

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

Common Buttons & Icons

	Case Times icon
	Add Segment icon
	Move Right Arrow icon
	Save icon
	Properties icon
	Regenerate Pick List icon
	Delete icon
	Finalize Flag icon

Document the IntraOp Record

➤ From the Perioperative Summary page:

STEP 1: Click the **Intraoperative Summary** tab.

STEP 2: Review patient information; then click **Perioperative Doc** in the Menu.

STEP 3: Click the **Record** dropdown arrow; then click **OR IntraOp Record**. The OR Intraop Record displays on the Documentation tab.

NOTE: Red exclamation marks in the Navigation pane indicated required segments for the surgery.

STEP 4: Click **Safety Checklist 1) Sign In** in the Navigation pane.

STEP 5: Document pertinent patient information.

NOTE: Checkboxes that display in gray denote required information.

- To move to the next page in a segment, use the Next button.
- When a segment is complete, a green checkmark displays.

STEP 6: Click **Safety Checklist 1) Time Out** in the Navigation pane.

STEP 7: Click the procedure. The segment information automatically updates.

STEP 8: Review the information; then click **Next**.

STEP 9: Continue documenting pertinent patient information.

NOTE: Document the **Surgical Timeout Completed** per the location's policy.

Document the Case Time

NOTE: A case time can be documented without leaving the current segment documentation.

➤ From the Perioperative Doc screen:

STEP 1: Click the **Case Times** icon. The Case Times window displays.

STEP 2: Click the **Time** field. The Date and Time default to the current date and time.

NOTE: Adjust the date and time if needed.

STEP 3: Click OK.

Add a Segment

➤ From the Perioperative Doc screen:

STEP 1: Click the **Add Segment** icon. The Add Segment window displays.

STEP 2: Click the desired segment to add in the left pane.

STEP 3: Click the **Move Right Arrow** icon.

STEP 4: Click OK.

Discontinue a Segment

➤ From the Perioperative Doc screen:

STEP 1: Right-click the segment to discontinue; then click **Discontinue**.

Document the Case Time

➤ From the Perioperative Doc screen:

STEP 1: Click the **Case Times** icon. The Case Times window displays.

STEP 2: Click the **Time** field. The Date and Time default to the current date and time.

NOTE: Adjust the date and time if needed.

STEP 3: Click OK.