

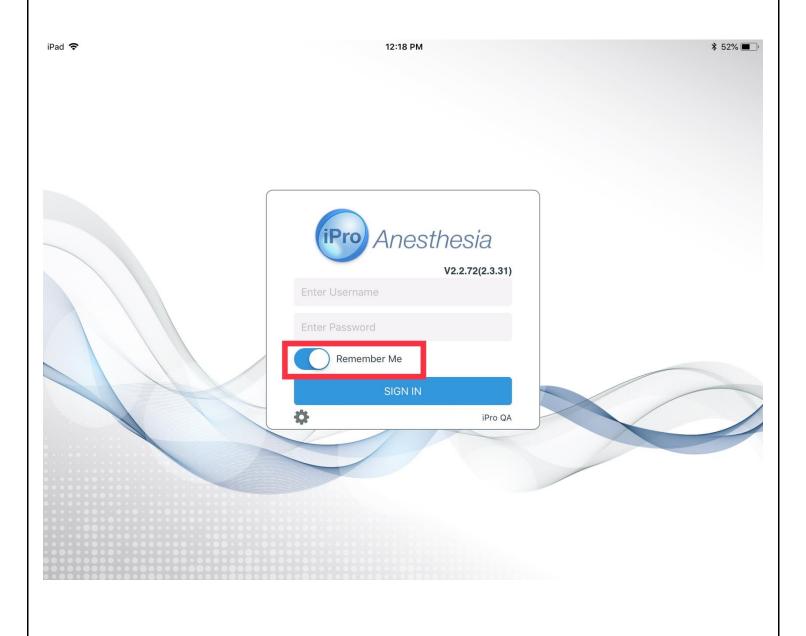
IPRO ANESTHESIA VERSION 2 END USER MANUAL

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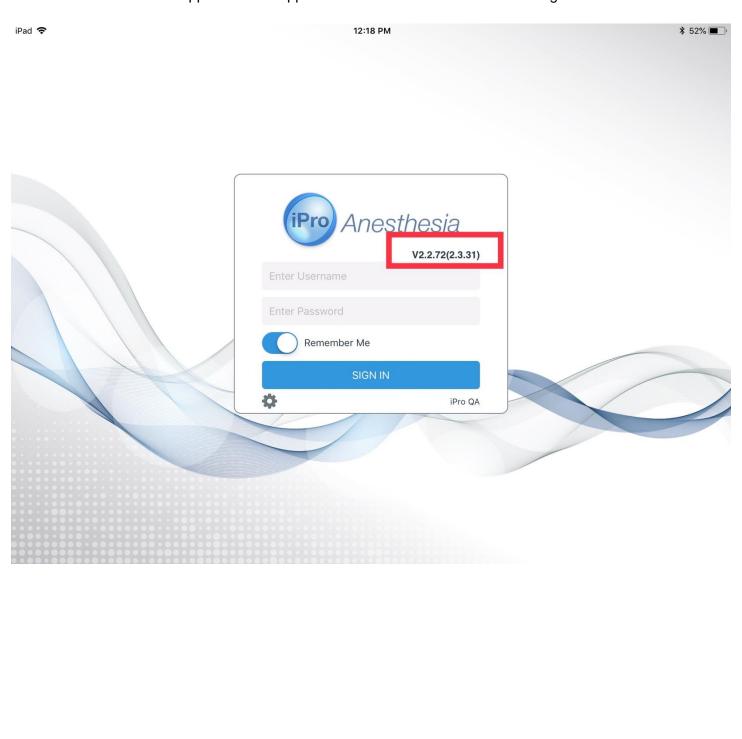
Login Screen

- Enter User name and Password
- Ability to remember the user name by selecting icon next to Remember Me
- Select Sign In



Version

- The version of the application will appear above the username field of the log in screen.

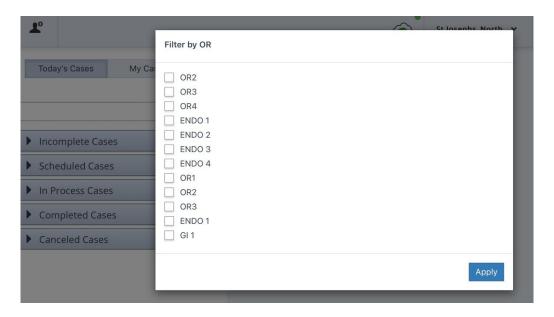


Home Screen

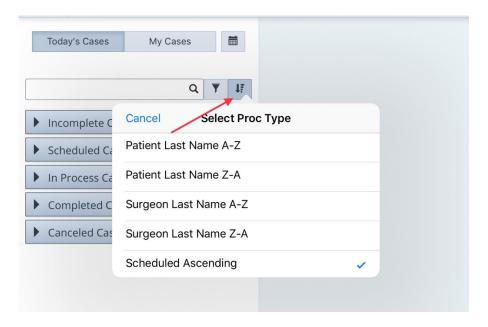
- View the list of all cases for a facility for that particular day by tapping on the Today's Cases
 - Able to Change the Facility by selecting dropdown option at top right of screen



