

Actions – sign an action

SAAnaesthesia

Quick reference guide

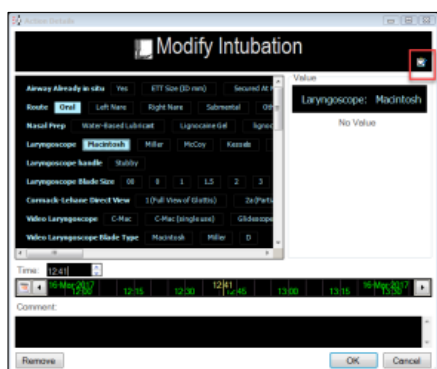
Actions within *SAAnaesthesia* assist with documenting what has actually been performed. There are two types of *Actions*:

1. *Timestamp Actions* (documenting actual start and stop times in the *Anaesthetic Record*)
2. *Documentation Actions* (documenting tasks, interventions or checks performed/completed during the case). The *Sign* function assigns a specific provider to a specific *Action*.

This QRG will outline *Signing Actions* within *SAAnaesthesia* from the *Actions* component button on the *Toolbar*, and via clicking the *Action* within the *Anaesthetic Record Grid*.

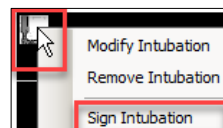
Sign Actions from the Anaesthetic Record Grid

1. Locate the *Executed Action* icon that requires modification on the *Anaesthetic Record Grid*, then either:
 - a. Double click the *Action* icon on the *Anaesthetic Record Grid* to open the *Action Details Modify* window where the details of the *Action* can be *Signed*.

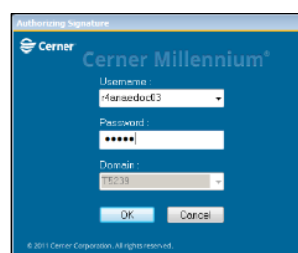


- b. Click the clipboard *Sign* icon in the top pane of the window.

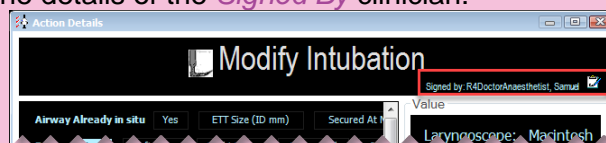
- c. Right click the *Action* icon and select *Sign* from the drop down menu displayed.



2. The *Authorising Signature* window appears where the clinician who is signing the *Action* is required to enter their credentials.



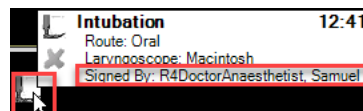
Note: After the credentials have been entered the top pane of the *Action Details* window will list the details of the *Signed By* clinician:



The signed *Action* appears on the *Anaesthetic Record Grid*, the icon now has an *S* to signify the *Action* has been signed.



Hovering over the *Action* reveals the details of the signing.



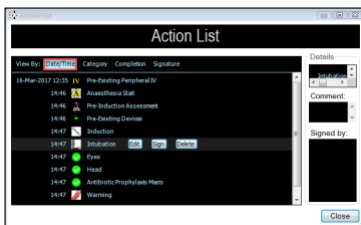
Sign a Single Action via the Actions Component Button on the Toolbar: Action List Window

The *Sign* button within the *Action List* window can be utilised to assign a provider to a specific *Action*.

1. Locate and click the *Actions* component button on the *Toolbar*

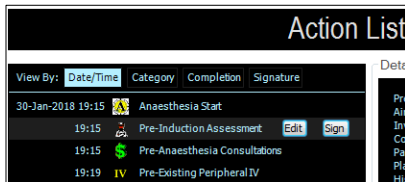


The *Action List* window displays with all of the *Executed Actions* for this case listed, as the default view is set to *Date/Time*:



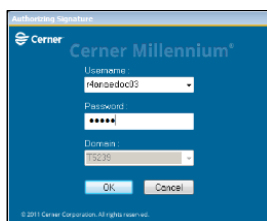
2. To sign a documented *Action*, click to highlight the chosen *Action*.

