

## Completing the Anesthesia PAE Template

This document outlines the Anesthesia specific workflow for completing the PAE template, creating, editing, and modifying a Dynamic Documentation (Dyn Doc) note.

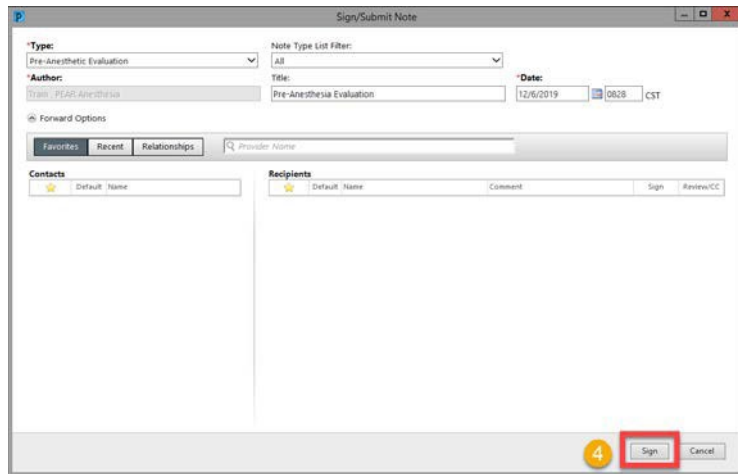
### Submitting a Dynamic Documentation Note

1. From the **Anesthesia PAE Documentation Template – Pre-Anesthesia Evaluation**, click the **Sign** button in the bottom right corner.
2. Create your note by clicking on Pre-Anesthetic Evaluation on the bottom left corner.

3. Click Sign/Submit on Dyn Doc template.

- Click **Sign** on verification window.

**Note:** If the PAE template was completed the night before and there are changes, be sure to sign the template before moving on to step 2.



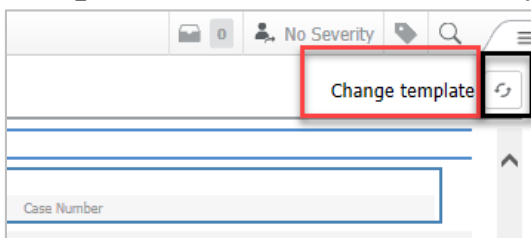
### **Modifying the Anesthesia PAE Documentation Template**

The Anesthesia PAE Documentation template retains signed documentation on the template even after the Dyn Doc note has been created.

### **Changing Template Display**

**Change Template** button clears all signed or unsigned documentation and returns the template to the default view.

**Component Refresh** button clears any documentation added **after** the template was last signed.



**Anesthesia: Dynamic Documentation**

**Documenting ASA Class and Anes Type**

After the Anesthesia PAE Documentation Template on the Workflow Summary has been signed, the **SaAnesthesia Interop Record** updates the banner bar to display the ASA class and Anes Type.

**Anesthesia PAE Documentation Template - Pre-Anesthesia Evaluation**

Selected Case: [Case Number] Scheduled For: [Date/Time] Case Number: [Case Number]

**ASA Class:** 1

**Anesthesia Plan:** General

Invasive Monitors/Lines: None

Additional: Possible blood/blood product administration, Possible PCA placement, SBE prophylaxis, Requires postoperative monitoring due to Conceptual Age, Possible regional/neuraxial techniques for postoperative analgesia, Possible intubation/ventilation postoperatively

Consent: Plans, benefits, risks, and options discussed in detail with the patient and/or parent(s)/guardian(s). All questions answered and consent for the anesthetic plan has been obtained.

Emergency Surgical Procedure: Patient is unable to give consent and the parent(s)/guardian(s) is unavailable to give consent. Two physicians have deemed this procedure as an emergent surgical necessity to preserve life and/or limb.

Additional anesthesia concerns: Parent/patient is not available at this time. Anesthesia plan, benefits, risks, and options need to be discussed prior to the procedure.

