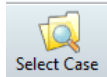


Document an Anesthesia Record

Note: For patient safety, check the armband when the patient arrives in the OR to verify the correct patient chart is displayed.

Selecting a Case



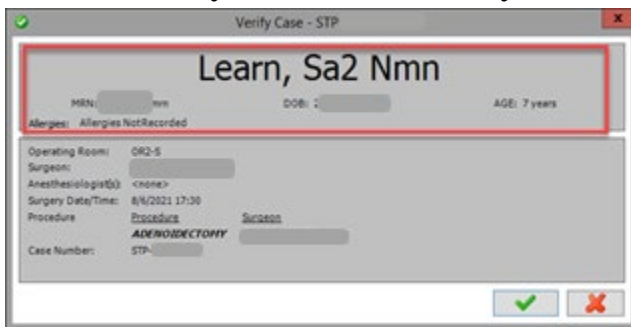
Patients scheduled for a procedure can be found in the location they are scheduled.

1. From the SaAnesthesia **Select Case** window, select the corresponding case.

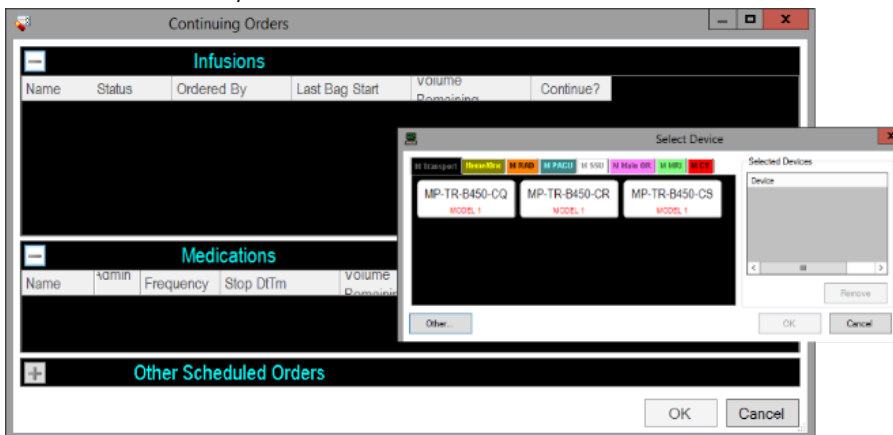
Note: If there are multiple procedures scheduled, select the OR procedure.




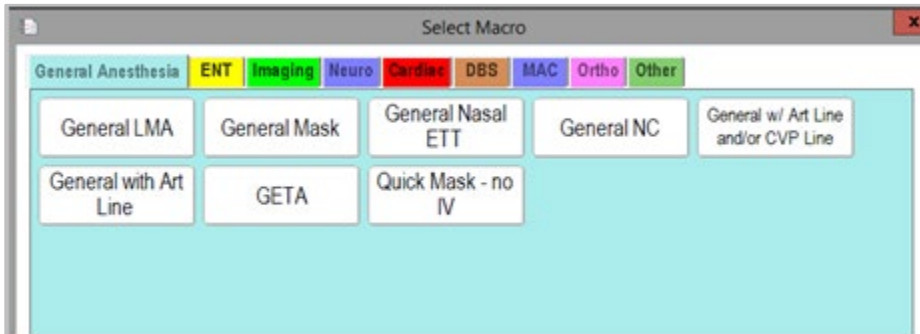
2. From the **Verify Case** window, verify the correct patient and case has been selected.



