

## Perioperative: retrospective data entry in SurgiNet – documentation process

### Quick reference guide

In the event the ieMR is unavailable, the following information needs to be recorded in SurgiNet retrospectively.


**Note:** Required segments for Retrospective Data Entry include:

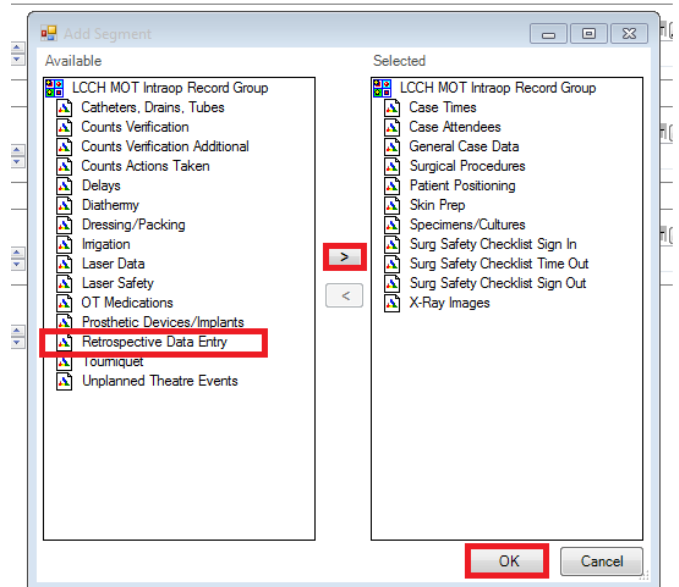
1. Case Times,
2. Case Attendance,
3. General Case Data,
4. Surgical Procedures,
5. Prosthetic Devices/Implants
6. Retrospective Data Entry (to be added)
7. All others can be discontinued

1. Search for patient using MRN number in *Case Selection* screen; select correct date and procedure; check *Patient Banner Bar* to ensure correct encounter
2. Open *Perioperative Doc* from the *Menu*; go to *Intraop Record*
3. Add the *Retrospective Data Entry* segment to the documentation using the following steps:
  - Click on *Yellow* folder

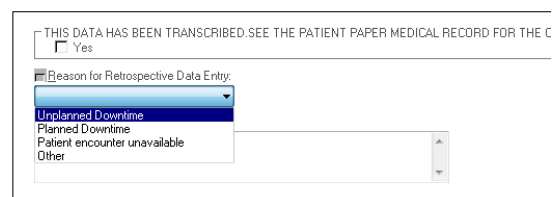


- *Add Segment* window will open
- Select *Retrospective Data Entry Segment* from *Available* column

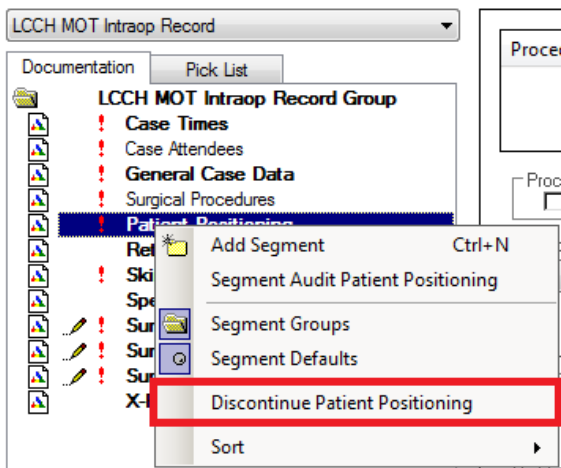
- Move to *Selected* column by clicking the *right arrow*  icon
- Click *OK*



4. Open *Retrospective Data Entry* segment. From the drop down menu, select a reason for Retrospective Data Entry. A comment can be inserted into comment box if required.



5. Discontinue segments not required
  - Right click on the segment to be discontinued
  - Select *Discontinue* from the pop-up



6. For Mandatory segments a reason for being discontinued will be required.
  - Select the reason from the drop down.
  - Select a reason pre-fixed by **SN** only
7. Use the Downtime form as a reference to complete the required segments below for Retrospective Data Entry:
  - Case Times
  - Case Attendance
  - General Case Data
  - Surgical Procedures
  - Prosthetic Devices/Implants
  - Retrospective Data Entry

