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Change user

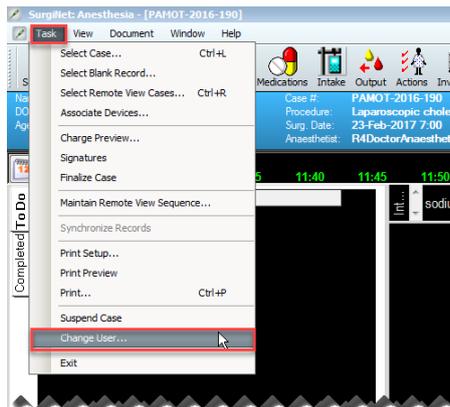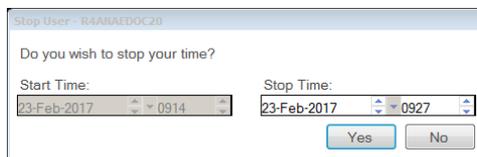## SAAnaesthesia

Quick reference guide

The Change User function within SAAnaesthesia can be accessed from the Task menu. This function can be utilised when the care of the patient is transferred from one clinician to another, either temporarily or permanently.

To Change User

1. Click the Task drop down menu from the SurgiNet Anaesthesia toolbar menu within the Anaesthetic Record.
2. Click to select Change User from the drop down menu displayed.

The Stop User time window displays:

Note: the Stop User time window displays only if the staff member logged into the SAAnaesthesia Application is the Supervisor for the case

- Click Yes to stop your time as the supervisor for the case. E.g. the primary Supervisor may

be handing over responsibility to another clinician.

Click No to remain the Supervisor of the case and the Supervisors time will continue on the Record; however the new User will be logged into the Application.

3. Click Yes or No as per the information in the information box above.

The Cerner Millennium Change User window displays.

4. The relieving clinician would enter their credentials in the Cerner Millennium Change User window as per current practice in PowerChart.

The relieving clinician is now logged into the SAAnaesthesia Application.

Note: the Change User function is independent of the Personnel Start and Stop times in the Anaesthetic Record.

Note: any anaesthetic staff arriving or leaving intra-operatively, or only present for a certain time frame, can be edited via the Personnel component button in the toolbar. Please refer to the SAA Personnel Document, Modify, Remove QRG for more information.

Note: the Change User function will only change the User in the SAAnaesthesia Application.

Any Applications or windows which are open other than SAAnaesthesia (e.g. PowerChart) will remain logged in under the previous User. The

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Change User or Exit options will need to be applied in the other Applications or windows for security.

Note: If a user wants to access their personal macros within SAA they can do so by logging in via the change user function if they were not logged in at the beginning of the case.

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