

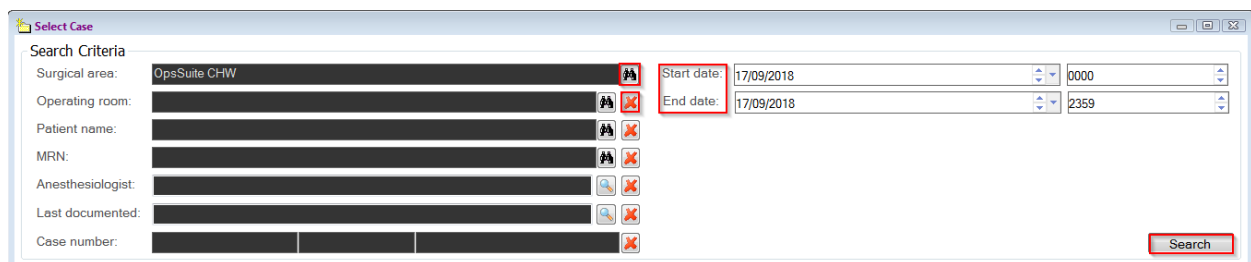
Selecting an Anaesthesia Case

To create an Anaesthesia Record on a scheduled case, the case must first be selected.

1. Click **Select Case**. The Select Case window opens.



2. Enter information in one or more boxes and click **Search**.
3. Search fields can be cleared by clicking on the red X icon.



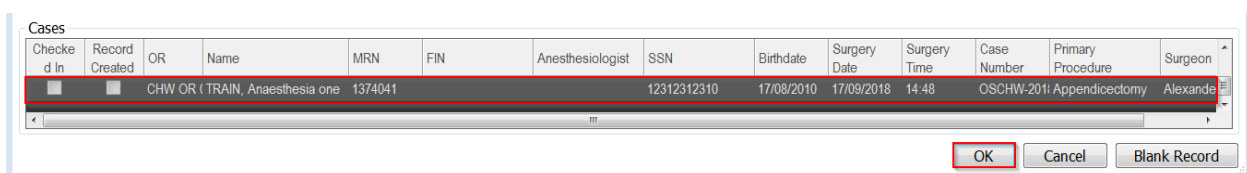
Options for search:

- Surgical area or operating room. Click on the binoculars icon and click [+] to expand lists. Click the required area/room and click **OK**.
- Name or MRN.
- Anaesthesiologist. Type either surname or first name and click on the magnifying glass icon.

Note:

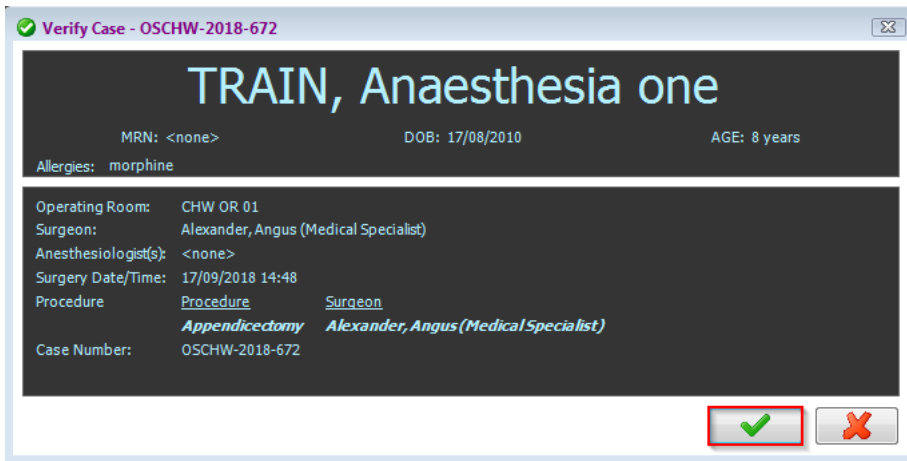
- *The select case date field defaults to the current date. If a surgical case was scheduled for yesterday but postponed and not rescheduled, search yesterday's date.*
- *Ensure correct "Surgical area" is selected. (not for the document but if one was searching for a MRI you wouldn't find it under OpSuite – will be under Satellite etc)*

4. Scheduled surgical cases appear on the lower half of the screen.



5. Double click on the case or select and press **OK**.

6. A verify Case window appears.



7. Click the green tick.

8. Proceed with associating the case with a device. Refer to *Quickstart- Anaesthesia Devices*

Note:

- A tick in the Checked in column indicates that the admitting nurse has checked the patient in SurgiNet.
- A tick in the Record Created column indicates that an Anaesthesia Record has been started for this patient.
- Sort case lists by particular columns e.g. by surgeon name if you are working on the same surgeons list for a period of time.
- If there are 2 different cases scheduled (e.g. one in Satellite and one in OpsSuite) select the OpsSuite case. Only one Anaesthesia Record is created.

Note:

- Emergency cases should be scheduled to the “Emergency Board” or will have been moved to the correct OpSuite area by the administrative staff.
- For emergency cases where time has not allowed for scheduling the case in SurgiNet or where administrative staff have been unable to schedule the emergency, a blank record needs to be created. Refer to *Quickstart- Creating a Blank Record*.