Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
SurgiNet – Introduction to Preoperative Documentation

October 6, 2021

This Quick Reference Guide (QRG) outlines the steps to complete perioperative information.

Common Buttons & Icons

	Add Segment folder icon
X	**X Close** button
>	**Move Right** arrow icon
<	**Move Left** arrow icon
	Case Attendee icon
	PreOp Case Times icon
	Case Details icon
	Sign icon
	Finalize Flag icon
Next>>	**Next** button

Document the Preoperative Summary

From the Perioperative Summary Screen:

1. Click Menu if it is not already expanded.
2. Click **Perioperative Doc**.
3. Select the document needed from the Document Selection window.
4. Click **OK**.
5. Click **Case Times** in the Documentation tab.
6. Document the required time and date information, noting other information as appropriate.

NOTE: If an item is highlighted gray it is required documentation.

7. Click **Pre-Care Activity**, then click the Comments field to free text information as appropriate.

➢ **Add/Remove a Segment in the Perioperative Doc:**

From the Case Selection screen:

1. Run a search using the Select By and Criteria parameters as appropriate.
2. Click to select the case you want to modify.
3. Click **Menu** if the left side menu is collapsed within the patient's chart.
4. Click **Perioperative Doc**.
5. Select the document you want to open.
6. Click **OK**.

7. Click the **Add Segment** folder icon.
8. Click the needed segment from the Available pane.
9. Click the **Move Right** arrow icon to move the segment to the Selected pane.

NOTE: To remove a segment:

- **Click the item to be removed from the Selected pane.**
- **Click the Move Left arrow icon to move it to the Available pane.**

10. Click **OK**.

➢ **Discontinue a Segment**

From the Perioperative Doc:

1. Right-click the segment you want to discontinue within the Documentation tab.
2. Click **Discontinue** followed by the name of the segment you are going to discontinue.
3. Document the discontinue reason if applicable.
4. Verify that the segment is now grayed out indicating it is discontinued.