

Intake – document single infusion

SAAnaesthesia

Quick reference guide

There are multiple ways of documenting an **Intake** in **SAAnaesthesia**. This QRG outlines three ways of completing this task for a single infusion:

- from a **Macro** item
- selecting the product using the **Intake** tab of the **Documentation Tabs**
- Selecting the product using the **Intake** component button on the **Toolbar**.

Refer to related QRGs for additional **Intake** documentation opportunities.

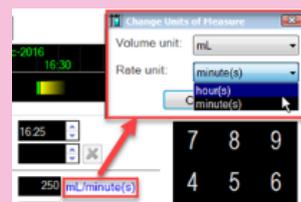
To Document Intake via a Macro

If the **Intake** is listed in the **Macro** and can be located on the **To Do List** the following can be completed to document the **Intake** on the **Anaesthetic Record**:

1. Locate and click to highlight the **Intake** (e.g. IV Fluid) on the **To Do List**.
2. Use the **Edit** icon to launch the **Intake** window
The **Intake** window launches, note the **Infusion** radio button has already been selected by default.
3. Within the **Intake** window the **Bag Volume**, **Rate**, **Route**, **Site**, **Start** and **Stop Times** can be altered or entered prior to executing to the **Anaesthetic Record Grid**.



Note: To alter the units of measure for the **Volume Rate** or the **Weight Based Rate** click the blue hyperlink to launch the **Change Units of Measure** window. Use the drop down menus to select units required, then click **OK**.



Note: Any rate entered prior to the **Change Units of Measure** will be re-calculated.

4. After all changes have been entered as required, click **Execute** to action the **Intake** to the **Anaesthetic Record Grid**.

The **Infusion** now populates the **Anaesthetic Record Grid**:

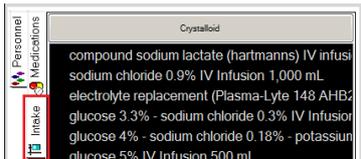
| | | |
|--|---------|-----------------|
| compound sodium lactate (hartmanns) IV | 2.08 mL | 125+ mL/hour(s) |
|--|---------|-----------------|

Modifications can be made to the current infusion using the left and right click functions. Refer to the **QRG SAAnaesthesia Modify Intake** for more information.

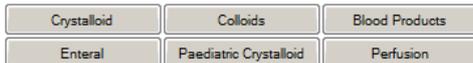
To Document Intake via the Documentation Tabs

If the Intake required is not found within the Macro or located on the To Do List this option of using the Documentation Tabs can be followed:

1. Navigate to the Documentation Tabs and click to select the Intake tab.



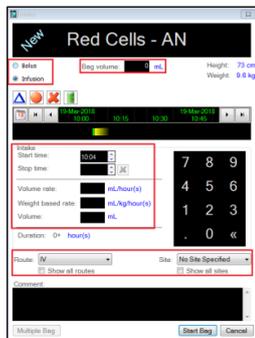
2. From the Folders displayed, click to select the appropriate Intake Folder.



3. Double click the required fluid to launch the Intake window for editing as required. Alternatively click to highlight the product to be administered then drag it to the To Do List, for actioning and editing later. Refer to Step 1 of the Document Intake via a Macro section as the Intake is now contained in the To Do List.

The Intake window launches. Note, the Infusion radio button has already been selected by default

4. Within the Intake window the Bag Volume, Rate, Route, Site, Start and Stop Times can be altered or entered prior to executing to the Anaesthetic Record Grid.



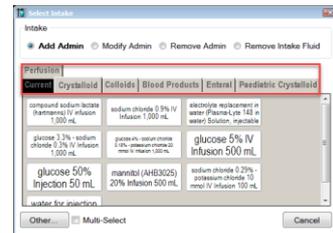
5. After all changes have been entered as required, click Start Bag Start Bag to action the Intake to the Anaesthetic Record Grid.

Modifications can be made to the current infusion using the left and right click functions. Refer to the QRG SAAnaesthesia Modify Intake for more information.

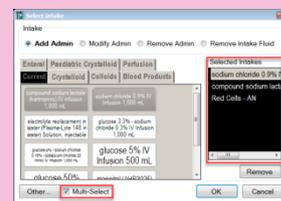
To Document Intake via the Intake Component Button

If the Intake required is not found within the Macro or located on the To Do List this option of using the Intake component button can be followed:

1. Click on the Intake Intake component button on the Toolbar.
2. From the Tabs displayed, click to select the appropriate Intake Tab.



Note: the option of ticking the Multi-Select box, this allows the user to move between the Tabs adding multiple Intakes. Selections will populate in the right pane in the Select Intake window.

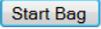


After making selections, click OK and the Intake windows will launch sequentially for editing and executing via the Start Bag button.



- Click the **Intake** required to be documented
The **Intake** window launches, note the **Infusion** radio button has already been selected by default.
- Within the **Intake** window the **Bag Volume**, **Rate**, **Route**, **Site**, **Start** and **Stop Times** can be altered or entered prior to executing to the **Anaesthetic Record Grid**



- After all changes have been entered as required, click **Start Bag**  to action the **Intake** to the **Anaesthetic Record Grid**.

Modifications can be made to the current infusion using the left and right click functions.

