Northern Light Health. | Optum

From the Office of Health Informatics

Quick Reference Guide (QRG) Document Preoperative Information – Part 2

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This Quick Reference Guide (QRG) demonstrates the workflow to complete Preoperative documentation.

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

Finalize the PreOp Record

➢ **From the Perioperative Doc PreOp Record within the patient chart:**

STEP 1: Click the **Finalize Flag** icon.

STEP 2: Click **Yes**, to finalize the document in the pop-up window.

STEP 3: Click Menu to expand the left-side menu if it isn't already open.

STEP 4: Click **Documentation.**

STEP 5: Click the **PreOp Record** that was just completed.

STEP 6: Review the information for accuracy.

Modification after Finalization

➢ **From the Perioperative Doc PreOp Record within the patient chart:**

STEP 1: Click **Perioperative Doc** in the left-side menu.

STEP 2: Ensure that the correct PerOp Record is in view.

STEP 3: Click the red Flag to "unfinalized..

STEP 4: Select the reason.

STEP 5: Click the segment that needs modification.

STEP 6: Make the modifications.

STEP 7: Click the **Next** button to save.

STEP 8: Click **Yes** in the Confirm Save pop-up window.