

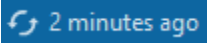





This Quick Reference Guide (QRG) reviews completion of Neuromodulation preprocedure tasks.

Common Buttons & Icons

	Blue Arrow icon
	Sign icon
	Refresh icon
	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.

STEP 2: 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**.