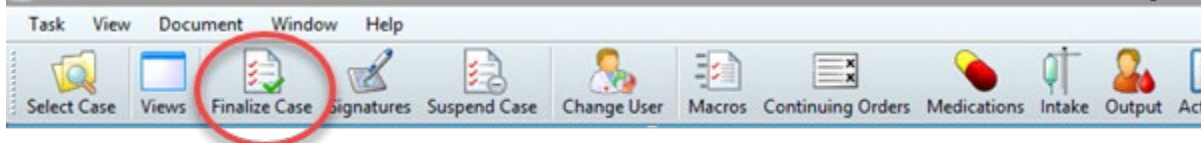


How to Finalize a Case

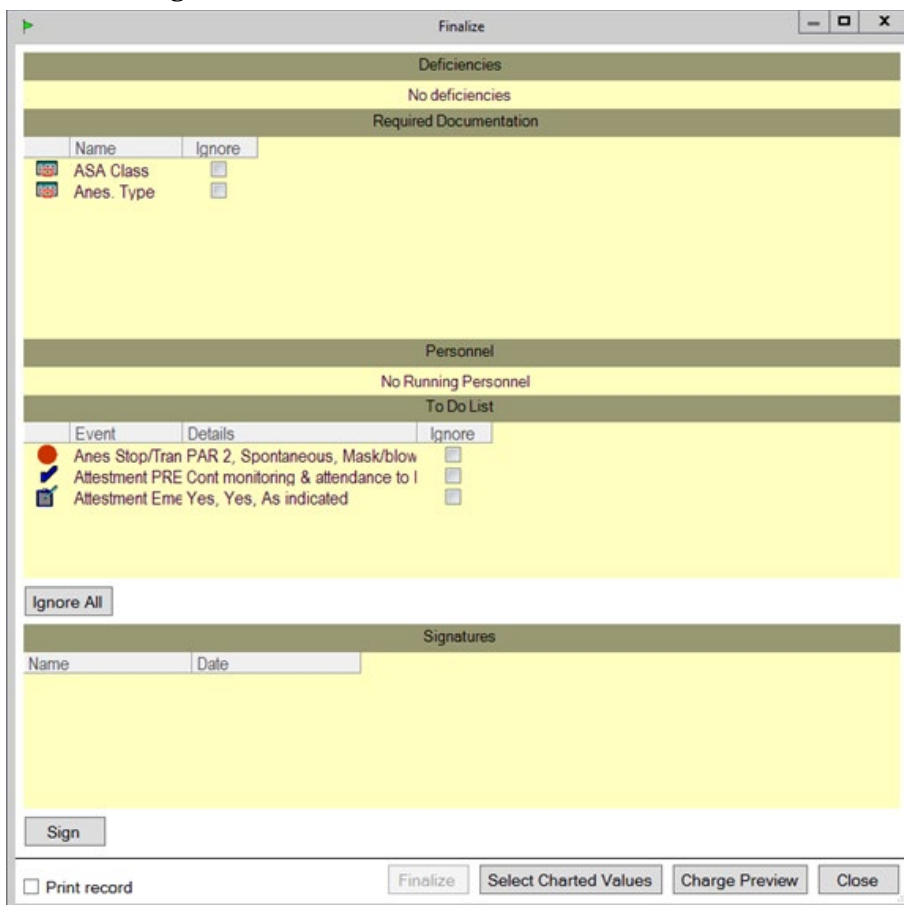
Finalize a Case

Records need to be finalized at the end of a surgical procedure to get the data written to the patient's record. Finalization will be done by the Anesthesiologist.

1. When the Medically Directing Anesthesiologist is ready to finalize the case, open the case from the Select Case Window. Once the case opens, click the **Finalize Case Button** from the tool bar.

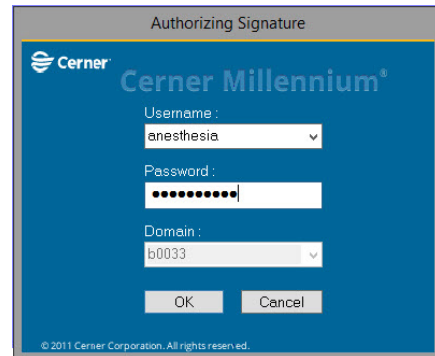


2. A window will display showing any deficiencies within the documentation. Deficiencies need to be addressed/closed before the case can be finalized. Deficiencies can include:
 - Missing ASA Class and Anes Type
 - No running personnel
 - Items on the To Do List to clear
 - No signatures

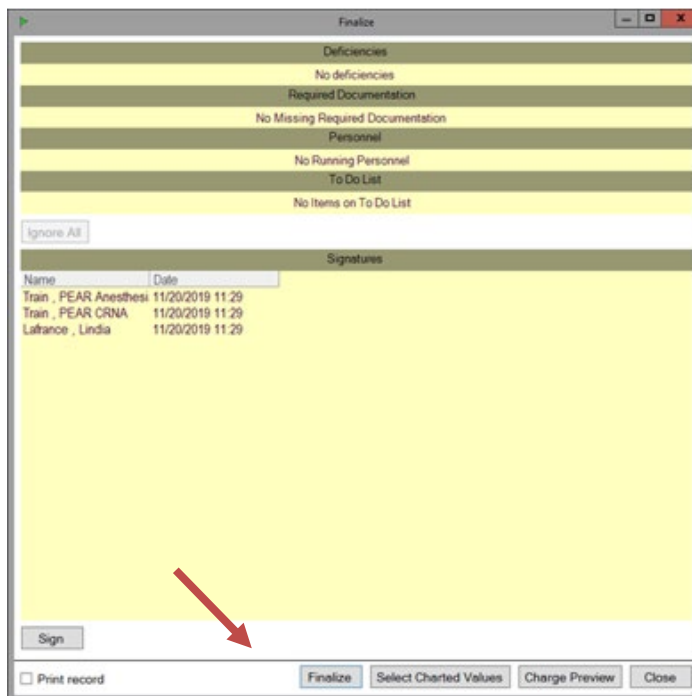


Anesthesia: Finalize a Case

3. Verify all Personnel times are added and accurate.
4. Verify all listed on Personnel have signed the record.
5. Verify all CRNAs working with a student have documented and signed the CRNA attestation.
6. Verify all Anesthesiologists listed as personnel on the record have added and signed the appropriate attestments.
7. Clicking the **Sign** button opens the Authorizing Signature window. Login with username and password.



8. Click **Finalize**. The screen will revert back to the Case Selection screen.



9. Exit the patient's record by clicking **Task > Exit**.

