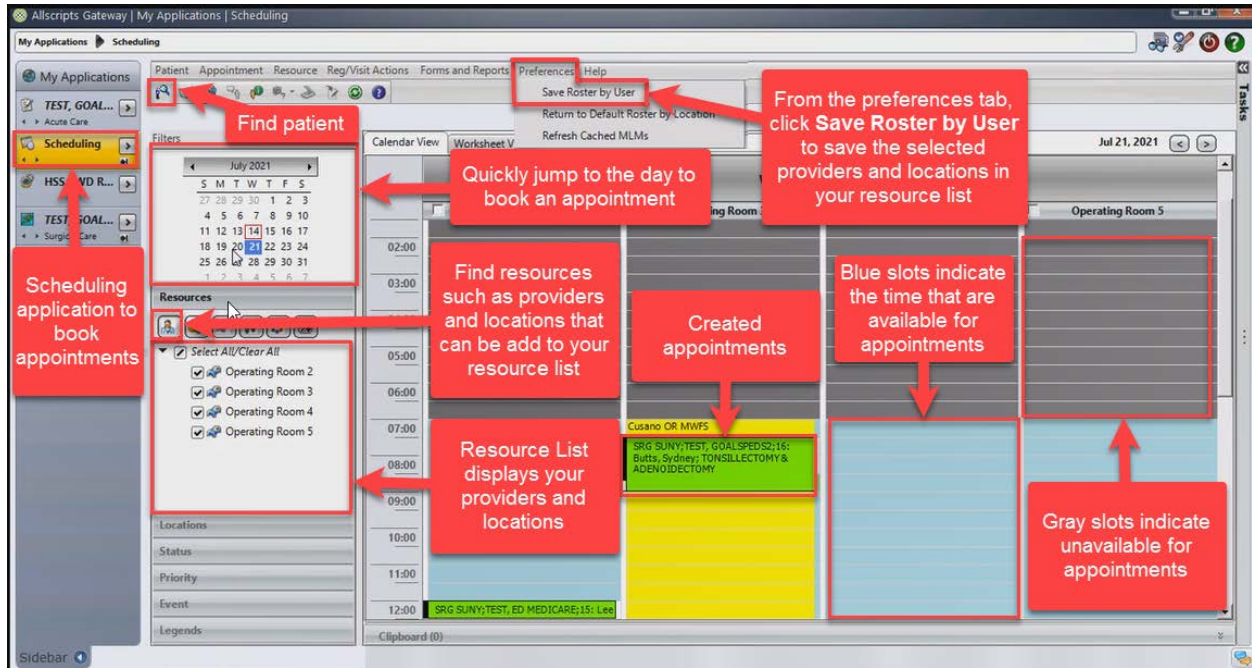


## Scheduling and Surgery work flow

### Scheduling Application OverView



**Find patient** (points to Patient icon)

**From the preferences tab, click Save Roster by User to save the selected providers and locations in your resource list** (points to Save Roster by User button)

**Quickly jump to the day to book an appointment** (points to calendar)

**Find resources such as providers and locations that can be add to your resource list** (points to Resources list)

**Created appointments** (points to appointment blocks)

**Blue slots indicate the time that are available for appointments** (points to blue time slots)

**Gray slots indicate unavailable for appointments** (points to gray time slots)

**Scheduling application to book appointments** (points to Scheduling icon in sidebar)

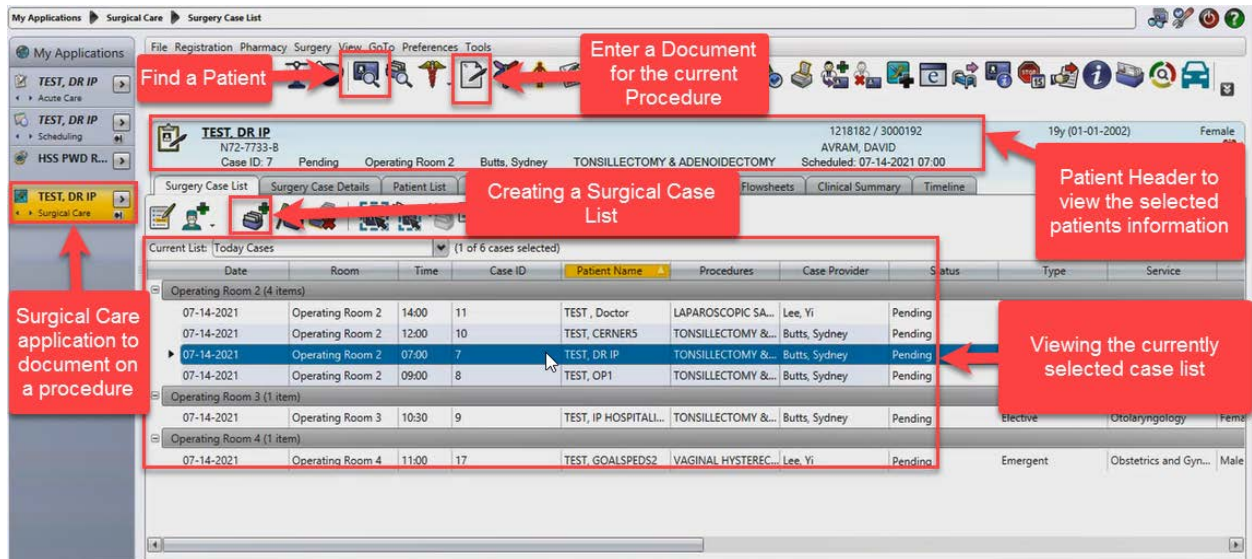
**Resource List displays your providers and locations** (points to Resources list)