Dynamic Documentation Templates: Pre-Anesthesia Evaluation (Selected) Note Type: Pre-Anesthetic Evaluation

Save Last signed by me at 12/06/19 08:20 Sign

Actions Inventory Personnel Charge Prev

**Anes. Type: General**

**ASA Class: 1**

This information also flows to the Dyn Doc Note from the template.

**Medical History**

**Anesthesia Plan**

**ASA Class:** 1  
**Anesthesia Plan:** General  
**Invasive Monitors/Lines:** None  
**Consent:** Plans, benefits, risks, and options discussed in detail with the patient and/or parent(s)/guardian(s).

Note Details: Pre-Anesthetic Evaluation, Train , PEAR Anesthesia, 12/6/2019 8:28 CST, Pre-Anesthetic Evaluation

**Modify the ASA Class and Anes Type Before Case Has Started**

1. In error the original Pre-Anesthesia Evaluation note.
2. Document the new values for **Anes Class** and **Anes Type** on the Anesthesia PAE Documentation Template and sign.
3. Create Note and click **Sign**.

Anesthesia PAE Documentation Template - Pre-Anesthesia Evaluation

Plan

Selected Case

Procedure	Scheduled For	Case Number

ASA Class: 1E

Anesthesia Plan: General

1 2 3 4 5 6 1E 2E

General MAC Spinal Epidural Regional

Dynamic Documentation Template	Note Type	Selected
Pre-Anesthesia Evaluation	Pre-Anesthetic Evaluation	<input checked="" type="checkbox"/>

Save Last signed by me at 12/06/19 08:20

Sign

Medical History

Anesthesia Plan

ASA Class: 1E  
Anesthesia Plan: General  
Invasive Monitors/Lines: None  
Consent: Plans, benefits, risks, and options discussed in detail with the patient and/or parent(s)/guardian(s). All questions a

Class Updates from the PAE

**Modify the ASA Class and AnesType After Case Has Started (Within SaAnesthesia Module)**

1. Locate ASA Class on banner bar and enter new value.
  2. Locate Anes Type on banner bar and enter new value.
- Note:** The PAE document does not need to be updated to reflect this change.

Actions Inventory Personnel Charge Prev

Anes. Type: General  
ASA Class: 1

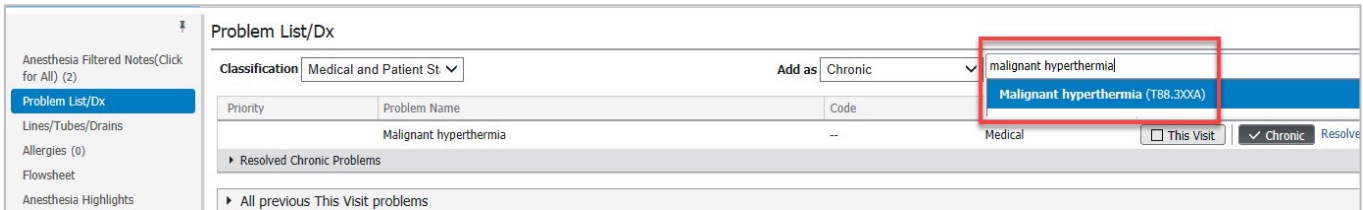
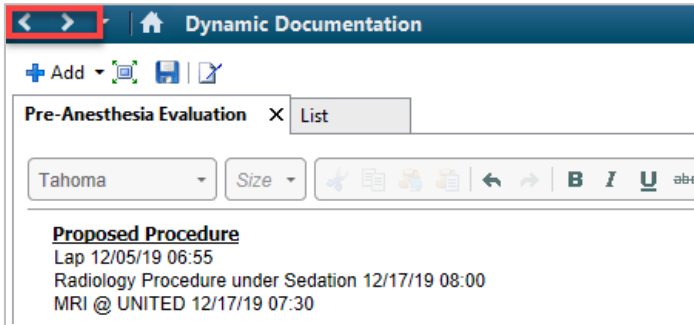
to