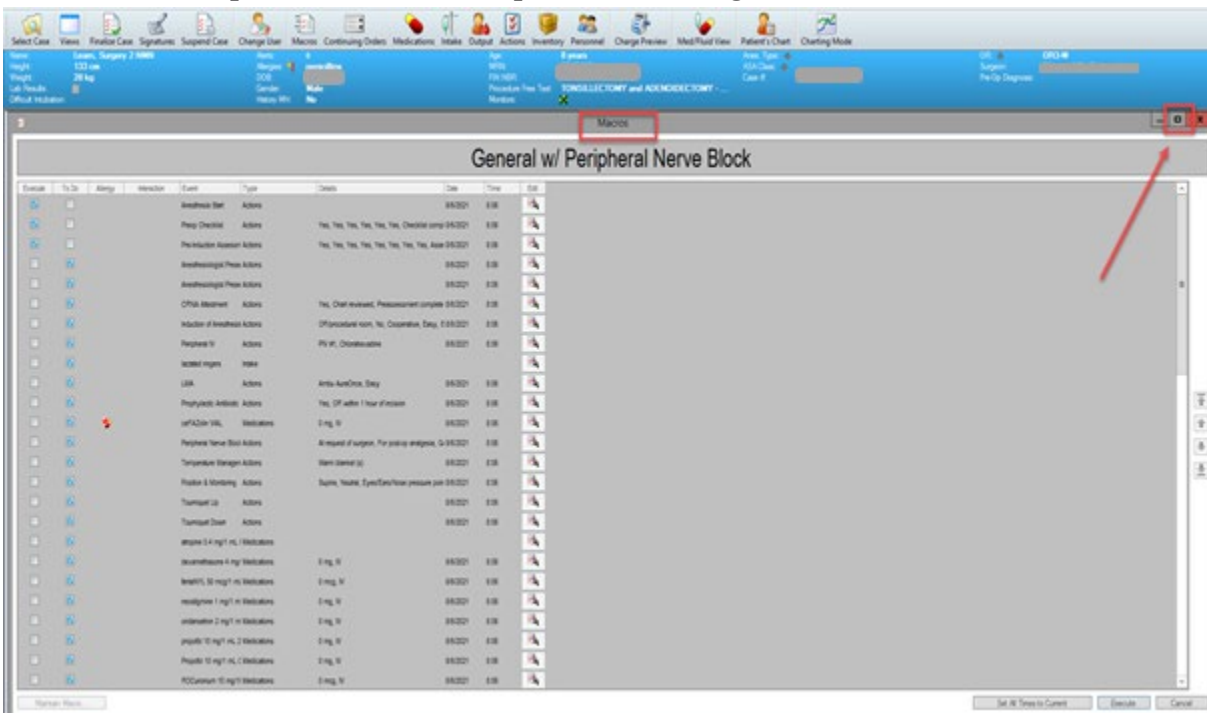
3. Select Device and/or add Continuous Infusions as needed.



4. Click on the **Macro** icon  to select case appropriate macro and click **OK**.




5. Resize the Macro window to display under the Banner Bar. As an additional safety measure, use the Banner Bar to review the patient name and the procedure during timeout.

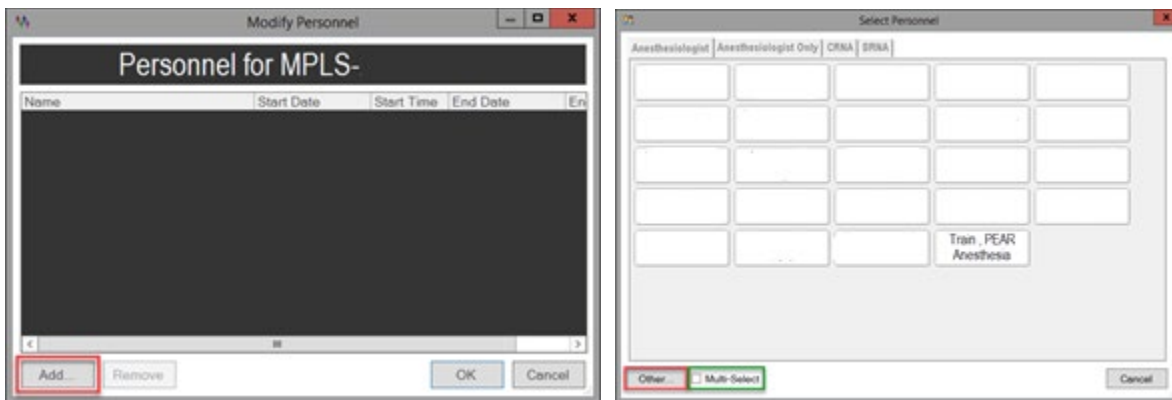


Note: Items are pre-set as **Execute** or **To Do**. **Execute** will place items on the record timeline as soon as the record has been started. **To Do** will place items on a **To Do List** to be completed later in the case.