**Operating Room 5** (points to a specific resource)

**SRG SUNY;TEST, GOALSPEDES2;16; Butts, Sydney; TONSILLECTOMY & ADENOIDECTOMY** (points to an appointment block)

**SRG SUNY;TEST, ED MEDICARE;15; Lee** (points to another appointment block)

### Surgical Care Application Overview



**Find a Patient** (points to Patient icon)

**Enter a Document for the current Procedure** (points to Document icon)

**Creating a Surgical Case List** (points to Surgery Case List icon)

**Patient Header to view the selected patients information** (points to patient details)

**Surgical Care application to document on a procedure** (points to Surgical Care icon in sidebar)

**Viewing the currently selected case list** (points to the case list table)

Date	Room	Time	Case ID	Patient Name	Procedures	Case Provider	Status	Type	Service
Operating Room 2 (4 items)									
07-14-2021	Operating Room 2	14:00	11	TEST, Doctor	LAPAROSCOPIC SA...	Lee, Yi	Pending		
07-14-2021	Operating Room 2	12:00	10	TEST, CERNERS	TONSILLECTOMY &...	Butts, Sydney	Pending		
07-14-2021	Operating Room 2	07:00	7	TEST, DR IP	TONSILLECTOMY &...	Butts, Sydney	Pending		
07-14-2021	Operating Room 2	09:00	8	TEST, OP1	TONSILLECTOMY &...	Butts, Sydney	Pending		
Operating Room 3 (1 item)									
07-14-2021	Operating Room 3	10:30	9	TEST, IP HOSPITAL...	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
Operating Room 4 (1 item)									
07-14-2021	Operating Room 4	11:00	17	TEST, GOALSPEDES2	VAGINAL HYSTEREC...	Lee, Yi	Pending	Emergent	Obstetrics and Gyn...

### Scheduling Content

1. Adding locations to your Resource list: Page 3
2. Saving your Resource list: Page 3
3. Booking an Appointment: Page 4
4. Rescheduling an Appointment: Page 8
5. Cancel Appointment: Page 10
6. Lookup future appointments: Page 11
7. Printing daily appointment: Page 12

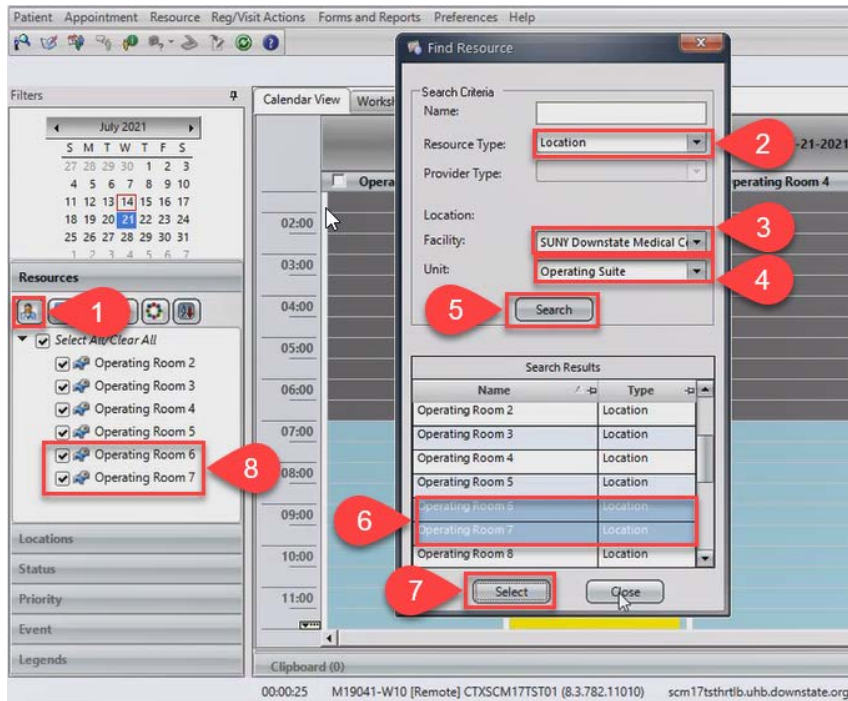
### Surgery Content

1. Process for the Pre-Op Nurse: Page 13
2. Process for Intra-Op Nurse: Page 18
3. Process for Charge View technician: Page 22
4. Process for the Pacu Nurse: Page 23

