Our Digital Future
IMAGINE WHAT'S POSSIBLE...

ieMR Advanced

Finalise Case

SAAnaesthesia

Quick reference guide

Finalising the Anaesthetic Record

Finalising the *Anaesthetic* document is imperative for the *Anaesthetic Record* to be placed into the patients chart (*PowerChart*) as well as the transfer of documentation regarding medications, fluids, bloods and output into the *MAR, MAR Summary*, and *Fluid Balance*. The Finalised *Anaesthetic Record* can be viewed in *Documents*, *Clinical Notes View* and *Continuous Doc*.

Note: Some *Macros* may have a *Finalise Record Action* built into the *Macro*; this *Action* is a *prompt only* and not a link to the *Finalisation* function.
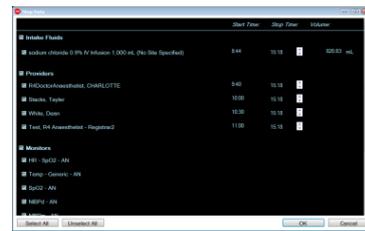
This *Action* can either be *Executed* or *Deleted* from the *To Do List*. Please refer to the *SAA Macro QRG* for more information.

Finalise Case: Stop Data Window

1. Click the *Task* drop down menu from the *SurgiNet Anaesthesia* toolbar menu within the *Anaesthetic Record.*
2. Click to select *Finalize Case* from the drop down menu displayed.
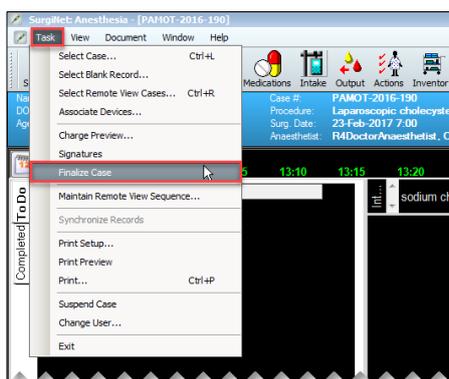

The *Stop Data* window displays:

Note: The *Stop Data* window will open when there is data continuously being documented in the *Record* such as:

- *Intake Fluids* - the *Start Time*, *Stop Time*, and *Volume* can be edited in this window.
- *Providers* - the *Start Time* and *Stop Time* can be edited in this window.
- *Monitors* - E.g. Vitals that are continuously recording data into the *Record.*

Note: If a medication or fluid is required to continue for the postoperative phase of the patients care the order will need to be placed in *PowerChart.*

3. Click *OK* to confirm the details are correct or edit the values before clicking *OK*. Note, clicking *Cancel* will return the user to the *Anaesthetic Record*.

The *Finalise* window displays:

Queensland Government
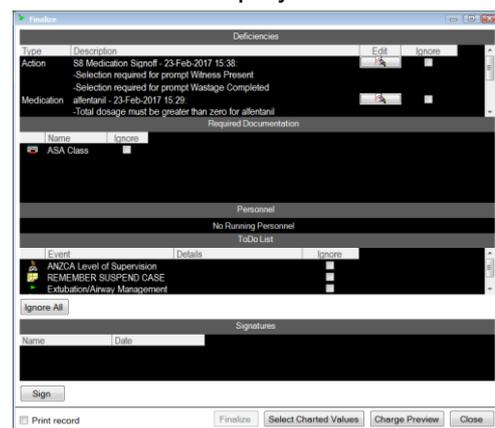
Finalise Case: Finalize Window

If the *Record* has information missing, deficiencies or tasks which have not been addressed, the *Finalise* window will display this information for the user to action.

- *Deficiencies -* this field includes data that requires clarification/completion such as *Medication Type* – click the *Edit* button to launch the *Modify Medication Administration* window to record the amount/dose administered *or* an *Action Type* – click the *Edit* button to launch the *Action Details* window to complete the mandatory fields.
- Note, as soon as the missing data has been addressed the deficiency disappears from the *Deficiency* field within the *Finalise* window.
- *Required Documentation -* this field displays the item that requires attention e.g. *ASA* or *Anaesthetic Type.* There is the option to *Ignore* the item but this ignore action should be carefully considered before selecting as it may be required for reporting purposes.
- *Personnel* times requiring an end time will fall into this field.
- *To Do List* items will display in this field for *Events* / *Actions* from the *To Do List* which have not been addressed. The user can return to the document to address these items if needed. Alternatively, the option to *Ignore All* can be applied using the *Ignore All* button.
- *Signatures* - click the *Sign* button to enter the users Novell credentials, without a signature the *Finalise* button will not be available for use.
- *Finalise* button – this will become available once all data discrepancies have been addressed and there is a signature in the *Signatures* field.

The *Anaesthetic Record* now becomes a read only, non-editable version. SAA will keep the finalised record on the screen until it is closed.
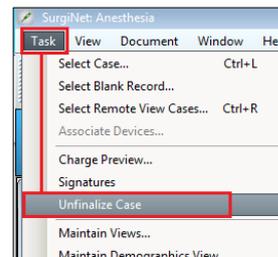
Note: the ability to record *Medications*, *Outputs* and *Intakes* has been removed as well as the *To Do List* and *Documentation* tabs. The patient's chart however can still be viewed using the

Patients Chart component button in the toolbar. The finalised *Anaesthetic Record* can be viewed in *Documents* and *Clinical Notes View* in *PowerChart*.

Unfinalising the Anaesthetic Record

In the event information needs to be added or modified within a finalised *Anaesthetic Record*, the *Unfinalise Case* function allows for the *Record* to be reopened and edited (for example adding a complication and medications in PACU).

1. Click the *Task* drop down menu from the *SurgiNet Anaesthesia* toolbar menu within the *Finalised Anaesthetic Record.*
2. Click to select *Unfinalise Case* from the drop down menu displayed.

The *Start User* time window displays:

3. Click *Yes* to recommence the users time or click *No* to omit having the users time recorded in the *Record*.

The *Anaesthetic Record* will reopen and any additions or modifications can be recorded.

Note: the ability to record *Medications*, *Outputs* and *Intakes* has been restored as well as the *To Do List* and *Documentation* tabs.

4. Repeat the steps outlined previously to *Finalise* the *Record* once the modifications have been made.

Note: the *Unfinalise Case* action will mark the original *Finalised Anaesthetic Record IN ERROR.* Re-finalising the modified/edited *Record* will generate a new *Anaesthetic* document viewable in the *ieMR*.