Adding Personnel


Personnel will be added to the record to display how many providers have been involved in a case and the times they were involved. Personnel are listed on the record in the **Action Bar** area or can be viewed in a separate dialog box by clicking on the **Personnel** toolbar button.

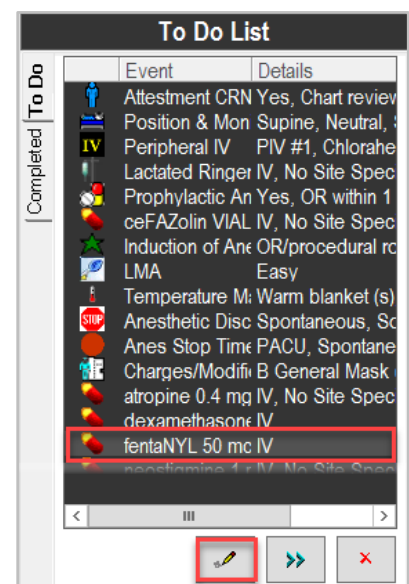
1. Click **Personnel**  on the tool bar. The **Select Personnel** window contains four separate tabs:
 - Anesthesiologist when CRNA is also working case
 - Anesthesiologist only when there is no CRNA working case
 - CRNA anytime a CRNA is working on a case
 - SRNA if a student is present on a case
2. Click **Add**.
3. Click the provider's name to select appropriate resource on a case.



Documenting from the To Do List


The **To Do List** is populated with those actions and medications that were set to the **To Do List** on the Macro. Items that were selected to execute are now active on the record. Action icons will display in the Anesthesia Record with an associated icon.

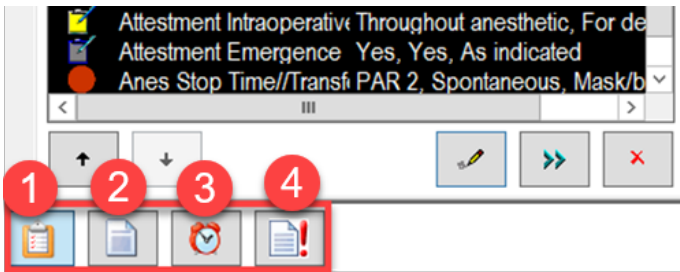
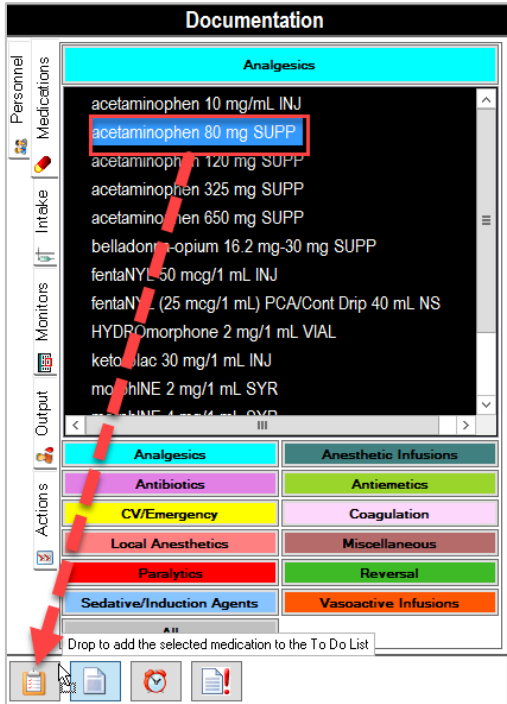
1. Document events on **To Do List** throughout the case.
 - Highlight event and click the modify button . After values have been entered, click **Execute** to enter or to place the medication on the record.



Anesthesia: Document a Record

- To add documentation not on the **To Do List**, click on the documentation icon  at the bottom of the screen. Click on the tabs to select the appropriate medication, intake, output, or action to be documented.