Actions Inventory Personnel Charge Prev

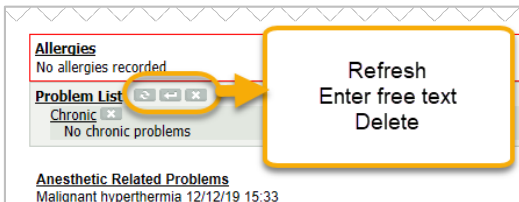
Anes. Type: General  
ASA Class: 1E

**Editing within a Dyn Doc Template**

If an Anesthesia specific problem was not added to the Problem list before the Dyn Doc note is created, use the back arrow to return to the Workflow Summary. Enter the problem on the Problem List component. Use the forward arrow to return to the Dyn Doc Note.

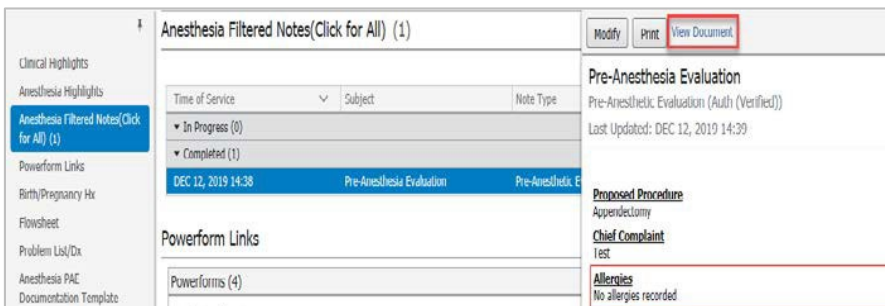


To display the added problem within the note, click the floating refresh icon to the right of Problem List.



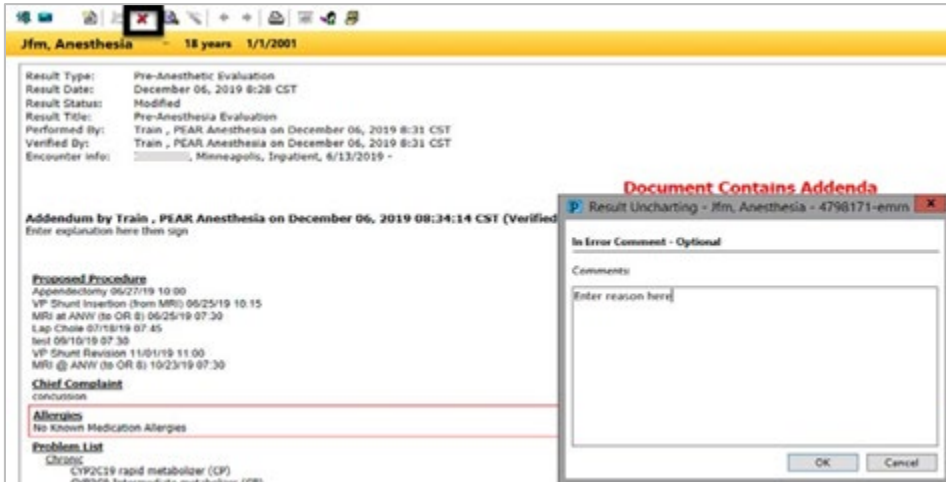
**In Error a Dyn Doc Note**

To **In Error** your Dyn Doc note, right click on the note from the **Anesthesia Filtered Notes** component and click **View Document** located at the top of the quick view window.