## Scheduling Application

### Adding locations to your Resource list

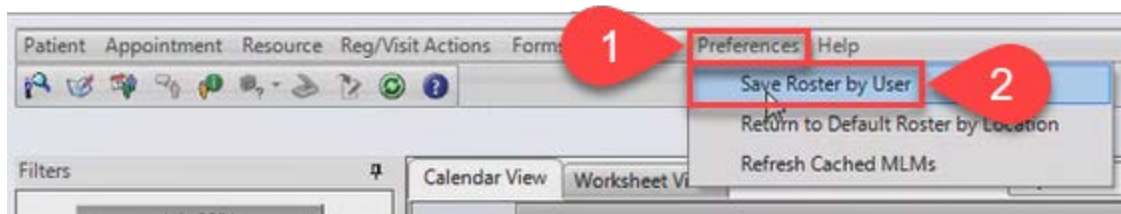
1. Click the **Find Resource** button
2. Select **Location** from the **Resource Type** drop down menu
3. Select **SUNY Downstate Medical Center** from the **Facility** drop down menu
4. Select **Operating Suite** from the **Unit** drop down menu
5. Click **Search**
6. Select the rooms you want to schedule in
7. Click **Select**
8. Those rooms will appear in your resource list



After adding the rooms to your resource list, it is best practice to save that list of rooms for the next time you log into the system. Those rooms will be available for you to work on.

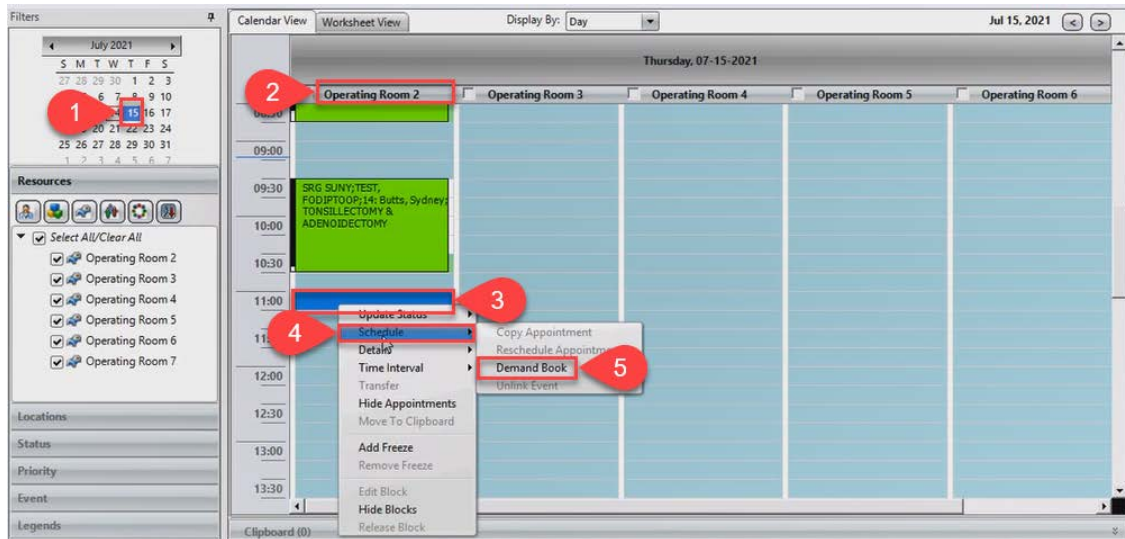
### Saving your Resource list

1. Click on **Preferences**
2. Click on **Save Roster by User**

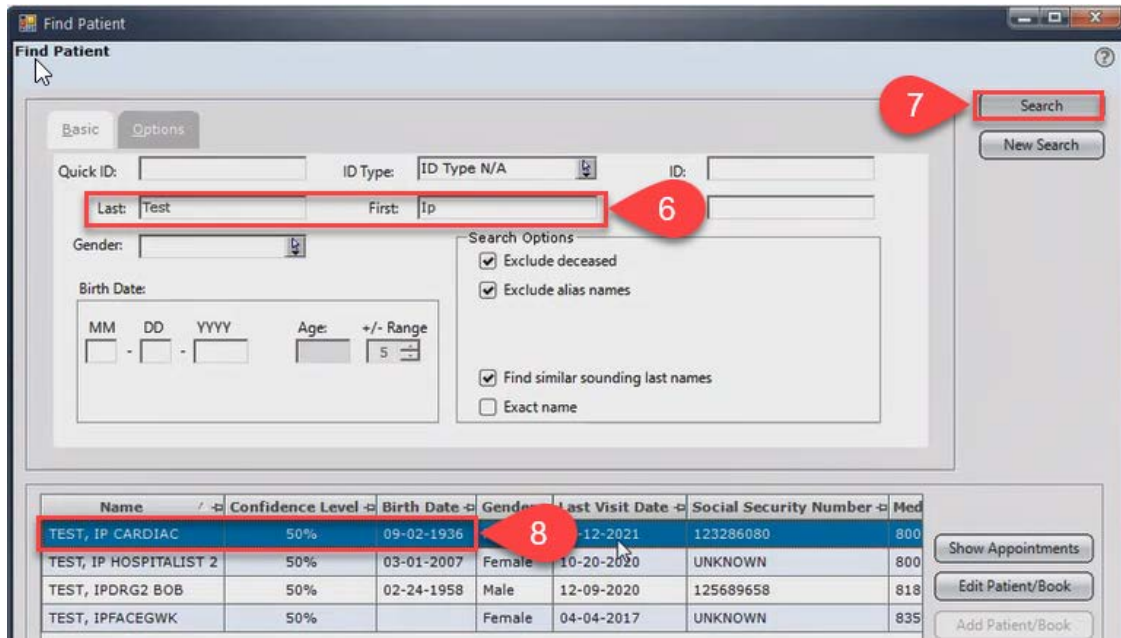


### Booking an Appointment

1. Select the date you want to book the appointment
2. Choose a room
3. Right click on the time slot
4. Select **Schedule**
5. And click on **Demand Book**



