

Create a blank record

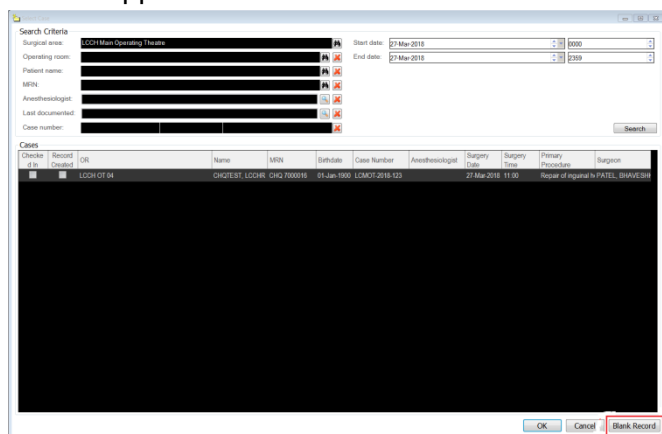
SAAnaesthesia

Quick reference guide

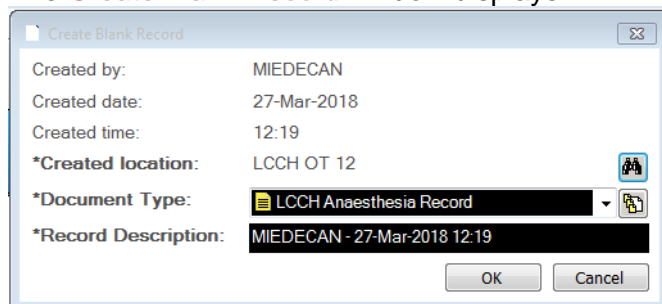
In the event you have an *Unknown* and/or *Emergency Red Blanket* case and the scheduled booking has not yet occurred, the *Blank Record* button on the *Select Case* screen in *SAAnaesthesia* can be used. This function enables documentation and the collection of vital signs data to commence immediately.

To Create a Blank Record

1. Click the *Blank Record* button on the *Select Case* screen within the *SAAnaesthesia* Application.



The *Create Blank Record* window displays.



Note: When a *Blank Record* is created, the naming convention and file description are as follows:

Created by: the users Novell populates

Created date: current date populates

Created time: current time populates

Note: The required fields can be noted by the bold type and asterisk*.

***Created location:** the computer being used will be auto associated to the procedural location, and will autopopulate with the mapped location.

***Document type:** this defaults to the appropriate type dependant upon the location, e.g. theatre location LCCH OT12 will have the document type LCCH Anaesthesia Record displayed

***Record Description:** This defaults to the Novell Username of the individual logged into *SAAnaesthesia* followed by the current date and time. This can be edited if required.

2. Complete the required fields as needed, and as noted by the bold type and asterisk *
3. Click *OK*.

The *Blank Record* has been created and documentation can now be recorded.

Note: The *Red Blanket Macro* has an *Associate Blank Record to Case Reminder* built within it to remind the clinician to complete this task. This is a reminder or prompt only and not a link to complete this process.

Note: Within a *Blank Record* patient details will not display in the *Patient Banner Bar* or within the *Anaesthetic Record Grid*; and the *Patient Chart* component button is not visible until the record has been associated to the patient.

The *Blank Record* must be *Associated* to a

scheduled and checked in case before finalisation can occur.

Any medications or fluids documented in the *Anaesthetic Record* will not display on the *MAR*, *MAR Summary* or *Fluid Balance* until the Case is Associated, and subsequently finalised; in addition the *Anaesthetic Record* is unable to be viewed in *PowerChart* until the case has been finalised.

Please refer to the [SAAnaesthesia: Finalise Case QRG](#) for more information.

