From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Document Intraoperative Information: Finzalize the Record

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This Quick Reference Guide (QRG) Outlines the steps 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

Finalize the IntraOp Doc

➢ From the Perioperative Doc screen:

STEP 1: Click the **Documentation** tab.

STEP 2: Complete Segments, if needed.

NOTE: An incomplete segment display with a red explanation mark in the Navigation pane.

STEP 3: Click the **Finalization Flag** icon.

STEP 4: Click **Yes**. The document displays with a red Finalize Flag con.

STEP 5: Click **Documentation** in the Menu.

STEP 6: Click **Refresh**.

STEP 7: Click **OR IntraOp Record**. The Final Report displays.