SaAnesthesia can be used during emergency cases by creating a Blank Record and matching it once the case has been scheduled.

Creating Blank Record

During an emergency if a patient is taken to the operating room before the patient schedule is created, a blank anesthesia record will need to be created.
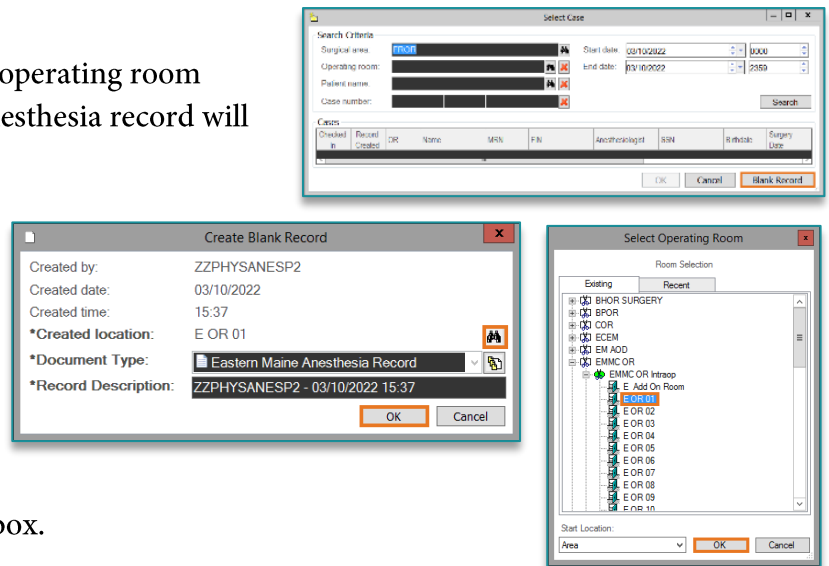
STEP 1: Sign into **SaAnesthesia**.

STEP 2: Select **Blank Record**.

STEP 3: Click the **binoculars**.

- Select OR Room Number.
- Click **OK**.

STEP 4: Click **OK** on **Create Blank Record** box.
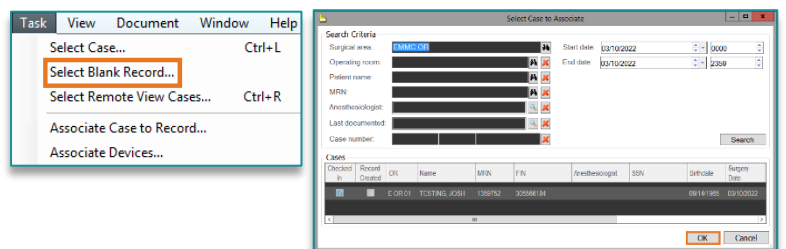
Opening the Blank Record

The case will need to be associated to the patient, once they have been scheduled and checked in before the record can be finalized.

STEP 1: Click **Task** on the top menu bar.

- Select the option **Select Blank Record**.

STEP 2: Select appropriate **Location**.

STEP 3: Select the appropriate **Blank Record**.

Associating Case to Record

STEP 1: Click **Task** on the top menu bar.

- Select **Associate Case to Record**.

STEP 2: Select appropriate **Patient**.

- Click **OK**.

STEP 3: Verify it is the correct patient.

- Click green checkmark.