From the Office of Health Informatics

Quick Reference Guide (QRG) Document Intraoperative Information: Document the Pick List

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This Quick Reference Guide (QRG) demonstrations the workflow to complete Intraoperative documentation of the Pick List.

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 Pick List

- **From the Perioperative Doc screen:**

STEP 1: Click the **Pick List** tab in the Navigation pane.

STEP 2: Review the **Open Qty** cells.

STEP 3: Update the **Fill**, **Used** and **Wasted Qty** cells.

STEP 4: Click the **Save** icon in the toolbar.

View Surgery Details

- **From the Perioperative Doc screen:**

STEP 1: Click the **Properties** icon. The Property window opens.

STEP 2: Click the **Specifics** tab.

STEP 3: Modify information as needed.

STEP 4: Click **OK**.

Discard a Pick List

- **From the Perioperative Doc screen:**

STEP 1: Click the **Regenerate Pick List** icon.

Add a Column

- **From the Perioperative Doc screen:**

STEP 1: Right-click a procedure folder; then click **Options**. The Display Options window displays.

NOTE: **Never right-click the case tracking number. Doing so will update all items on the Pick List.**

STEP 2: Select the appropriate checkbox(s).

STEP 3: Click **OK**.

Add an Item

- **From the Pick List tab of the Perioperative Doc:**

STEP 1: Click the procedure in the Navigation pane.

STEP 2: Click the **Search** field.

STEP 3: Enter a search term; then click **Add**. The Find All Items window displays.

STEP 4: Select search options.

STEP 5: Click **Find Now**. Search results display.

STEP 6: Click the appropriate item.

STEP 7: Click **OK**.

NOTE: **A free text item can be added. To do so:**

- **Click the procedure in the Navigation pane.**
- **Click the Search field.**
- **Enter the item; then click Add.**
- **Click Yes.**

Delete an Item

- **From the Pick List tab:**

STEP 1: Click the item to delete.

STEP 2: Click the **Delete** icon in the toolbar.

STEP 3: Click **Yes**.