Northern Light Health

From the Office of Clinical Informatics
Quick Reference Guide (QRG)
SurgiNet – Postoperative Documentation
October 6, 2021

This Quick Reference Guide (QRG) outlines the process of postoperative documentation

Common Buttons & Iconsx

✓	**Sign** icon
	Magnifying Glass icon
	Associate a Device icon

Document PACU I & II

Document Case Times

➢ From the Perioperative Doc within the patient chart:

STEP 1: Click the **Location Phase** drop-down arrow.

STEP 2: Click the appropriate location phase.

NOTE: Some organizations may have a phased approach to the PACU process and classify PACU I and PACU II separately, while other locations may be combined.

STEP 3: Verify that Case Times is highlighted in the Documentation pane to indicate those are the fields in view.

STEP 4: Click the **Time** field you need to document and type in the time.

STEP 5: Adjust the time as needed using the Up and Down arrows.

STEP 6: Click the **Date** field you need to document, type in the date and adjust day by day using the Up and Down arrows.

NOTE: You can also set the date by using the Calendar down arrow.

STEP 7: Document any required fields as indicated by a gray checkbox.

STEP 8: Click Next to save changes.

STEP 9: Document the Case Attendance segment as appropriate.

Document Case Attendance

➢ From the Perioperative Doc within the patient chart if you are not already at the Case Attendance Segment as outlined above:

STEP 1: Click the Location Phase drop-down arrow.

STEP 2: Click the appropriate location phase.

NOTE: Some organizations may have a phased approach to the PACU process and classify PACU I and PACU II separately, while other location may be combined.

STEP 3: Click the Case Attendance segment in the Documentation pane.

STEP 4: Click the Case Attendee field.

STEP 5: Type the name of the attendee.

NOTE: If "Multiple Matches" displays, click the Magnifying Glass icon. Then select the attendee you need.

STEP 6: Verify you have the right name listed as the Case Attendee.

STEP 7: Click the Role Performed drop-down arrow.

STEP 8: Click the appropriate role.

STEP 9: Click Next.

STEP 10: Click Yes for the Add Entry pop-up window.

STEP 11: Click OK to acknowledge the last segment pop-up window.

Finalize the Perioperative Doc

- From the Perioperative Doc within the patient chart:

STEP 1: Verify that all segments have a green check mark indicating required documentation is complete.

STEP 2: Click the Finalize Flag icon.

STEP 3: Click Yes in the Document Verified pop up.

NOTE: If the system identifies deficits you will need to resolve them and then start the finalization process again.

Associate a Monitor

- From the Perioperative Summary within the patient chart:

STEP 1: Click Menu if the left-side menu if it is not already expanded.

STEP 2: Click Interactive View and I&O.

STEP 3: Click the Associate Monitor icon.

STEP 4: Click the appropriate Monitor-ID.

STEP 5: Verify that the Monitor-ID, Nurse-Unit, Room, and Bed are listed and accurate.

NOTE: Click View acquired data if needed.

STEP 6: Click Associate.

STEP 7: Verify the warning pop-up for accuracy, then click Yes if accurate.

STEP 8: Click Close to close the Associate Monitor window.

Document Assessments

- From Interactive View and I&O within the patient chart:

STEP 1: Click bands in the left-side pane to open documentation.

STEP 2: Review information pulling in from the monitors such as vital signs.

NOTE: Hover a hyperlink for a tooltip, click the hyperlink to navigate to a reference page.

STEP 3: Document assessments as appropriate.

STEP 4: Click the Sign icon once documentation is complete.