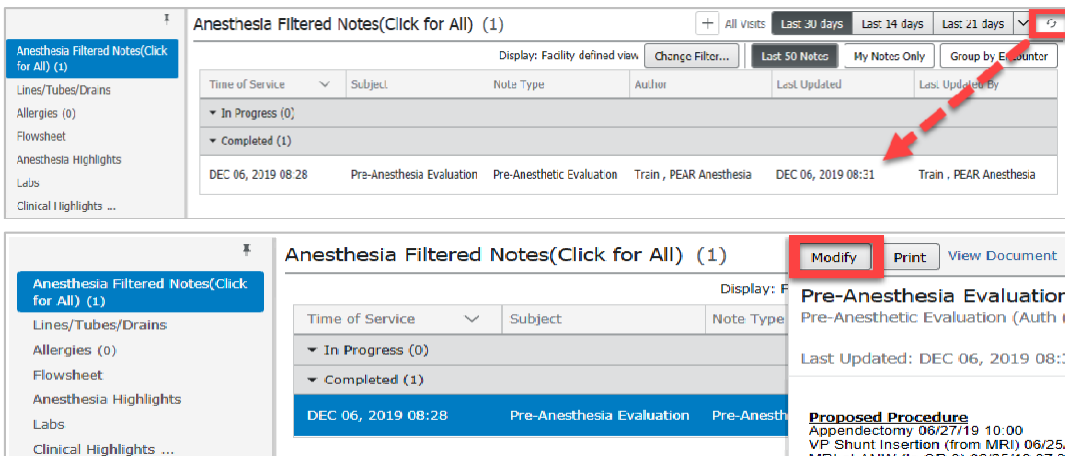
**Anesthesia: Dynamic Documentation**

Select the red **X** at the top of the screen. Enter reason for in erroring the document in the comment box and click **OK**.



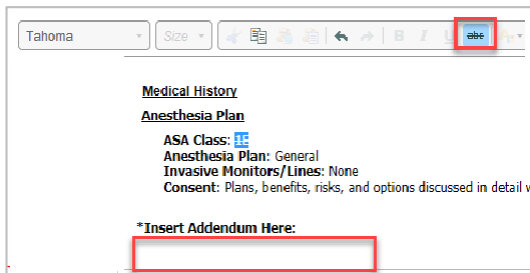
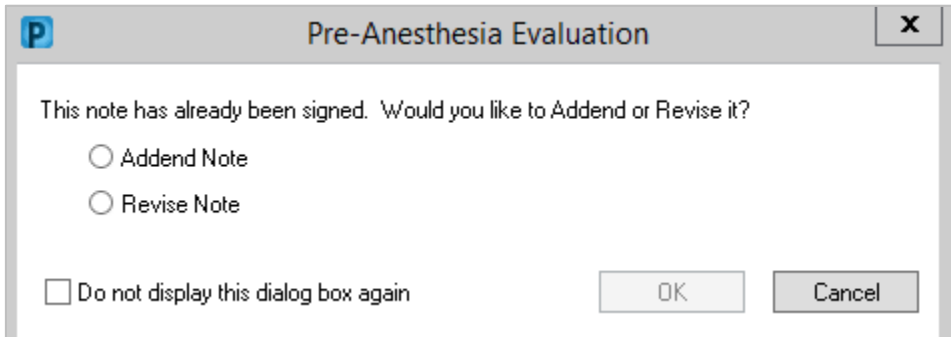
**Modifying a Signed Dyn Doc Note**

To modify a Dyn Doc note after it has been signed, navigate to **Anesthesia Filtered Notes** on the component menu. Click the component specific refresh button if the note is not displaying. Click on the note and click **Modify** on the preview pane.



Anesthesia: Dynamic Documentation

Select **Addend Note** to insert an addendum. Select **Revise Note** to change text.



Notes can be revised for a limited time. When the revision window has closed, only the addend option will display.

Click **Sign** to save changes.

Highlight text that needs to be edited and click **Strike Through** on document toolbar. Additional text can be added to the Insert Addendum field. Insert reason for modifying document in the Insert Addendum Here field. **Click Sign.**