6. Search the patient by **Last** and **First** name
7. Click **Search**
8. And double click on the patient from the list

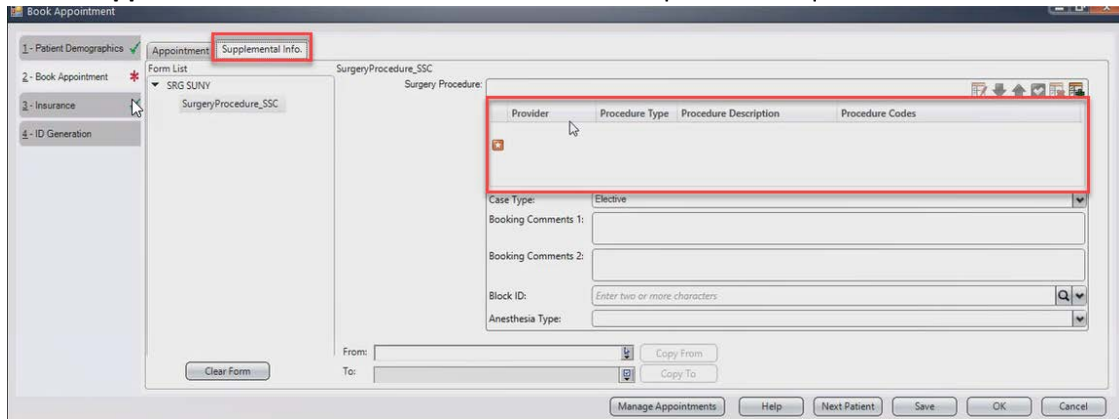


- Review the **Patient Demographics**. If something needs to be added or changed please inform the registrars to make those changes in Eagle

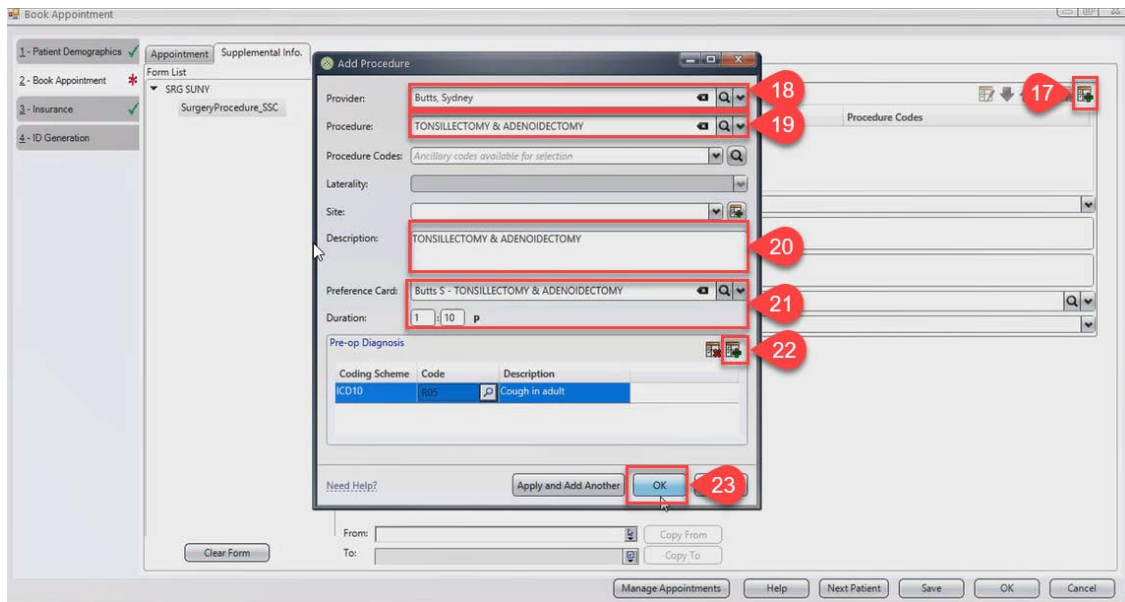
- Clicking on the **Insurance** section, gives you a **green** check mark indicating you have reviewed the information. Insurance information is completed by the registrars, all you need to do is move on to the **Book Appointment** section

