



## Complete PAE Note Documentation

1. Complete the PAE Dyn Doc Template and sign to add ASA class and Anes Type to SaAnesthesia InterOp record.



## Select a Surgical Case

1. Click **Select Case**  on the toolbar to open the case list. You may also search by date.
2. Select the case and click **OK** or press Enter. *SurgiNet Anesthesia* associates the appropriate devices in OR locations.
3. Select the appropriate devices and click **OK**. The record opens in the *SurgiNet Anesthesia* window.



## Create a Blank Anesthesia Record

1. Click **Blank Record** in the case of an emergency only.
2. In the Create Blank Record dialog box, click the **Search** button  and select location. Click **OK**.
3. Select the correct document type based on location.
4. Add a patient identifier to the record description. Click **OK**.

## Starting a Macro


1. Click **Macros**  on the toolbar to open the case.
2. In the **Select Macro** dialog box, click the button with the name of the macro. The components are displayed and can be verified or excluded, depending on the procedure.
3. To modify any items prior to executing the macro, click **Edit**  to the right of the item.
5. Verify the macro contents are correct and click **Set All Times to Current** and **Execute**.

## Personnel


1. Click **Personnel**  on the toolbar.
2. Click **Add** and locate the provider name from the case appropriate category in the **Select Personnel** dialog box.
3. Select the provider from the list. Modify the time as needed, and then click **OK**. **Note:** To sign the record click **Signatures**  on the toolbar.
4. To delete personnel, select the **Remove** to delete person from the record.

## Medications


### Adding Medications

1. Click **Medications**  on the toolbar. Select the type and name of the medication.
2. The **Add Medication Administration** dialog box opens.
3. Enter the dose amount and click **OK**.
4. Enter the units as needed and click **OK**.

### Modifying Medications


1. Click **Medications**  on the toolbar. The **Current** tab contains all the medications currently recorded on the anesthesia record.
2. Select the **Modify Admin** option.
3. Click the medication you want to modify.
4. Update the dose amount and click **OK**.

### Deleting Medications


1. Click **Medications**  on the toolbar. The **Current** tab contains the recorded medications.
2. To delete any of the medication administrations, select the **Remove Admin** option.
3. Click on the medication that needs an administration and remove from the record.

## Intakes and Outputs

### Adding A New Bag


1. Click **Intake**  from toolbar. Select the fluid name to start a new bag at the current time interval. The **Fluid Intake** dialog box opens.
2. Complete the volume rate, weight-based rate, route, and site fields as appropriate and click **Start Bag** (or skip Step 2 **Verify Time** and click **Start Bag**).
3. Click **Start Bag** to start the bag at the time represented in the time bar. Totals added during transfer of care.

### Adding Blood Products


1. Click **Intake**  from toolbar. Select **Blood Products** tab and select appropriate blood product to start a blood product at the current time interval. The **Fluid Intake** dialog box opens. Select Bolus or infusion.
2. Complete the volume rate, weight-based rate, route, and site fields as appropriate and click **Start Bag** (or skip Step 2 **Verify Time** and click **Start Bag**).

3. From the **Documentation** tab, click **Actions**, click **Miscellaneous**, add Blood Products action to **To Do** list, modify and execute.


## Removing Intakes

1. Click **Intake**  on the toolbar. The **Select Intake** dialog box opens.
2. Select the **Remove Admin** option.
3. Click the medication that needs to have an administration removed. The corresponding value is removed from the record.

## Adding Outputs

1. If an output is already on the record, left click within a new time slot to add another value.
2. Enter the new output volume. Verify the time and the output are displayed on the graph.
3. If an output is not currently listed on the record, click on **Output**  on the toolbar and add from the list.

## Removing Outputs

1. Click **Output**  on the toolbar. The **Select Output** dialog box opens.
2. Select the **Remove Output Fluid** option.
3. Click the output that needs to be removed from the **Current** tab. The output is deleted from the record.

