

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.

The screenshot shows the 'Anesthesia PAE Documentation Template - Pre-Anesthesia Evaluation' interface. The 'ASA Class' is set to '1E' and the 'Anesthesia Plan' is 'General'. A red box highlights the '1E' selection. A red arrow points to the 'Sign' button in the bottom right corner, which is also circled with a '1'. A '2' is next to the 'Pre-Anesthetic Evaluation' button in the left sidebar.

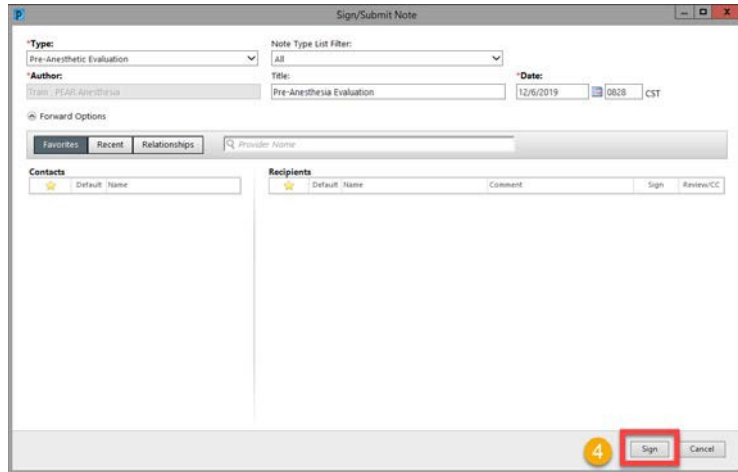
3. Click Sign/Submit on Dyn Doc template.

The screenshot shows the 'Medical History' section of the 'Anesthesia Plan'. The 'ASA Class' is '1E', 'Anesthesia Plan' is 'General', and 'Invasive Monitors/Lines' is 'None'. The 'Consent' section contains text about patient consent. A red box highlights the 'Sign/Submit' button, which is also circled with a '3'.

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- 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.



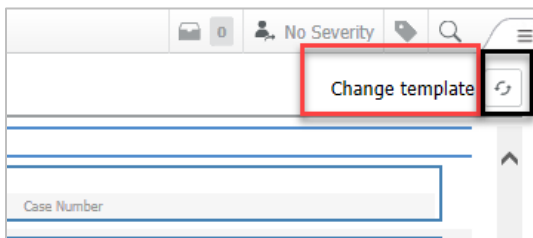
Modifying the Anesthesia PAE Documentation Template

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.

The screenshot shows the 'Anesthesia PAE Documentation Template - Pre-Anesthesia Evaluation' form. The 'ASA Class' is set to '1' and the 'Anesthesia Plan' is set to 'General'. The 'Sign' button is highlighted with a red arrow.

The screenshot shows the banner bar for the Dyn Doc Note. The 'Anes. Type' is 'General' and the 'ASA Class' is '1'. A yellow box highlights these fields.

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

The screenshot shows the content area of the Dyn Doc Note. The 'Anesthesia Plan' section displays the following information:

- 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

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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: Pre-Anesthesia Evaluation

Note Type: Pre-Anesthetic Evaluation

Selected:

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

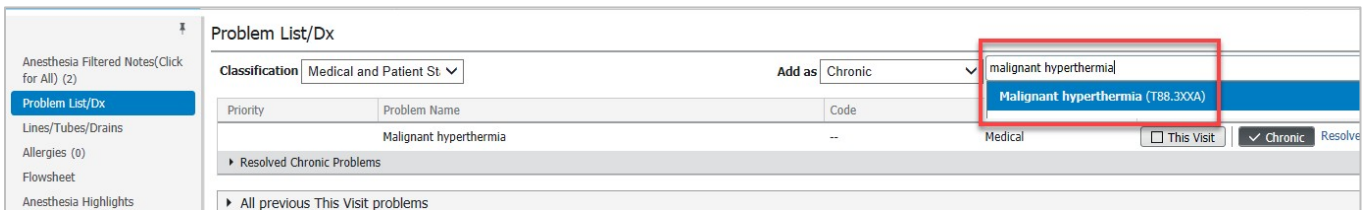
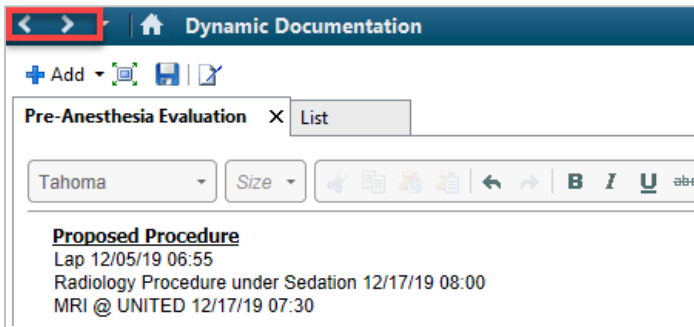
Anes. Type: General

ASA Class: 1E

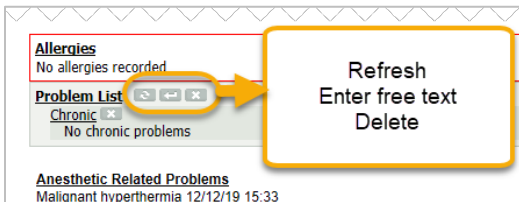
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Editing within a Dyn Doc Template

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.