- User can perform the following tasks when looking for a patient:
 - Look by Date by tapping on the calendar icon available next to "My Cases"
 - o Typing in the search bar below "Today's/ My Cases"
 - Selecting the Funnel Icon next to the search bar and "Filtering" the cases by OR



o "Sort" by selecting the icon next to the Funnel Icon



- Incomplete Cases (Cases that have been open longer than 24 hours)
- Scheduled Cases (All cases assigned to the facility which come from electronic interface or are manually entered.)
- In Process Cases (Cases already in progress)
- Completed Cases (Cases successfully finalized)
- Canceled Cases (Cases that have been canceled and can be reactivated)



Take Case

- Will assign you to the patient's chart as a "Participant"

View Case

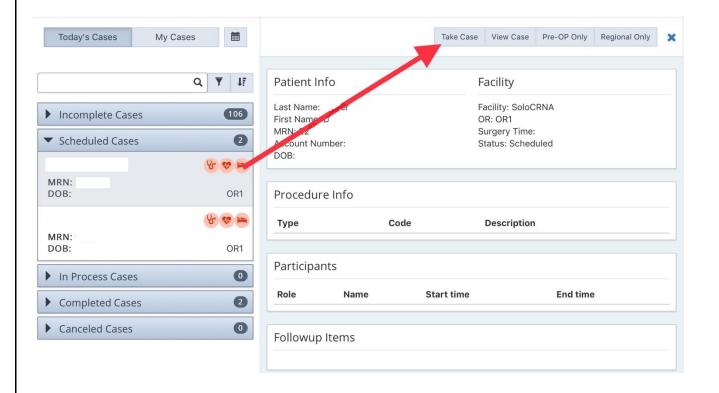
- Will only allow a view mode, editing is restricted.

PreOp Only

- You will not be assigned to the chart
- You will have full access to the PreOp; to Document and Sign

Regional Only

- You will not be assigned to the chart
- You will have full access to the Regional Block section to Document and Sign

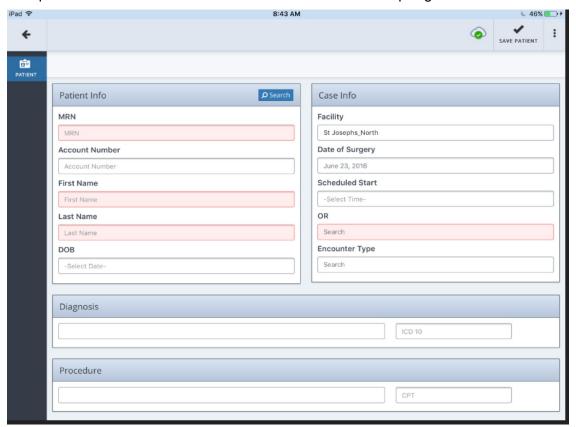


Adding a New Case

- Select "Add Patient" Icon at top left corner of Home Screen



- Fill In Required Information in Red and select "Save Patient" in top Right Corner



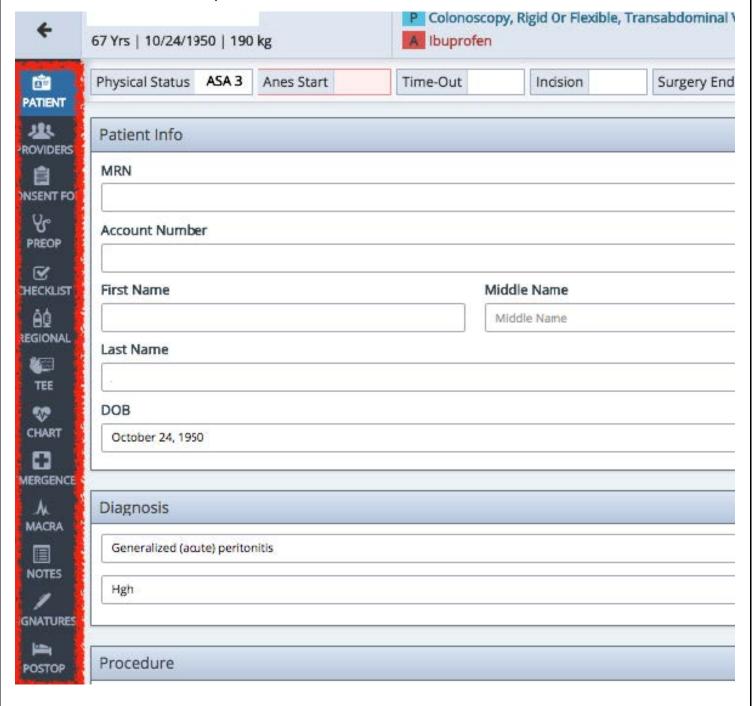
1. The Add Patient Screen has been designed for emergency cases or add-on cases that did not come through an interface of the hospital's EMR system.

Note: DOB field is required to finalize a case but it is not required to save a patient.