Click on your selection and drag the item to be added to the To Do List icon 



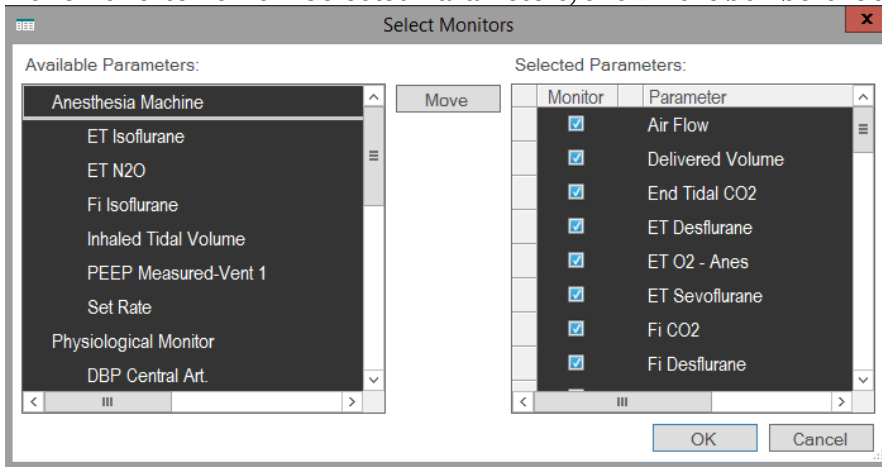
- To Do List:** Lists items for case documentation.
- Documentation:** A library of all possible documentation.
- Reminders:** Set alarms to complete tasks later in the case.
- Deficiency list:** Required documentation that has not been completed.

Adding Monitors to Record

The bedside medical devices play a significant role in the documentation of an anesthetic record. Most of the monitored values for the case are started via a macro at the beginning of the case. However, a monitor and its values may need to be added to the record.

To add a monitor to the anesthesia record:

1. To add a monitor that is not in the Macro, click **Document** > **Monitors** on the menu bar.
2. Select parameter type, click **Move**, and click **OK**.
3. To remove items from Selected Parameters, click in the box before the parameter and click **Move**.

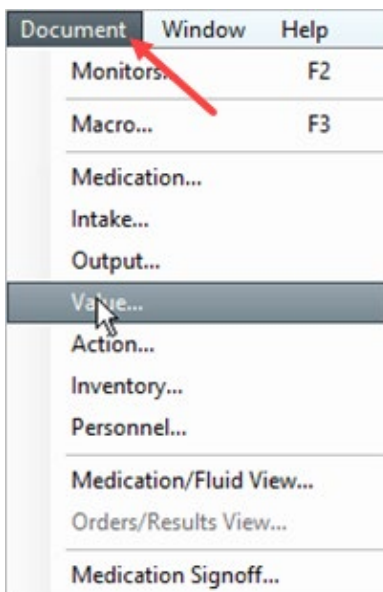


Note: Review the Monitored Values that are coming in via BMDI every 30 to 60 minutes to make sure the values are flowing into the record correctly.

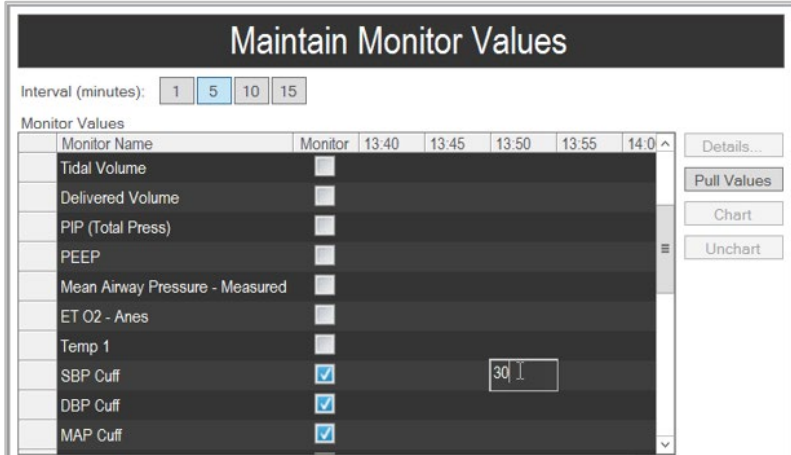
Manually Document BMDI and Pull in Data Stored in the Monitors

