From the Office of Clinical Informatics

Quick Reference Guide (QRG)

Document Preoperative Information - Part 2

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This Quick Reference Guide (QRG) outlines the steps to complete perioperative information.

Common Buttons & Icons

	Add Segment folder icon
x	**X Close** button
>	**Move Right** arrow icon
<	**Move Left** arrow icon
	Case Attendee icon
	PreOp Case Times icon
	Case Details icon
	Sign icon
	Finalize Flag icon
Next>>	**Next** button

Finalize the PreOp Record

From the Perioperative Doc PreOp Record within the patient chart:

1. Click the **Finalize Flag** icon.
2. Click **Yes**, you want to finalize the document in the pop-up window.
3. Click Menu to expand the left-side menu if it isn't already open.
4. Click **Documentation**.
5. Click the PreOp Record you just completed.
6. Review the information for accuracy.

Modification after Finalization

From the Perioperative Doc PreOp Record within the patient chart:

1. Click **Perioperative Doc** in the left-side menu.
2. Ensure you have the correct PerOp Record in view.
3. Click the red Flag to "unfinalized".
4. Select the reason.
5. Click the segment that needs modification.

6. Make the modifications.
7. Click the **Next** button to save.
8. Click **Yes** in the Confirm Save pop-up window.