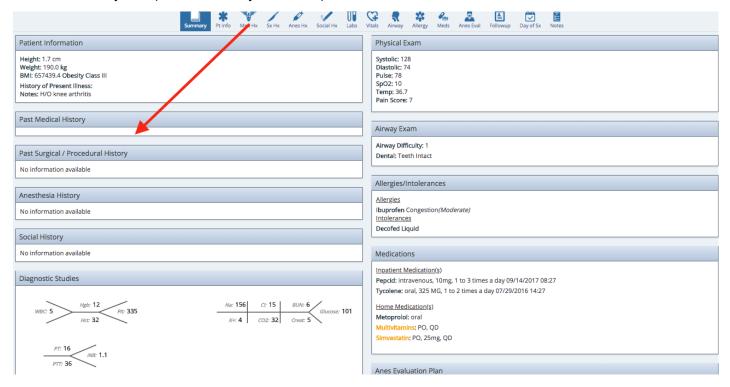
CHARTING

PREOP:

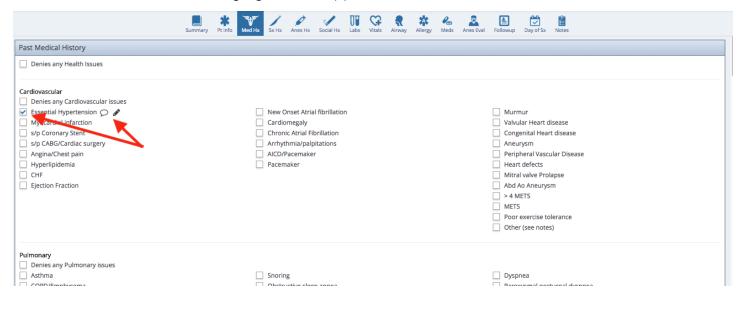
- 1. User will "Take Case" to begin charting on their patient's Anesthesia record.
 - a. Once case has been Taken; user will see Patient Info screen with Pre-Filled Information pulled from scheduling interface.
 - b. User will have options to select from the left side-bar



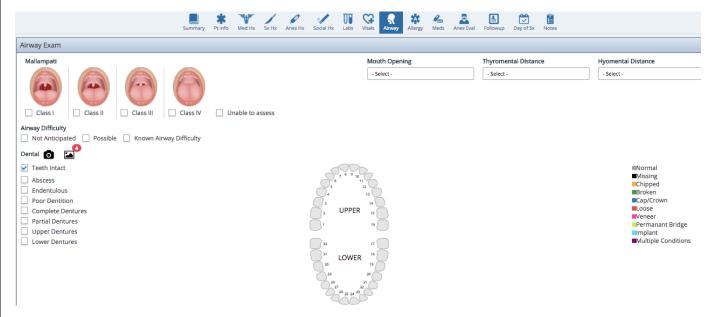
- 2. By Selecting "Providers"; user will have options to add surgeons and any additional providers to the case
- 3. By Selecting "PREOP"; User will have a summary view of PreOp and be able to edit information as needed
- 4. User can select and edit a specific section by tapping the icon on the top bar, or by tapping the summary box (as indicated by the arrow)



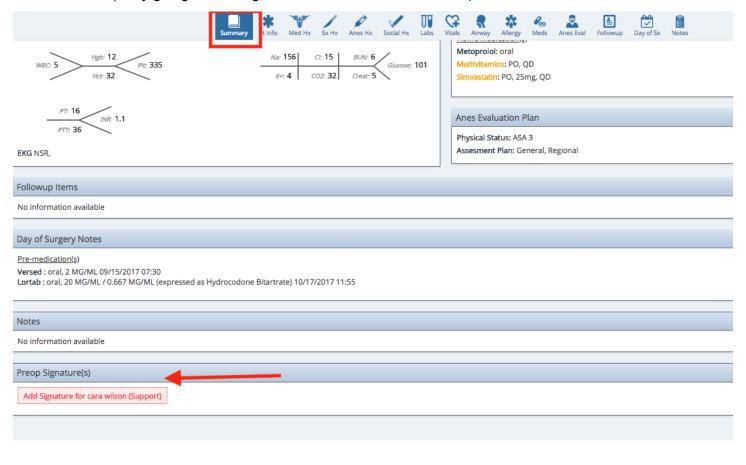
5. After navigating to a specific section, if the user needs to add/edit information, they can select a checkbox, add notes, or highlight the item(s)



- 6. Under the "Airway" section in PreOp, the user has many options available to document:
 - a. Mallampati Score
 - b. Dental Images can be taken
 - c. Documentation of Tooth health

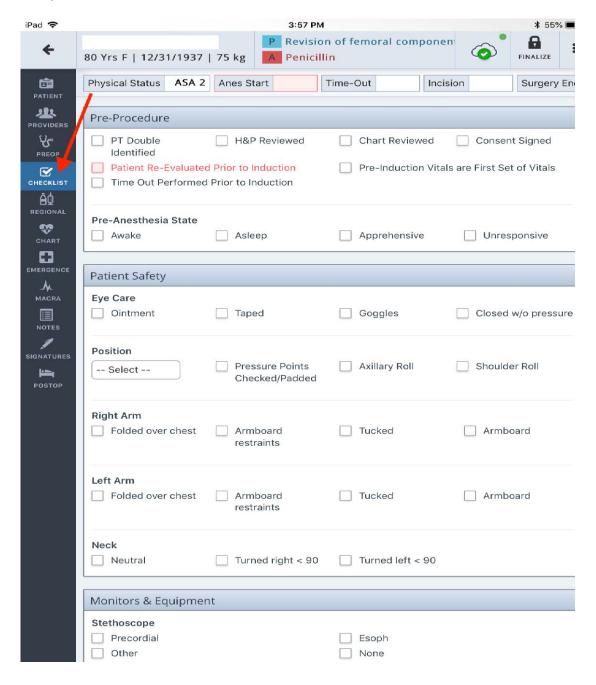


7. Once the User has completed PreOp documentation, they must Sign the PreOp under the "Summary" Screen (or by going to the "Signatures" Tab on the left side-bar).