## Suspend/Transfer of Care

Verify OR documentation: Student present? If yes, has CRNA attestation been added and signed? **Prophylactic Antibiotic**.action documented? Record signed? All **To Do** list items documented or cleared except the **Anesthesia Stop/Transfer of Care** action and the Anesthesiologist attestation actions? Review the deficiency list.

- Ready to Suspend?** Click **Suspend**, uncheck all data that should continue. Click **OK**.
1. From Transfer of Care area: Log into SSO PowerChart and launch **SaAnesthesia** app from toolbar. Select **Case** and open.
  2. Change **View** to **PACU View**.
  3. Edit the Anesthesia **Stop/Transfer of Care** action field by entering last set of vitals. Verify **Stop** time is correct and click **Execute**.
  4. **Suspend** case. Add total fluid volumes, and verify Personnel **Stop Time** matches **Anesthesia Stop/Transfer of Care**, click **OK**.

## Finalizing the Record

1. From the Task menu, select **Finalize Case**.
2. To edit a deficiency, click **Edit**. Once the deficiency is accounted for, that item is removed from the **Finalize** dialog box.
3. Review, edit or select the **Ignore** check box to ignore incomplete To Do list items and allow finalization to continue.
4. Once the deficiencies are completed, review Personnel times are accurate and signatures are complete. Click **Sign** to sign the record.
5. Enter the user name and password for the provider to sign the record and click **OK** to show the updated finalize dialog box.

## Printing the Record

1. From the Task menu, select **Print**.
2. Select the appropriate printer, and verify that the print information is correct. Click **OK** to print the record.



## Adding/Changing Devices











1. From the top toolbar select Task and click Associate Devices.
2. Select location room then select device(s).
3. Click **OK**. Selected devices display on Anesthesia Record.

## Manual Vitals Documentation

1. From the top toolbar select **Document** tab – click **Value**.
2. Select interval minutes: 1, 5, 10 or 15.
3. Select **Monitor**: heart rate, respiratory rate, oxygen, and blood pressure. Click into the timeslot for the vital you are entering. Free text value. Use arrow keys or mouse to navigate the grid.
4. Repeat as needed.
5. Click **OK** to return to the record.

## Anesthesia Icons

Icon	Description
	<b>Select Case.</b> Opens the Select Case window so you can select the case to be displayed.
	<b>Views.</b> Opens the Select View Item dialog box so you can select the view to be applied to the record.

Icon	Description
	<b>Macros.</b> Opens the Select Macro dialog box so you can specify the macros to be executed.
	<b>Medications.</b> Opens the Select Medications dialog box so you can specify the medications to be displayed. You can also add, modify, or remove administrations from this dialog box.
	<b>Intake.</b> Opens the Select Intake dialog box so you can specify the intake fluids to be displayed. You can also add, modify, or remove administrations from this dialog box.
	<b>Output.</b> Opens the Select Output dialog box so you can specify the output fluids to be displayed. You can also add, modify, or remove administrations from this dialog box.
	<b>Actions.</b> Opens the Select Action dialog box so you can specify the actions to be displayed. You can also add, modify, or remove actions in this dialog box.
	<b>Inventory.</b> Opens the Inventory dialog box so you can specify the inventory to be displayed. You can also add or remove inventory in this dialog box.
	<b>Personnel.</b> Opens the Personnel dialog box so you can specify the personnel to be displayed. You can also add or remove personnel in this dialog box.
	<b>Suspend Case.</b> Opens the Suspend Case dialog box, allowing the user to close the record without finalizing. Used when transporting the patient between areas
	<b>Med/Fluid View.</b> Opens the Medication /Fluid View dialog box so you can view all medication and fluid information recorded for the case.
	<b>Patient's Chart.</b> Opens the patient's chart in Surgical PowerChart.



## SurgiNet Anesthesia

## Quick Reference Guide

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