- Click on the **Book Appointment** section
- Select **SRG SUNY** from the **Event** drop down menu. **SRG SUNY** is for booking an inpatient/Outpatient surgery and **SRG NORA** is for non-OR Anesthesiology cases. If you are booking in the Bayridge Clinic, you will select **SRG BAYRIDGE**
- If you know the **Chief Complaint** and have any **Notes** for this appointment you can add it in the text box
- If you know the **Referring Provider**, **Priority** and **Internal Transportation**, you can add those as well.
- After complete required fields click on the **Supplemental Info** tab

16. In the **Supplemental Info** section. You will need to complete the required field.



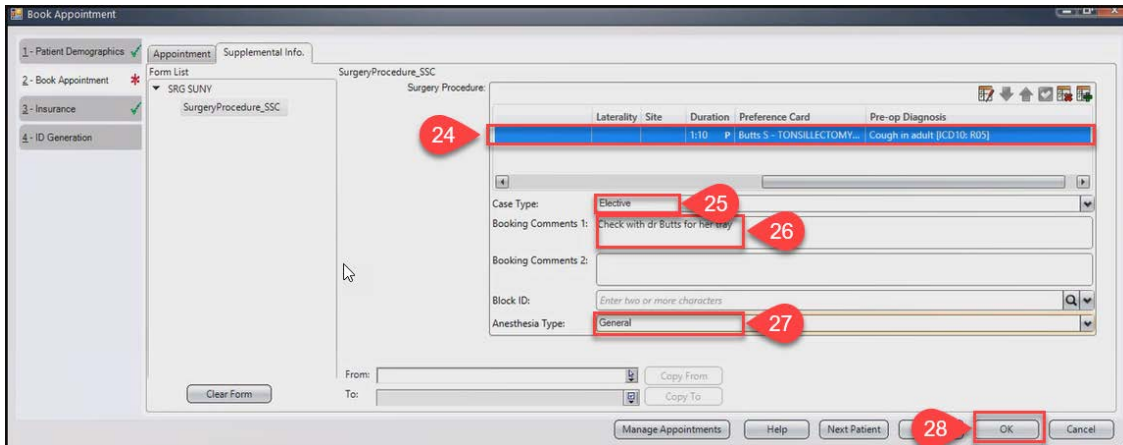
17. Click the Add button
18. Search for the **Provider**
19. Search for the **Procedure** type
20. Add an **Description**
21. The **Preference card** and **Duration** field are automatically populated when the **Provider** and **Procedure** fields have something selected.
22. Click the Add button to add an ICD10 code
23. Then click OK



**Note:** if you change the Duration, the **P** (Preference Card) will change to **U** (User)



24. The required information is now populated
25. Select the **Case Type**
26. Add additional **Booking Comments**
27. Select the **Anesthesia Type**
28. Click **OK**



Book Appointment

1- Patient Demographics ✓ | Appointment | Supplemental Info. | SurgeryProcedure\_SSC

2- Book Appointment \* | Form List | SRG SUNY | SurgeryProcedure\_SSC

3- Insurance ✓

4- ID Generation

Surgery Procedure: [Dropdown] | Laterality: | Site: | Duration: | Preference Card: | Pre-op Diagnosis:

Case Type: Elective

Booking Comments 1: Check with dr Butts for her way

Booking Comments 2:

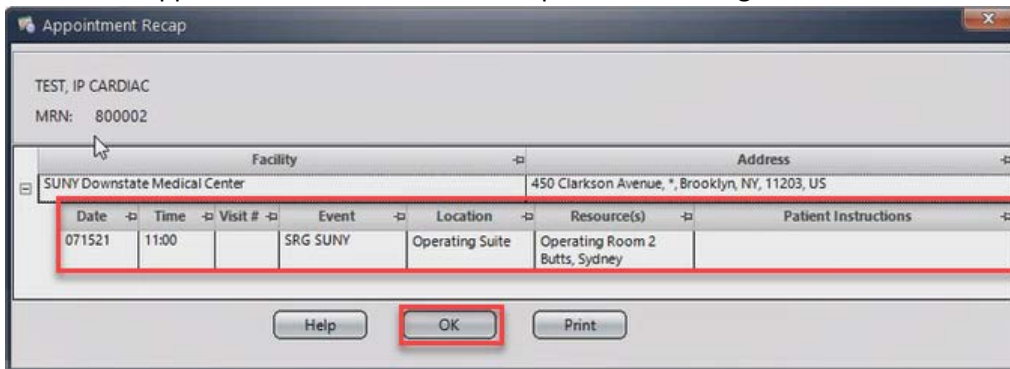
Block ID: [Text Field]