IntraOp:

To Begin Charting Intra-Op, select "Checklist" on the left Side-Bar.



Regional:

- To chart a Block, select "Regional" on the left-hand side
- User can add additional blocks by selecting the + symbol in the right-hand corner of the Block section
- User can take pictures of Ultrasound Guidance with the camera icon and save it with the patient record.

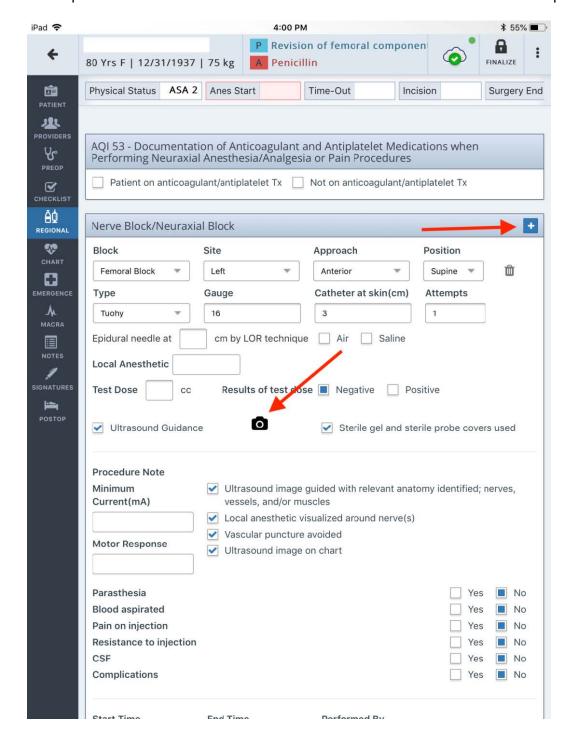
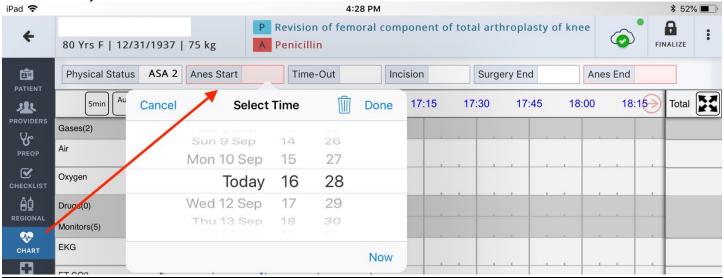


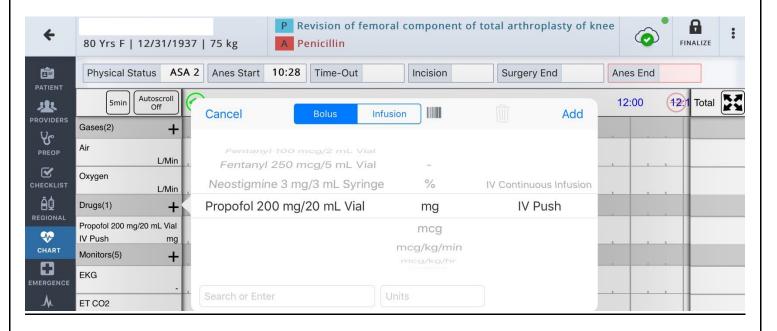
Chart:

To begin charting Vitals, Gases, Monitors, Fluids, and Vent Settings:

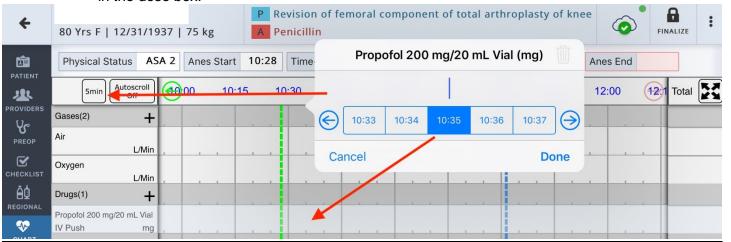
Enter your Anes Start Time



- To add Gases, Drugs, Monitors, Vent Settings, or Fluids tap the + symbol on the grey header of the item you wish to add and select from the dropdown of available options
- If Adding a drug,
 - Select Bolus or Infusion
 - Select Drug Name
 - Verify Unit Type and Route
 - Select ADD

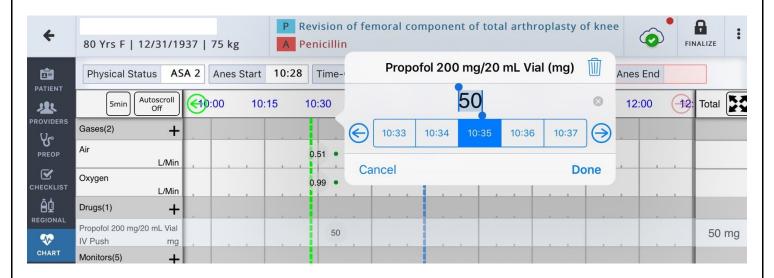


- To add a dose to the drug
 - O Tap, on the white row, at the time you administered the drug
 - o Enter the amount given
 - O Select "Done"
 - You can also change between 5min and 1min intervals for precise charting purposes, by clicking the "5min" button on the top left of the screen; or select the specific time from the time-bar shown in the dose box.

