

Retrieve a suspended blank record

SAAnaesthesia

Quick reference guide

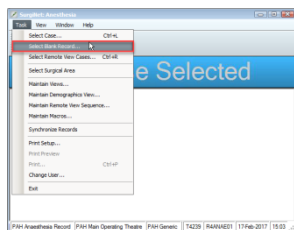
In the event the **Blank Record** has been suspended prior to the case being associated to the booking, the **Anaesthetic Record** can be located in the following way

To Locate a Suspended Blank Record

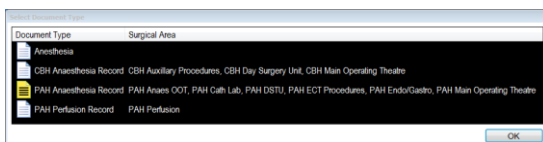
1. Click the **Task** drop down menu from the **SurgiNet Anaesthesia** screen within the SAAnaesthesia Application.



2. Click **Select Blank Record**.

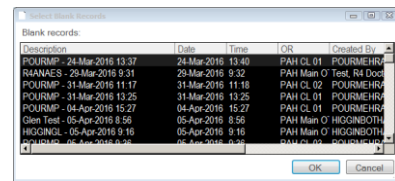


The **Select Document Type** window displays.

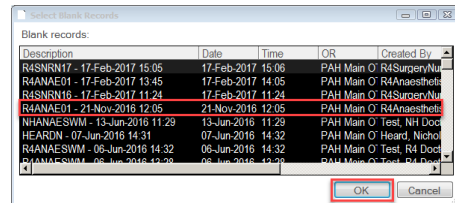


3. Click to select the **Document Type** as previously selected in the creation of the **Blank Record**.
4. Click **OK**.

The **Select Blank Records** window displays a list of un-associated **Blank Records**.



5. Click to highlight the **Blank Record** that was suspended.
6. Click **OK**.



The **Anaesthetic Record** displays and documentation can resume.

Note: To sort the **Blank Records** into reverse chronological order i.e. to filter the most recently created records to the top of the list displayed, double click the **Date** header.

If there is nil auto association of devices in the procedural location, the **Select Device** window appears. Please refer to the **SAAnaesthesia Device Association QRG** for more information.

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.