Anesthesia Type: General

From: | To: | Copy From | Copy To

Manage Appointments | Help | Next Patient | OK | Cancel

29. Review the appointment and click OK to complete the Booking



Appointment Recap

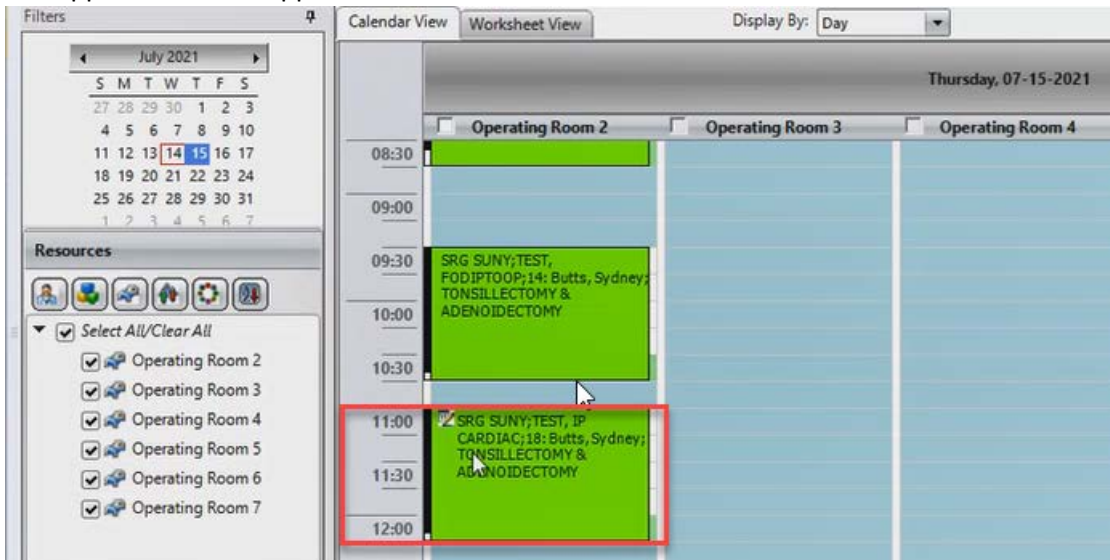
TEST, IP CARDIAC  
MRN: 800002

Facility: SUNY Downstate Medical Center | Address: 450 Clarkson Avenue, Brooklyn, NY, 11203, US

Date	Time	Visit #	Event	Location	Resource(s)	Patient Instructions
071521	11:00		SRG SUNY	Operating Suite	Operating Room 2 Butts, Sydney	