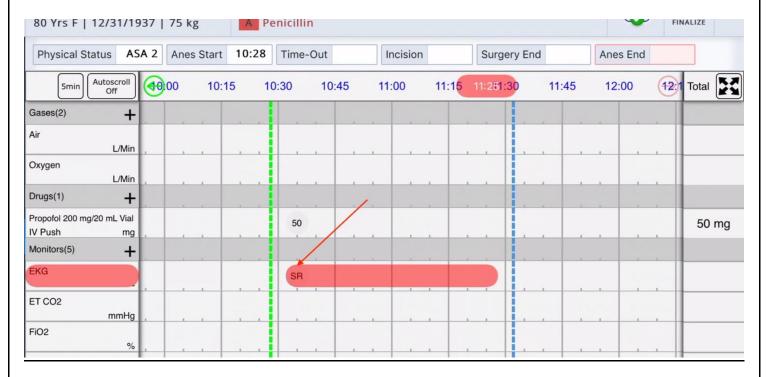


*Note:

- The Green Line on the chart is the Anes Start time
- The Blue Line on the chart is your current time
- To edit a dose given, Tap on the dose
- O Change the amount, then select Done OR -
- Select the Trashcan Icon to delete the dose.



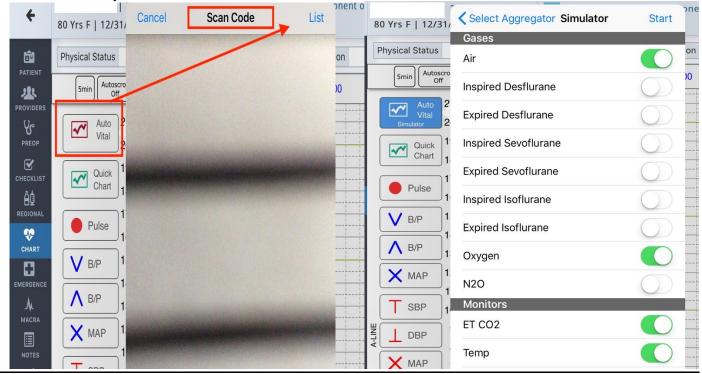
- To quick copy an item on the chart
 - Place your finger on the item you wish to copy
 - O While your finger is still pressed, once the row highlights red, drag it to the right
 - O Remove your finger when you have reached the correct point on the chart



- To add an Event Note with a Timestamp
 - O Tap, on the white row, at the time you want to place your note
 - Select from the list provided or Free Text your own note. You can also add to a note that was previously entered.



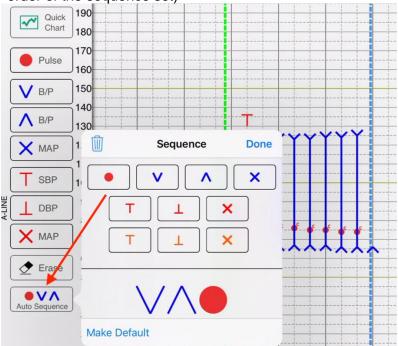
- To start Auto-Vitals:
 - Tap, the AutoVitals button
 - Scan the barcode on your Anesthesia Machine OR –
 - Select from the List of Machines
 - O Turn on (green) or off (white) any additional Gases, Monitors, Vitals, and Vent Settings that you wish to document



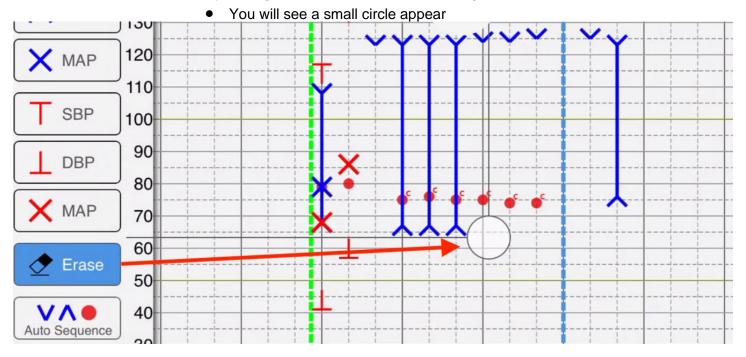
- Chart Vitals Manually:
 - Available Options are:
 - To manually select the BP or Pulse icons and tap on the chart grid at the place you would like to mark vitals taken.
 - Select "Quick Chart"
 - Select the Pulse/BP/MAP that you need to chart
 - Drag your finger across the screen until you have completed