The *Sign* button is now available on right of the highlighted *Action*:



3. Click the *Sign* button.

The *Authorising Signature* window appears where the clinician who is signing the *Action* is required to enter their credentials.



After the credentials have been entered the *Action List* window displays again, note the *Signed By* pane lists the details of the *Signed By* clinician:

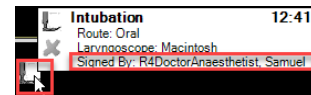


4. Click *Close* in the *Action List* window.

The signed *Action* appears on the *Anaesthetic Record Grid*, the icon now has an *S* to signify the *Action* has been signed.



Hovering over the *Action* reveals the details of the signing.



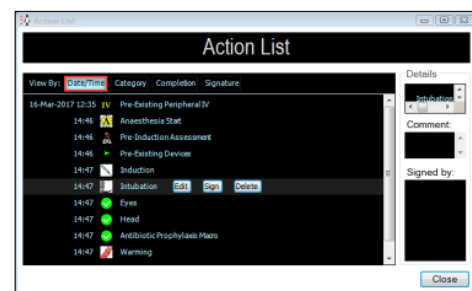
Sign Multiple Actions via the Actions Component Button on the Toolbar: Action List Window

The *Signature View* within the *Action List* window can be utilised to tick multiple *Actions* and *Sign* them in one episode with one signature to assign a provider to multiple *Actions*.

1. Locate and click the *Actions* component button on the *Toolbar*.



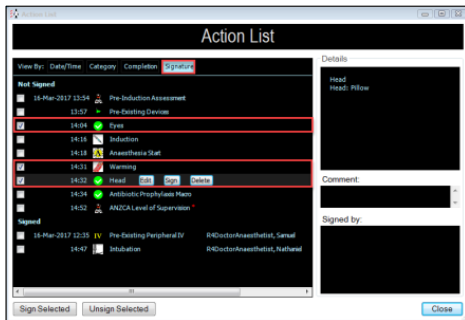
The *Action List* window displays with all of the *Executed Actions* for this case listed, as the default view is set to *Date/Time*



2. Click the *Signature* tab.

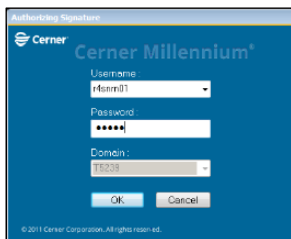


3. *Signature View* lists all the *Actions Executed* for the case under two headings – *Not Signed* and *Signed*, select the checkboxes for the *Actions* that are required to be *Signed*.

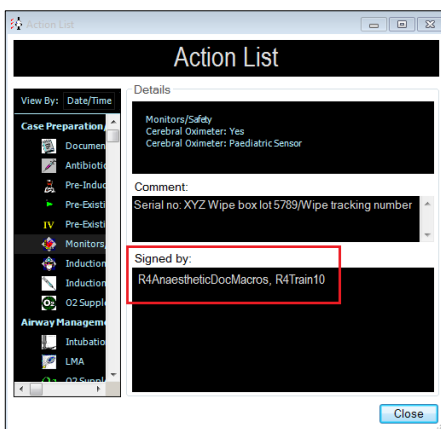


4. Click the *Sign Selected* button, note this button will only become active after you have selected the *Actions* requiring signing.

The *Authorising Signature* window appears where the clinician who is signing the *Action* is required to enter their credentials.



After the credentials have been entered, the *Action List* window displays again, note the *Signed By* pane lists the details of the *Signed By*:



5. Click *Close* in the *Action List* window.

The signed *Action* appears on the *Anaesthetic Record Grid*, the icon now has an *S* to signify the *Action* has been signed.



Hovering over the *Action* reveals the details of the signing.