To manually document BMDI and pull in data stored in the monitors:

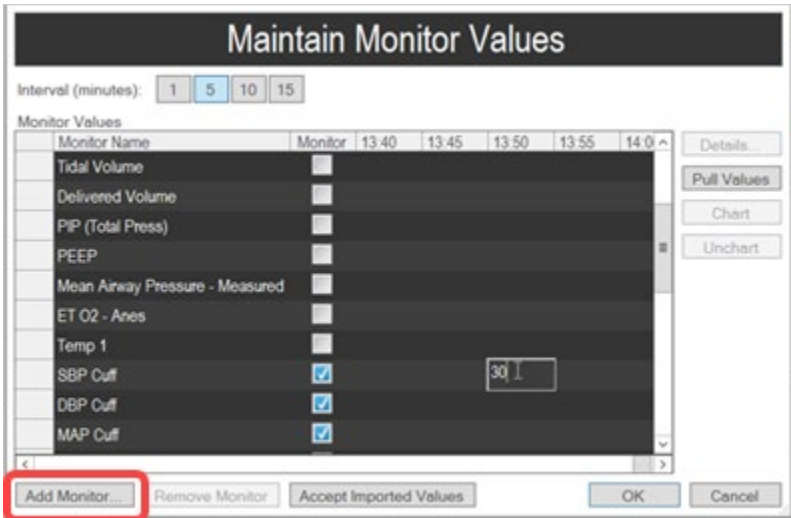
1. Click on **Document** and select **Value**.



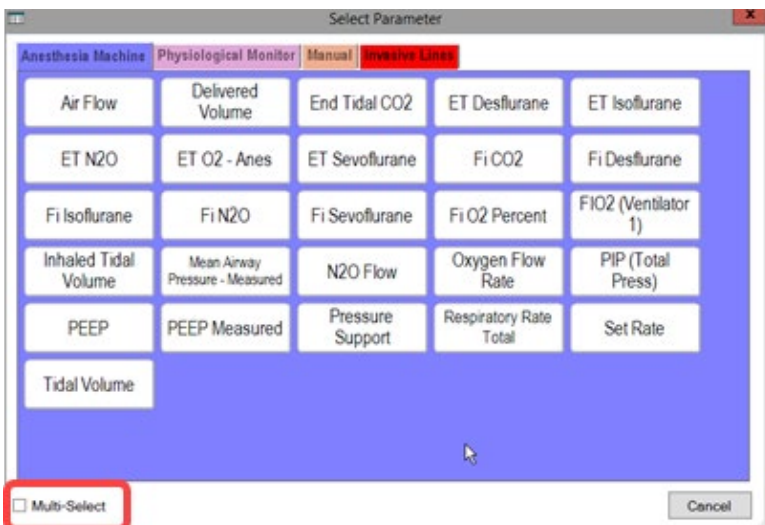
- Click on the values to chart, select the time interval, and enter the numeric values to the right.



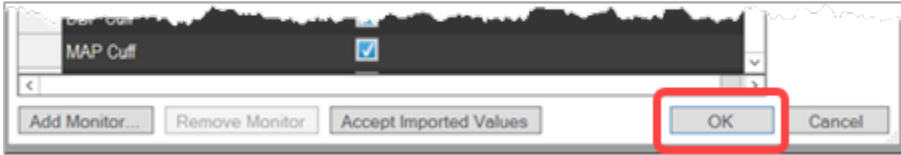
- If additional parameters are needed, click **Add Monitor**.