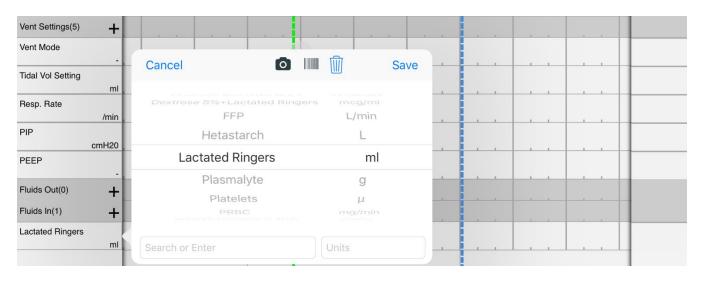
- Select "Auto-Sequence"
 - Tap and Hold to set your default Sequence
 - Tap on the chart grid where you would like to chart your vitals. (they will chart in the order of the sequence set)



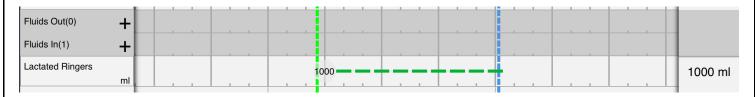
- To Erase multiple vitals taken:
 - Select "Erase" Button on left side of screen
 - Hold your finger down on the screen and drag to erase



- To add Fluids:
 - Select the + Symbol on the grey fluid header
 - o Choose your fluid
 - Select Save

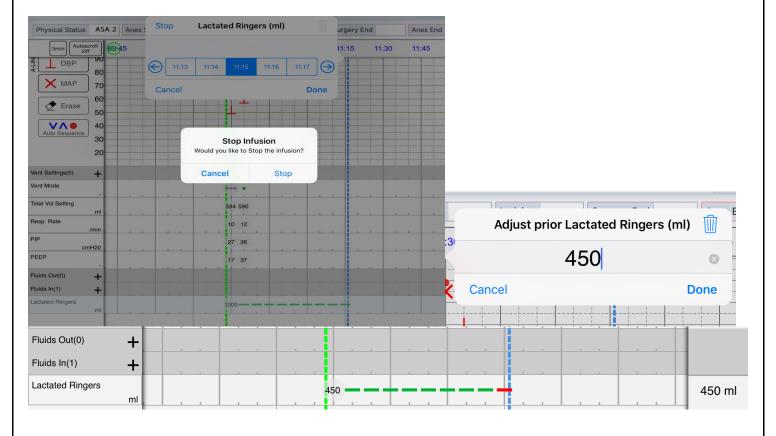


- To Chart the Fluids:
 - Tap at the time, on the white row
 - o Add the amount of the starting bag
 - Select Done
 - o Your fluid will appear like imaged below; with the total to the right



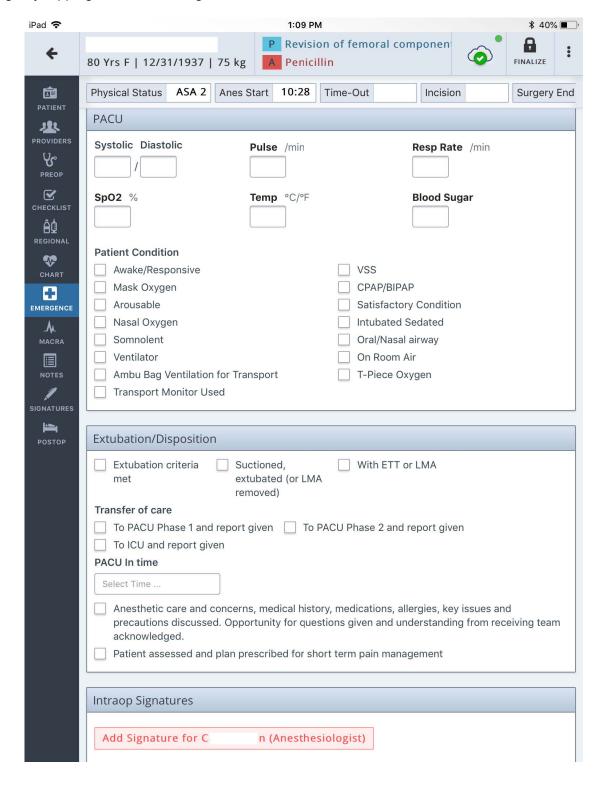
- To Stop Fluids:

- o Tap at the time, on the white row, you would like to stop the fluid
- Select "Stop", 2x.
- o Enter the amount of the fluid you gave
- Select "Done"



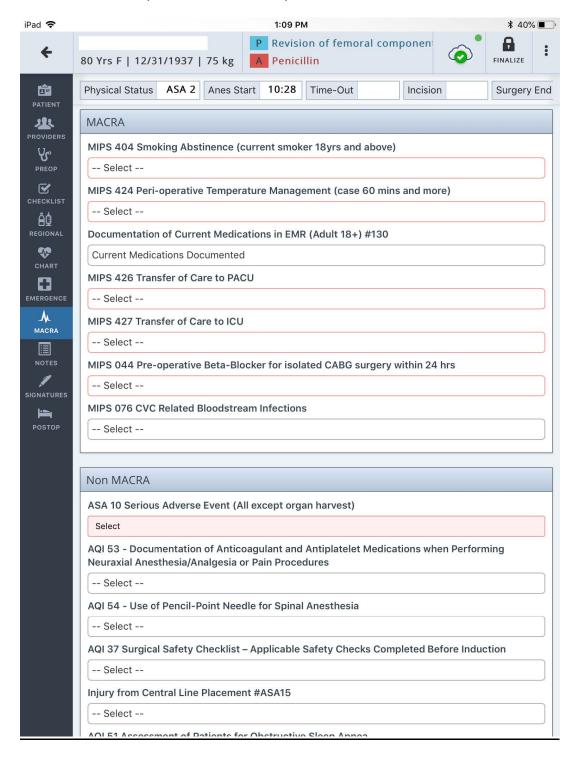
Emergence:

- Select Checkboxes that pertain to PACU, Extubation, Disposition
- Sign by tapping the red "Add Signature" box at the bottom of the screen



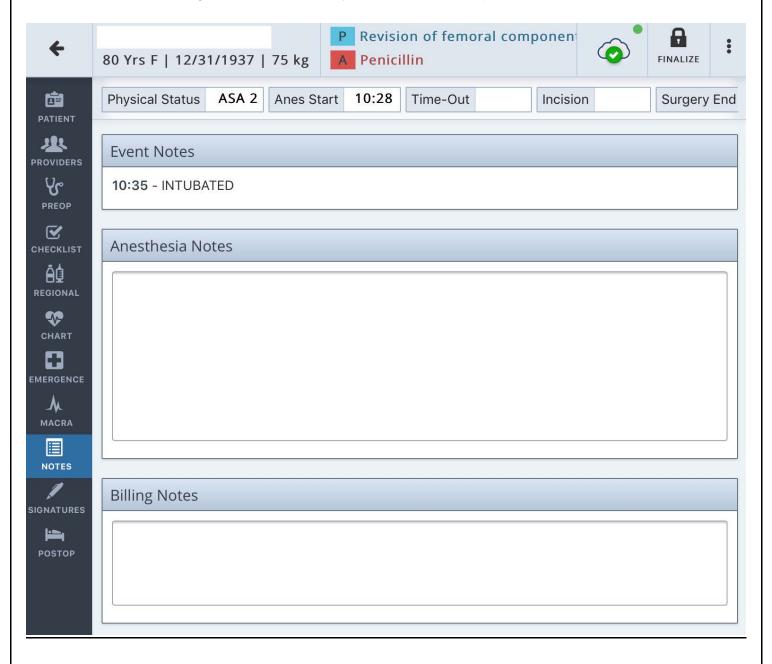
MACRA:

- Select from dropdown options provided
- Red outlined items are required in order to complete the Anesthesia Record



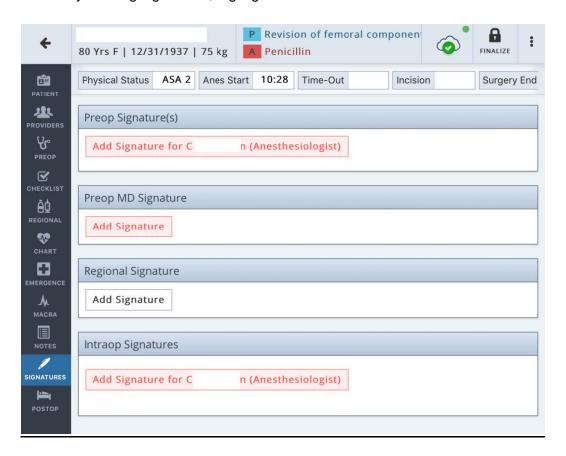
Notes:

- User is able to add notes to Anesthesia Notes, to save and print with the record
- User can add Billing Notes to send directly to the biller (will not print out with the record)



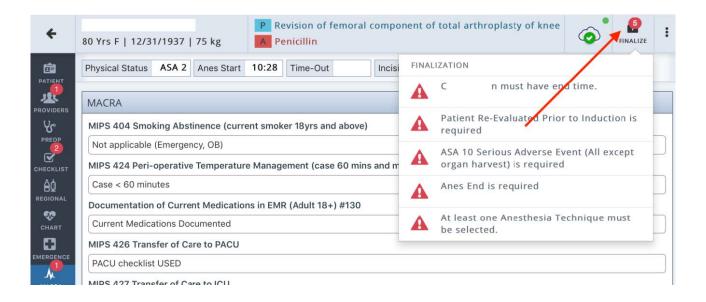
Signatures:

- Select to find any missing signatures, highlighted in red



FINALIZING AND UNLOCKING A RECORD:

- Select "Finalize" in the top right corner
 - o If user is missing any required items, the application will list them here.
 - Tap on an item listed and the application will re-direct you to the item to complete

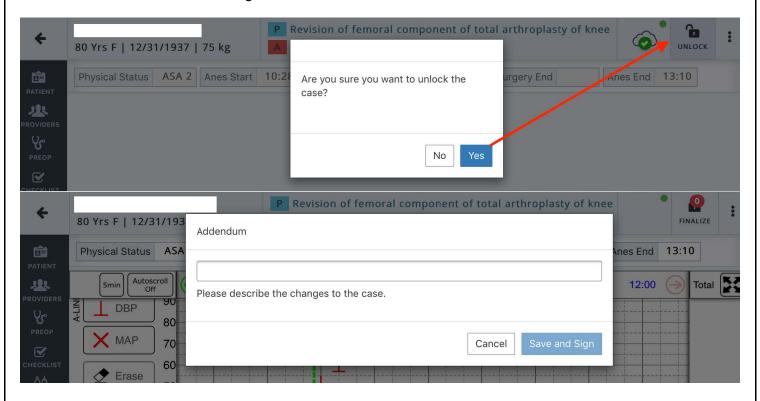


- Select "Finalize" in the top right corner once all items are completed
 - Then tap the box that states "Validated"
 - The application will generate a PDF automatically



