

This Quick Reference Guide (QRG) demonstrates the workflow of documenting Postoperative case times.

Common Buttons & Icons

	Sign icon
	Magnifying Glass icon
	Associate a Device icon

PACU I & II: Document Case Times

➤ From the Perioperative Doc within the patient chart:

STEP 1: Click the **Location Phase** dropdown arrow.

STEP 2: Click the appropriate location phase.

NOTE: Some organizations may have a phased approach to the PACU process and classify PACU I and PACU II separately, while other locations may be combined.

STEP 3: Verify that Case Times is highlighted in the Documentation pane to indicate those are the fields in view.

STEP 4: Click the **Time** field to document and type in the time.

STEP 5: Adjust the time as needed using the Up and Down arrows.

STEP 6: Click the **Date** field to document, type in the date and adjust day by day using the Up and Down arrows.

NOTE: The Calendar down arrow can also be used to set the date.

STEP 7: Document any required fields as indicated by a gray checkbox.

STEP 8: Click **Next** to save changes.

STEP 9: Document the Case Attendance segment as appropriate.

Document Case Attendance

➤ From the Perioperative Doc within the patient chart if not already at the Case Attendance Segment as outlined above:

STEP 1: Click the **Location Phase** dropdown arrow.

STEP 2: Click the appropriate location phase.

NOTE: Some organizations may have a phased approach to the PACU process and classify PACU I and PACU II separately, while other location may be combined.

STEP 3: Click the **Case Attendance** segment in the Documentation pane.

STEP 4: Click the **Case Attendee** field.

STEP 5: Type the name of the attendee.

NOTE: If “Multiple Matches” displays, click the Magnifying Glass icon. Then select the needed attendee.

STEP 6: Verify the corrected name is listed as the Case Attendee.

STEP 7: Click the **Role Performed** dropdown arrow.

STEP 8: Click the appropriate role.

STEP 9: Click **Next**.

STEP 10: Click **Yes** for the Add Entry pop-up window.

STEP 11: Click **OK** to acknowledge the last segment pop-up window.

Finalize the Perioperative Doc

➤ **From the Perioperative Doc within the patient chart:**

STEP 1: Verify that all segments have a green checkmark indicating required documentation is complete.

STEP 2: Click the **Finalize Flag** icon.

STEP 3: Click **Yes** in the Document Verified pop up.

NOTE: If the system identifies deficits, these need to be resolved and then start the finalization process again.

Associate a Monitor

➤ **From the Perioperative Summary within the patient chart:**

STEP 1: Click **Menu** if the left-side menu if it is not already expanded.

STEP 2: Click **Interactive View and I&O**.

STEP 3: Click the **Associate Monitor** icon.

STEP 4: Click the appropriate Monitor-ID.

STEP 5: Verify that the Monitor-ID, Nurse-Unit, Room, and Bed are listed and accurate.

NOTE: [Click View acquired data if needed.](#)

STEP 6: Click **Associate**.

STEP 7: Verify the warning pop-up for accuracy, then click **Yes** if accurate.

STEP 8: Click **Close** to close the Associate Monitor window.