

- From the Discharge Medications component of the patient's chart within Provider View:

- STEP 1:** Click the **Discharge Med Rec** hyperlink.
- STEP 2:** Review the listed medications and indicate if you want to continue, convert to a prescription, or discontinue the medication by clicking the appropriate radio button.

NOTE: **The green arrow icon continues a medication. The Pill Bottle icon converts the medication to a prescription. The Discontinue icon discontinues the medication after discharge.**

- STEP 3:** Add medication orders as appropriate.
- Click Add.
 - Search for the medication if needed.
 - Click the medication order.
 - Click to add an order sentence if needed.
 - Click Done.
 - Add the medication order details.
 - Clicks the Details Collapse icon once the order details are documented.
 - Click Sign.

Document Discharge Follow Up

- From the Follow Up component within the Discharge MPage of the patient's chart:

- STEP 1:** Click the **Add Follow Up** template as appropriate.
- STEP 2:** Click **Modify** for the Follow Up just selected.
-

STEP 3: Modify the follow up information as appropriate.

STEP 4: Click **Save**.

Document Patient Education

➤ From the Patient Education component within the Discharge MPage of the patient's chart:

STEP 1: Click the education as appropriate.

NOTE: **Quick Suggestions populate based on the This Visit problem. Use a Quick Suggestion, search for more options using the Magnifying Glass icon, or use your set Favorites.**

STEP 2: Review that the Education Language is set appropriately, English is the default.

STEP 3: Modify, Print, or Remove the education as needed using the appropriate buttons.

Document Free Text Components

➤ From the free text component within the Discharge MPage of the patient's chart:

STEP 1: Click the component.

STEP 2: Enter patient instructions by typing or using MModal.

STEP 3: Click **Save**.