Unlocking a Record:

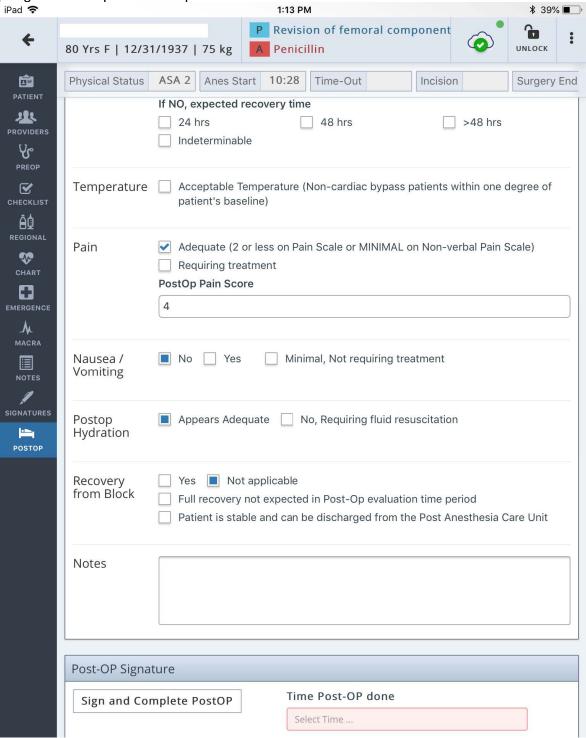
- If user needs to edit the Anesthesia Record
- Select "Unlock" in the top right corner
- Then "Yes"
- User will need to Finalize the record after completing the changes
 - o Once the user selects "Finalize" again,
 - User will be asked to note what was changed (text must be more than 4 characters)
 - Select "Save and Sign"



POST-OP:

Once Anesthesia IntraOp Record is "Finalized", the user can select "PostOp"

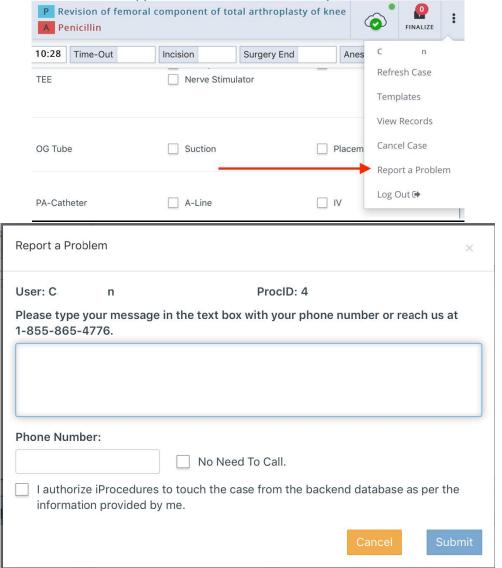
- Fill out the relevant fields
- Enter the Time Post-Op Done
- Tap Sign and Complete Post-Op



REPORT A PROBLEM/SUPPORT:

User can report a problem with a chart or contact our support by going to the 3-dot dropdown in the top right corner:

- Select Report a Problem
 - Enter message
 - Provide Phone Number for us to contact user back
 - o Submit
 - o Or User can call the Support Number listed in the Report a Problem text box

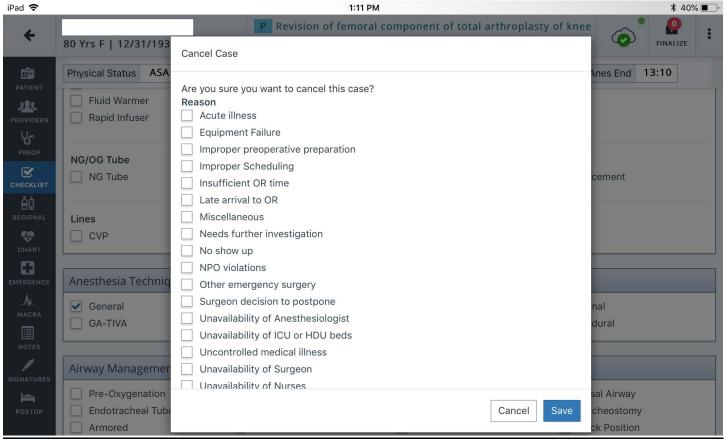


CANCEL CASE:

User can cancel a case by going to the 3-dot dropdown in the top right corner:

- Select Cancel Case
- Select Reason
- Tap "Save"





CREATING TEMPLATES:

User can apply a Template, to the record by going to the 3-dot dropdown in top right corner;

- Select Templates
- Then select "+ Create Template"
- Name your template and select "IntraOp" or "Regional" or Both options
- Then "Save"
 - o Templates will contain items selected from: Checklist, Chart (names of: gases, monitors, fluids, drugs), Emergence, and Anes Notes.

