Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Neuromodulation Preprocedure Tasks

July 31, 2023

This Quick Reference Guide (QRG) reviews completion of Neuromodulation preprocedure tasks.

Common Buttons & Icons

	Blue Arrow icon
	Sign icon
2 minutes ago	**Refresh** icon
Menu	**Menu** icon
	BMDI icon
	Dynamic Group icon

Review the Chart and Complete ECT Clinical Record Forms

When a patient arrives for their procedure, you will complete forms, chart in iView, discontinue orders, and update the tracking board.

Review the Patient's Chart

➢ **From the PAT List on the Perioperative Tracking board in SurgiNet:**

STEP 1: Click the **ACTX Preop tab.**

STEP 2: Double-click the patient's row in the tracking board.

- Your patient's chart opens.

STEP 3: Click into and document each section, following the list on the left-hand side of the screen: **Allergies**, **Diagnostics**, **Histories**, and **Home Medications**.

Document Preprocedure Forms

STEP 1: Click **AdHoc** in the toolbar.

- The Ad Hoc Charting window appears.

STEP2: Click the **ECT** folder.

STEP 3: Select the **ECT Clinical Record** check box.

STEP 4: Click **Chart.**

- The ECT Clinical Record window appears.

STEP 5: Click **Outpatient** in the Preparation/Chart Ready section.

STEP 6: Click into and document each form, following the list on the left-hand side of the screen**: Allergy, Medication List**, and **Education Needs, Comments, Orientation and Mood, CSSRS**

Screener (Suicide Risk Screening), MADRS Montgomery-Asberg Depression Scale, and **MOCA Form.**

STEP 7: Click the **Sign** icon.

- The Ad Hoc Charting window appears.

STEP 8: Click OK.

- The patient's chart displays.

STEP 9: Click the Refresh icon.

View the Orders Screen/Outstanding Tasks

STEP 1: Click **Menu.**

STEP 2: Click **Orders.**

Complete Preprocedure Documentation

- **From your patient's chart:**

STEP 1: Click **Menu**.

STEP 2: Click **Interactive View and I&O.**

STEP 3: Click **Vital Signs** in the Electroconvulsive Therapy section.

STEP 4: Click the **BMDI** icon to pull data in.

STEP 5: Verify the BMDI data is correct; then click the **Sign** icon.

STEP 6: Click **Point of Care Testing BH**.

STEP 7: Make any necessary updates; then click **CSSRS Frequent Screener**.

STEP 8: Document the section appropriately; then scroll down.

STEP 9: Click **Peripheral IV**.

STEP 10: Click the **Dynamic Group** icon.

- The Dynamic Group window appears.

STEP 11: Select the appropriate check boxes to document the Catheter Type, Site, Laterality, and Catheter Size; then click **OK**.

STEP 12: Double-click the **Peripheral IV** column header.

STEP 13: Select the appropriate check box in the Activity list; then click the **X Close** button.

STEP 14: Click the **Patient Identified** cell.

STEP 15: Select the appropriate check box; then click the **X Close** button.

STEP 16: Document the Total Number of Attempts; then click the **Line Status** cell.

STEP 17: Select the appropriate check box in the Line Status list; then click the **X Close** button.

STEP 18: Click the Sign icon.

Discontinue Preprocedure Orders

- **From your patient's chart:**

STEP 1: Click **Menu.**

STEP 2: Click **Orders.**

STEP 3: Click the **Orders tab**.

STEP 4: Right-click **OP Treatments Pre Op Phase (Initiated).**

STEP 5: Click **Discontinue.**

- The Discontinue window displays.

STEP 6: Click the **Discontinue Reason** drop-down arrow.

STEP 7: Click **Completed.**

STEP 8: Click OK.

- The Ordering Physician window displays.

STEP 9: Search for and select the physician's name; confirm the order date and time; then click **Proposal, Cosign Required** as the communication type.

NOTE: You can filter search results by group, organization, position, or relationship.

STEP 10: Click **OK**.

STEP 11: Click **OK**.

STEP 12: Click. **Orders for Signature.**

STEP 13: Click **Sign.**

STEP 14: Click the **Refresh** icon.

Document in Perioperative Tracking

STEP 1: Click **Perioperative Tracking** in the toolbar.

STEP 2: Right-click **PAT Complete;** then click **Set Events**.

- The Case Tracking Set Events window displays.

STEP 3: Click **Procedure.**

STEP 4: Click **Procedure Start**.

STEP 5: Click **OK**.