

QUICKSTART

A series of helpful guides provided by the Information Technology Department

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.

Elect Case		• 🕺
Search Criteria		
Surgical area:	OpsSuite CHW Start date: 17/09/2018	*
Operating room:	End date: 17/09/2018	-
Patient name:		
MRN:		
Anesthesiologist:		
Last documented		
Case number:	Search	h

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.
- Anaethesiologist. 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.

Cases													
Checke d In	Record Created	OR	Name	MRN	FIN	Anesthesiologist	SSN	Birthdate	Surgery Date	Surgery Time	Case Number	Primary Procedure	Surgeon
		CHW OR	(TRAIN, Anaesthesia one	1374041			12312312310			14:48	OSCHW-201	1: Appendicectomy	Alexande
٠						III							P.
											ОК	Cancel Bla	nk Record

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

6. A verify Case window appears.

	TRAIN	I, Anaesthesia	one	
MRN: < Allergies: morphine		DOB: 17/08/2010	AGE: 8 years	
Operating Room: Surgeon: Anesthesiologist(s): Surgery Date/Time: Procedure		ledical Specialist) Surgeon		
Case Number:		<u>aureon</u> Alexander, Angus (Medical Specialist)		

- 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.