Help | OK | Print

30. The appointment will appear on the calendar



Filters | Calendar View | Worksheet View | Display By: Day

Thursday, 07-15-2021

Operating Room 2 | Operating Room 3 | Operating Room 4

08:30

09:00

09:30 SRG SUNY; TEST, FODIPTOOP; 14: Butts, Sydney; TONSILLECTOMY & ADENOIDECTOMY

10:00

10:30

11:00 SRG SUNY; TEST, IP CARDIAC; 18: Butts, Sydney; TONSILLECTOMY & ADENOIDECTOMY

11:30

12:00

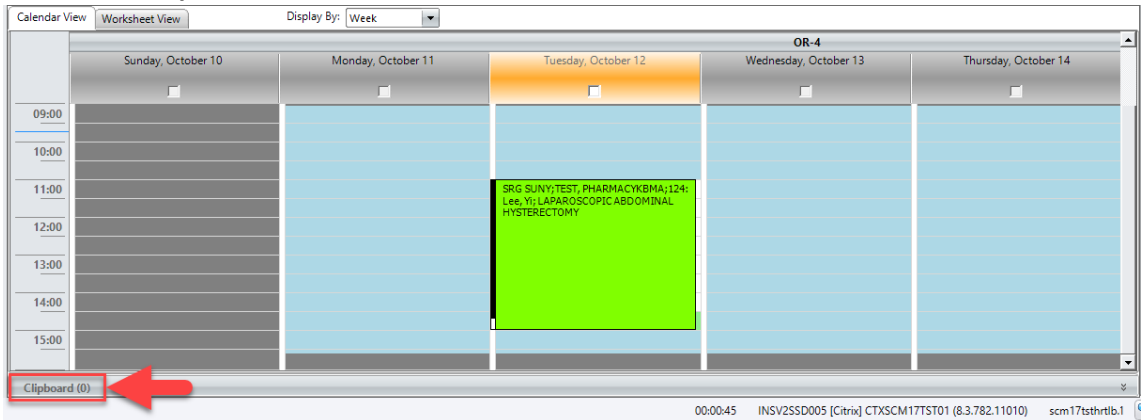
Resources

Select All/Clear All

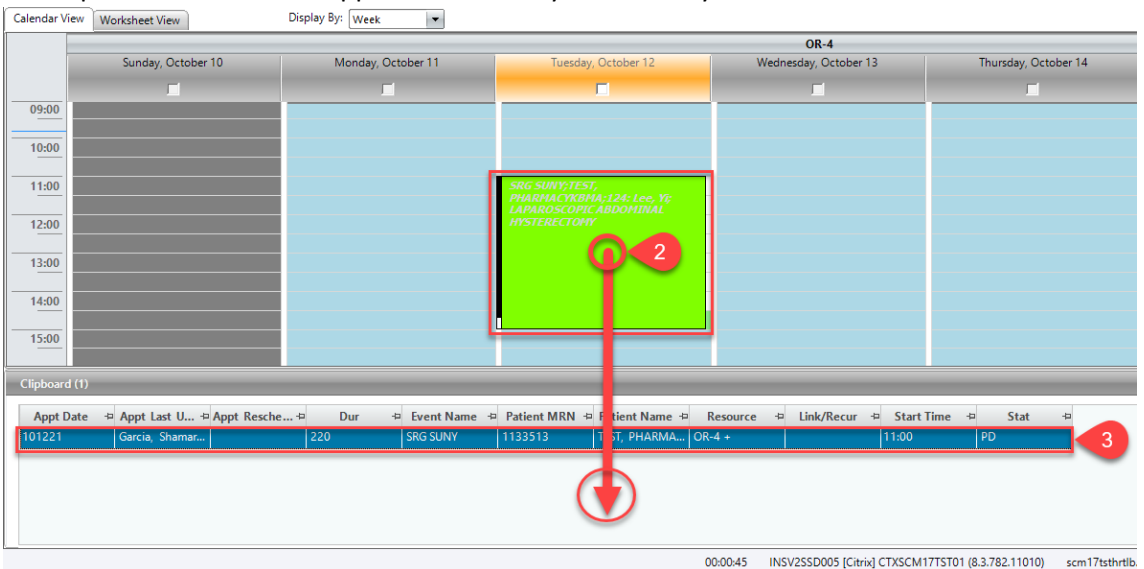
- Operating Room 2
- Operating Room 3
- Operating Room 4
- Operating Room 5
- Operating Room 6
- Operating Room 7

## Rescheduling an appointment

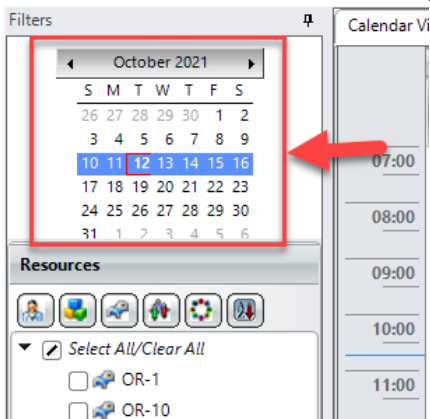
1. Click on the **Clipboard** tab



2. Click and hold the appointment that you want to reschedule, then drag it into the white space of the clipboard
3. The clipboard will hold the appointment until you are ready to move it to its new time slot