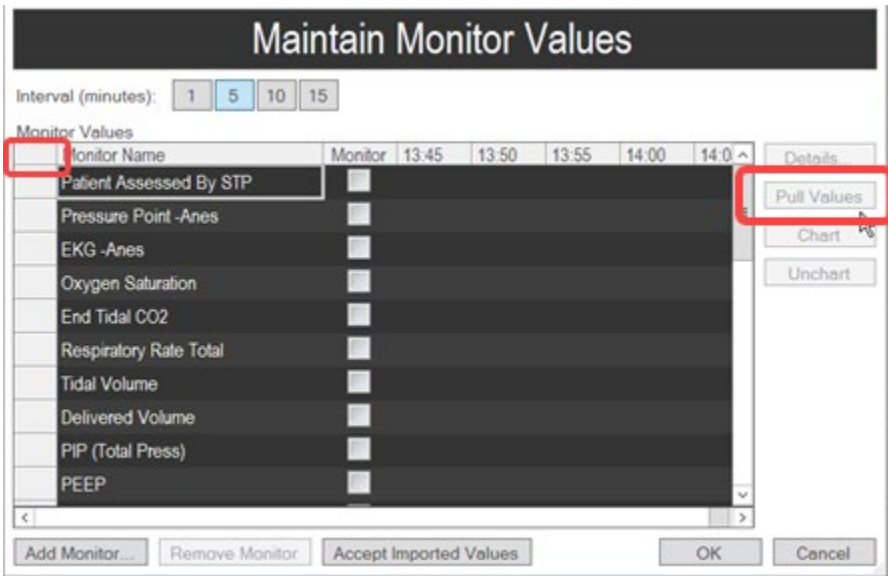
- The following screen displays. Select the monitors to add to the chart. To select more than one monitor, click **Multi-Select**.



- The **Maintain Monitor Values** window displays. Click **OK**. Values will populate the grid.



- If the monitor has been disconnected or the values were unchecked but there is saved data in the monitor, click in the box under **Monitor** to highlight all monitors. Once highlighted, click **Pull Values** to enter into the record.



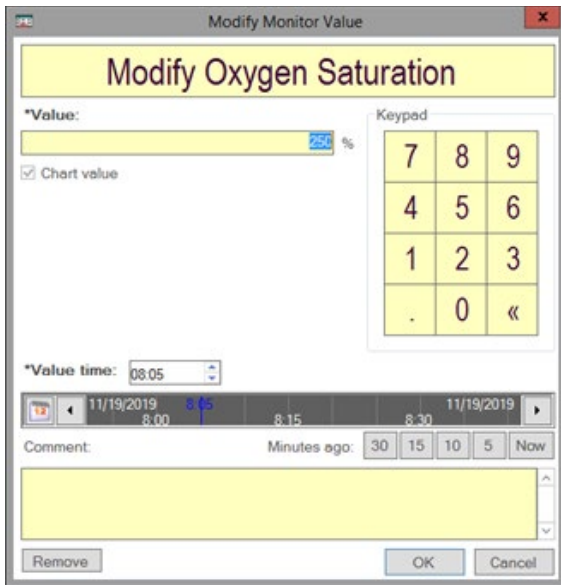
Modifying Monitored Values

To modify incorrect values that populate the electronic record:

- In the Monitors section, left click on any of the displayed values if not correct.

Gases	^ Fi O2 Percent %					20	
	Oxygen Flow Rate L/min					10	
	Air Flow						
	N2O Flow					5	
	Fi Sevoflurane					2	
	^ ET Sevoflurane					2	
Intake	^ Albumin 25% Inj - 50 mL	26.67 mL	<				
	Sodium CHLORIDE 0.9%	25 mL					
	Lactated Ringers	41.67 mL	<				
	^ Lactated Ringers LR 50	35 mL					
	^ Oxygen Saturation %			300	100	250	
	End Tidal CO2 mm Hg				25	20	
	Respiratory Rate Total br/min						

- Once the value is clicked, the **Modify Monitor Value** window displays. Use the keypad to modify values. Click **OK** to correct on the chart.



Suspend Case

- To transfer the patient to the PACU, click **Suspend Case** on the toolbar.
- The **Stop Data** window displays. All items are defaulted to stop. Click the checkbox to deselect data that should NOT be stopped until after the patient is transferred.
- Click **OK**.

To transport the patient, review the steps listed in the transport document:

[Anesthesia Transport/NORA Guide \(Minneapolis\)](#)

[Anesthesia Transport Guide \(St. Paul\)](#)

Finalizing the Record

Note: This is Anesthesiologist only workflow. See [Finalizing a Case](#) for further instructions on how to finalize a case.