


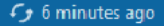




This Quick Reference Guide (QRG) outlines the steps to prepare neuromodulation patients for their procedure.

Common Buttons & Icons

	Blue Arrow icon
	Add button
	Search icon
	Refresh icon
	Menu icon
	Sign icon

Perform Chart Review

Before you begin your PreProcedure call with your patient, you need to check their chart for any abnormalities that have been documented.

➤ **From the Perioperative Tracking board in SurgiNet:**

STEP 1: Click your patient's case.

NOTE: You can add a comment to the case if needed by clicking the Comments cell and then typing.

STEP 2: Double-click the **Blue Arrow** icon on the left side of the screen.

- Your patient's chart opens.

STEP 3: Review your patient's chart for any abnormalities.

NOTE: You should review the Preprocedure Workflow sections, including Allergies, Medications, Labs Flowsheet, and Order Profile.

STEP 4: Expand the Menu if necessary by clicking **Menu** in the upper-left.

STEP 5: Click the **Orders** component in the Main Menu.

STEP 6: Click **Add**.

- The Add Order window appears.

STEP 7: Click the **Type** drop-down arrow; then click **Ambulatory Orders and Medications**.

STEP 8: Click the **Search** field.

STEP 9: Type op ect; then click **OP Electroconvulsive Therapy ECT and Ketamine Treatments**.

STEP 10: Click **Proposal**.

STEP 11: Click the **Physician name** field.

STEP 12: Type the appropriate provider's name; then click the **Search** icon.

- The Provider Selection window appears.

STEP 13: Click the appropriate provider in the lower pane if needed; then click **OK**.

STEP 14: Click **Proposal, Cosign Required** in the lower pane.

STEP 15: Click **OK**.

- The Add Plan window pops up.

STEP 16: Click **OK**.

STEP 17: Click **Done**.

STEP 18: Click **Orders for Signature**.

STEP 19: Click **Sign**.

STEP 20: Click the **Refresh** icon.

STEP 21: Confirm that the ECT order's status appears as **Planned, Proposed**.

Complete PreProcedure Call Documentation

After your chart review, you need to call your patient and complete their PreProcedure Call documentation.

➤ **From your patient's chart:**

STEP 1: Expand the **Menu** if necessary, by clicking Menu in the upper-left.

STEP 2: Click **Periop View**.

STEP 3: Click the **Patient Information** section in the left-hand list.

STEP 4: Dial the number that appears in the Contact Information pane.

NOTE: Alternatively, you can call your patient after step 8.

STEP 5: Click **AdHoc** in the Task Bar.

- The Ad Hoc Charting window appears.

STEP 6: Click the **ECT** folder in the left-hand list.

STEP 7: Select the **Preprocedure Call** check box.

STEP 8: Click **Chart** near the lower right.

- The ECT/Ketamine Preprocedure Call Form appears.

STEP 9: Ask your patient each pertinent question that appears on the form and document their responses. Do this for every active section in the form.

Note: In the PreProcedure Instructions section, ensure that you verbally give the patient each instruction.

STEP 10: Click the **Sign** icon in the upper-left once you have completed every section.

STEP 11: Click **Close** at the bottom-right.

STEP 12: Click **Perioperative Tracking** in the Task Bar.

STEP 13: Right-click your patient's **Status** cell; then click Set Events.

- The Case Tracking Set Events window appears.

STEP 14: Click **PAT Complete**.

STEP 15: Click **OK** at the bottom-right.