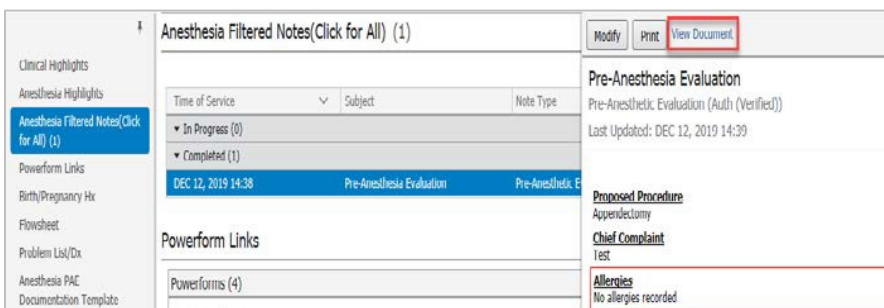


To display the added problem within the note, click the floating refresh icon to the right of Problem List.



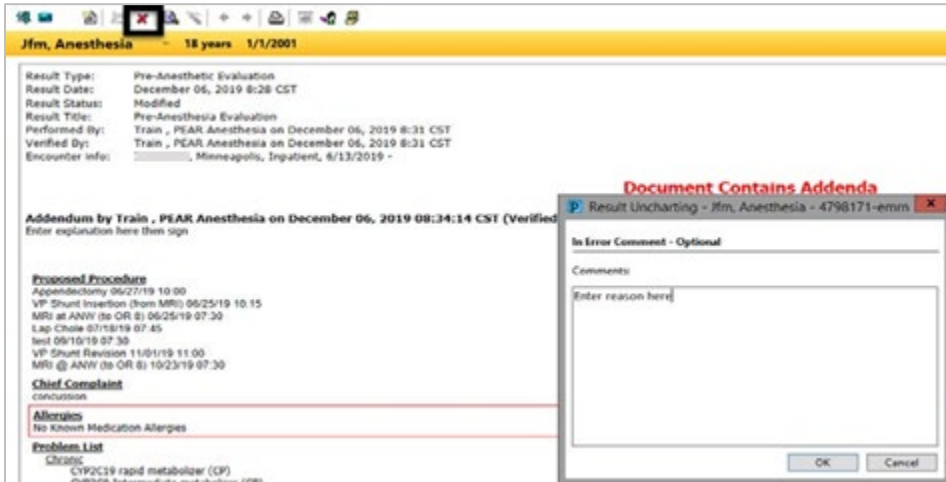
In Error a Dyn Doc Note

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.



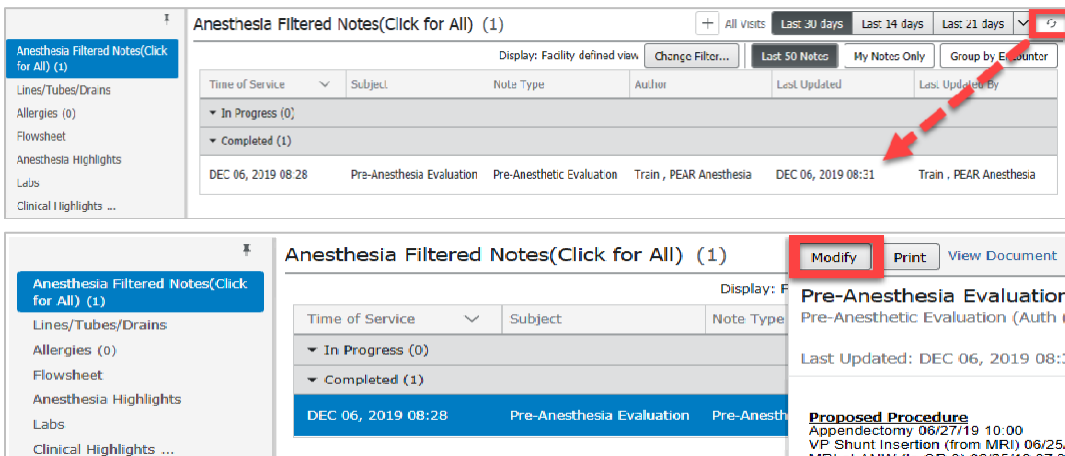
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Select the red **X** at the top of the screen. Enter reason for in erroring the document in the comment box and click **OK**.



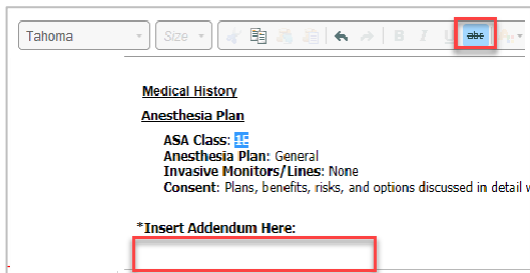
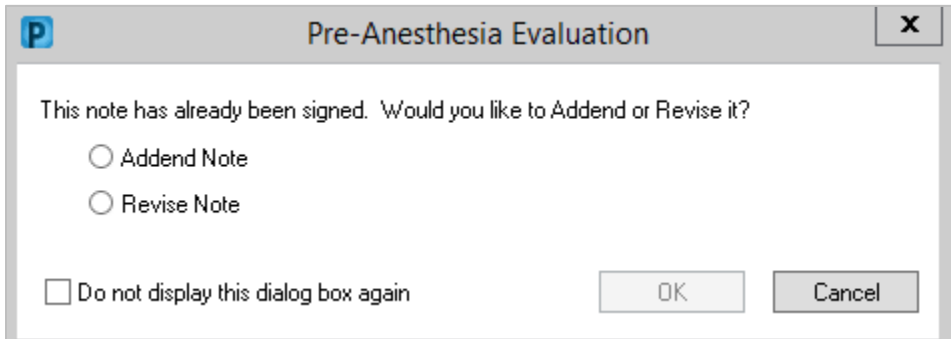
Modifying a Signed Dyn Doc Note

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.



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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.**