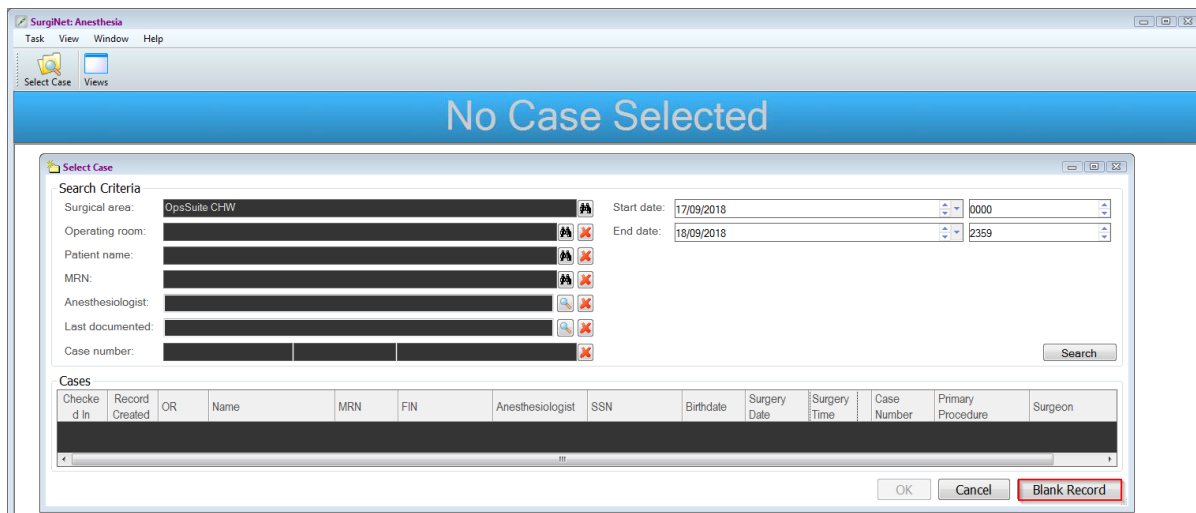# Creating a Blank Anaesthesia Record

Creating a blank Anaesthesia record allows documentation to commence when the patient has not yet been scheduled for theatres e.g. Emergency cases.
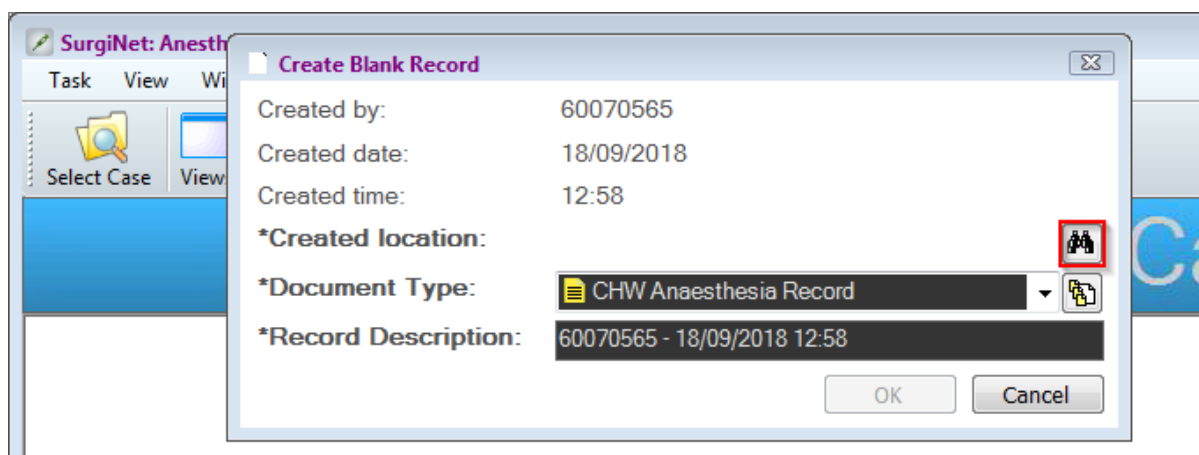
Note: Cases need to be associated to a scheduled case before they can be finalized.

