
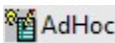


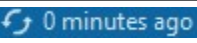
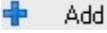



This Quick Reference Guide (QRG) reviews the Preadmission Testing documentation process.

### Common Buttons & Icons

	<b>Blue Arrow</b> icon
	<b>AdHoc</b> button
	<b>Component</b> down arrow
	<b>Sign</b> icon
	<b>Refresh</b>
	<b>Implant Add</b> icon
	<b>Home</b> icon

### Search for Patients

➤ From your specific location's Perioperative Tracking board:

STEP 1: Click the **Filter** drop-down arrow.

STEP 2: Choose the days you want to search for patients.

### Set an Event

➤ From the Perioperative Tracking board:

STEP 1: Right-click the **Status** field for the patient you need to set the event for.

STEP 2: Click **Set Events**.

STEP 3: Click the appropriate tab to set the type of event needed in the Case Tracking Set Events window.

STEP 4: Click the event.

STEP 5: Click **OK** once you review the correct event information is listed.

### Use a Free Text Comment

➤ From the Perioperative Tracking board:

STEP 1: Double-click the PAT Comment field for the listed patient.

STEP 2: Type your comment.

### Set Filter Defaults

➤ From the Perioperative Tracking board:

**STEP 1:** Double-click the blue Arrow icon to navigate to the patient's chart.

**NOTE:** **The Perioperative Summary should default open. You can also click Perioperative Summary from the left side menu.**

**STEP 2:** Click the component blue down arrow.

**STEP 3:** Click the Filter you want to use.

**STEP 4:** Click Set As Default at the bottom of the component.

### **Document Preadmission**

➤ From the patient chart:

**STEP 1:** Click AdHoc in the toolbar.

**STEP 2:** Select the Preadmission Assessment check box.

**STEP 3:** Click Chart.

**STEP 4:** Click the sections along the left to document applicable information within that section.

**NOTE:** **Any sections with a red asterisk have required documentation.**

**STEP 5:** Click the Sign icon once documentation is complete.

**STEP 6:** Click Close to close the AdHoc Charting window.

**STEP 7:** Click the Refresh icon back at the Nurse View.

### **Document an Implant**

➤ From the Nurse View Histories component:

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

**STEP 2:** Click the Histories component header.

**STEP 3:** Click the Implants tab.

**STEP 4:** Click the Implant Add icon.

**STEP 5:** Click the Implant Description field.

**NOTE:** **You have the option of using the free text checkbox. It is selected by default. Click the check box to deselect it if needed.**

**STEP 6:** Click the Quantity field. Enter the quantity by typing in the number or using the up and down arrows.

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**STEP 7:** Document the Implant date using the up and down arrows, the Calendar down arrow or typing in the date.

**NOTE:** There is the option of documenting by day, month, and year based on the information available.

**STEP 8:** Document additional information as it is available.

**NOTE:** Items with an asterisk are required.

**STEP 9:** Click OK at the bottom of the page once complete.

**STEP 10:** Click the Home icon.

### **Document a PAT Complete**

➤ From the Perioperative Tracking Board:

**STEP 1:** Right-click the Status field for the patient you are updating.

**STEP 2:** Click Set Events.

**STEP 3:** Click PAT Complete on the PAT tab.

**STEP 4:** Review that information listed is accurate.

**STEP 5:** Click OK.

**STEP 6:** Click the PAT Comment field.

**STEP 7:** Delete the comment using the [Delete] key on the keyboard.