Creating a Blank Anaesthesia Record

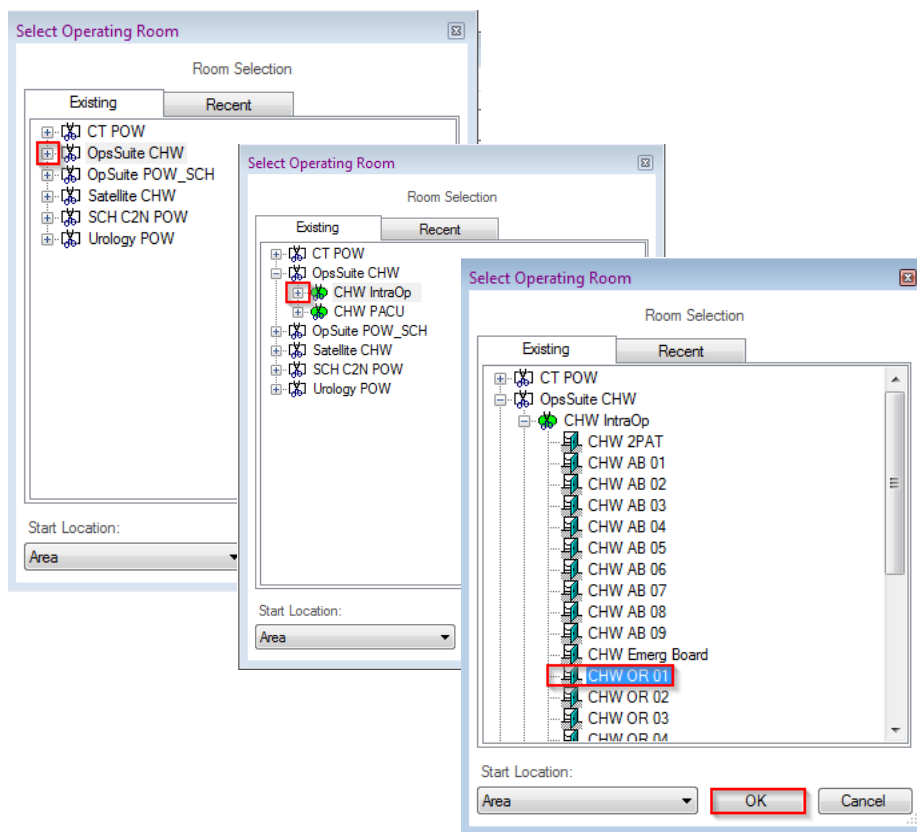1. From the Select Case window, click **Blank Record**.

2. The Create Blank Record window opens.

The *Created location field will be empty, click the binoculars icon to search.
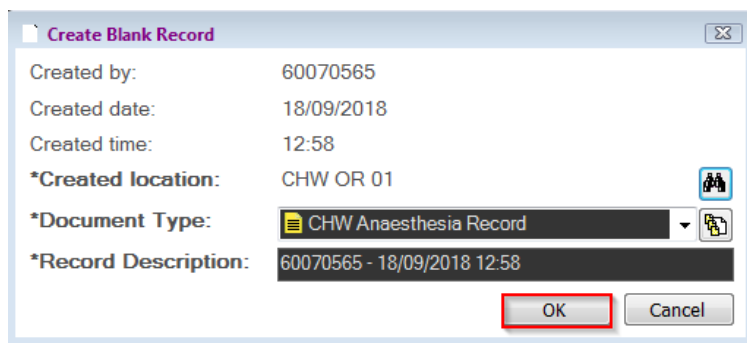
3. Click the [+] next to the relevant location to expand the location branches

4. Select the relevant location.

5. Click **OK**.

6. The location is entered on the Create Blank Record Window.

7. Click **OK**.

8. Documentation on the Anaesthesia Record can now commence, but the Patient Banner bar will show **No Case Associated**.


Note: The Finalize Case icon is grey and inactive until this record is associated with a scheduled case.

Associating a Blank Record to a Scheduled Case

Once the case has been scheduled, it can be associated to the Blank Anaesthesia Record. This should be done whilst the case is underway. If the case finishes prior to the case being scheduled, close down the case and contact a super-user or IT Support to help find your blank record and associate it to the scheduled case.
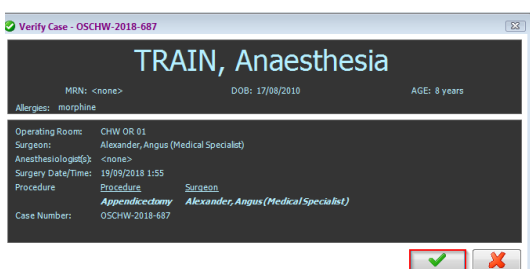
1. Click on **Task** in the menu bar and select **Associate Case to Record**
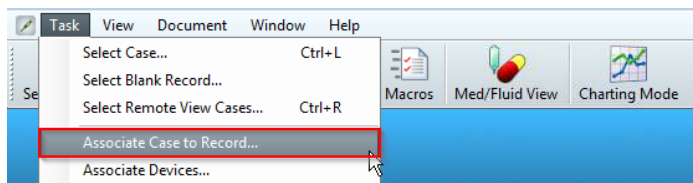
2. The Select Case to Associate window appears.
3. Select case to associate with Blank record.
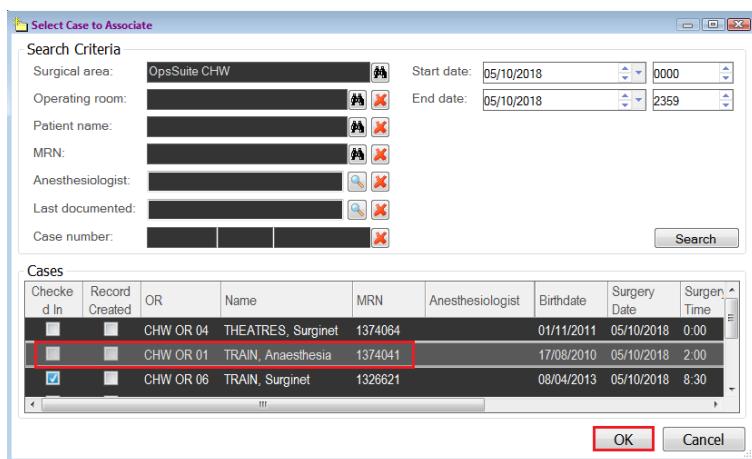
4. Click **OK.**
5. The Verify Case window appears. Click the green tick.

6. The Anaesthesia Record reopens, now with the patient's information in the banner bar.

7. As long as the patient has been checked in, the finalize case button is now active.

Refer to Quickstart- Selecting an Anaesthesia Case.