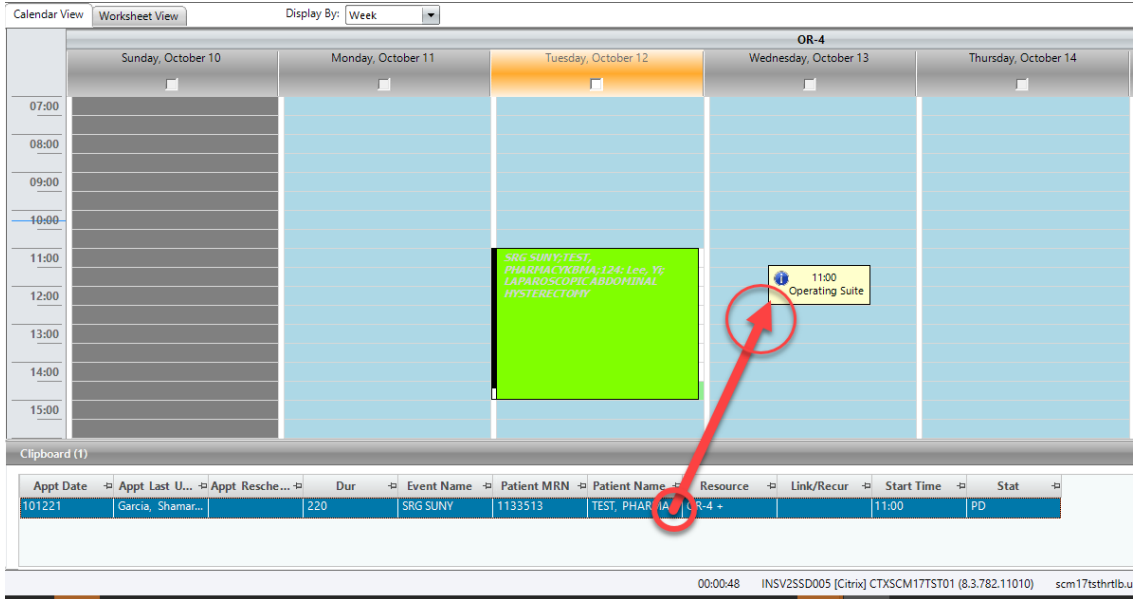


4. Go to the new reschedule date using the calendar in the **Filters** section

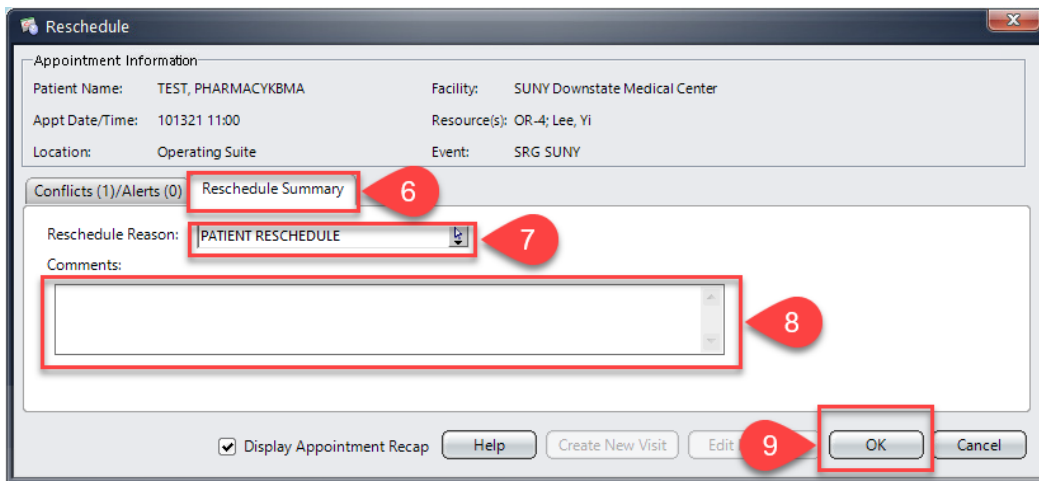




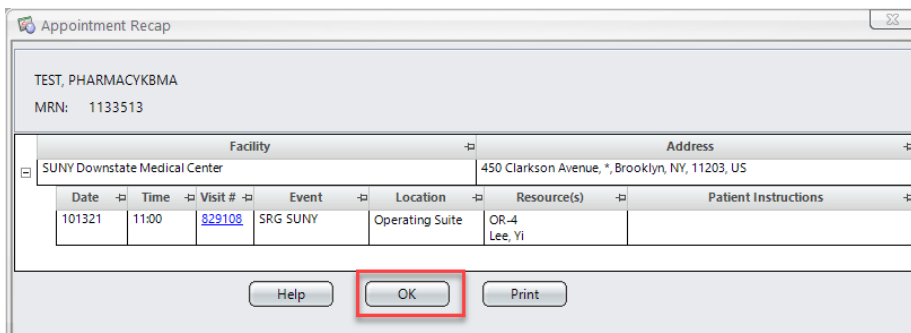
- Click and hold the appointment in the clipboard, then drag it to the new appointment time slot



- Click on the **Reschedule Summary** tab
- Select the **Reschedule Reason** from the dropdown menu
- Add a comment if needed
- Then click **OK**

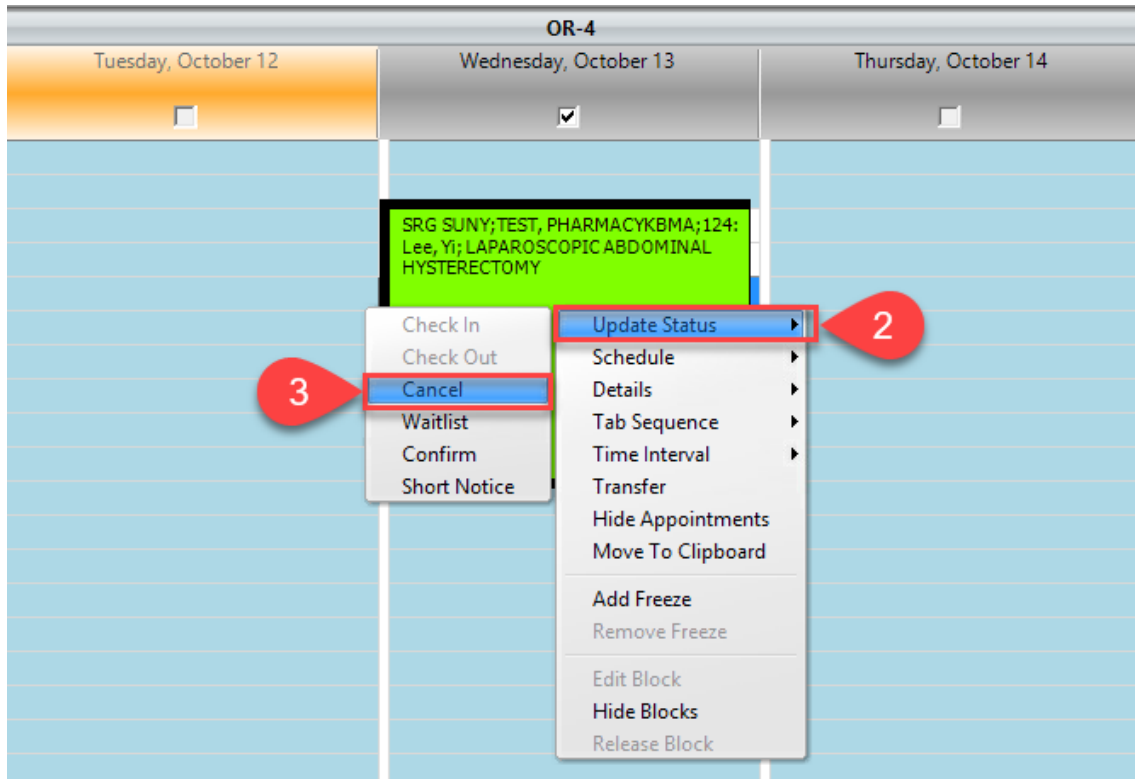


- Review the **Appointment Recap** and then click **OK**. The appointment will now be moved to its new time slot

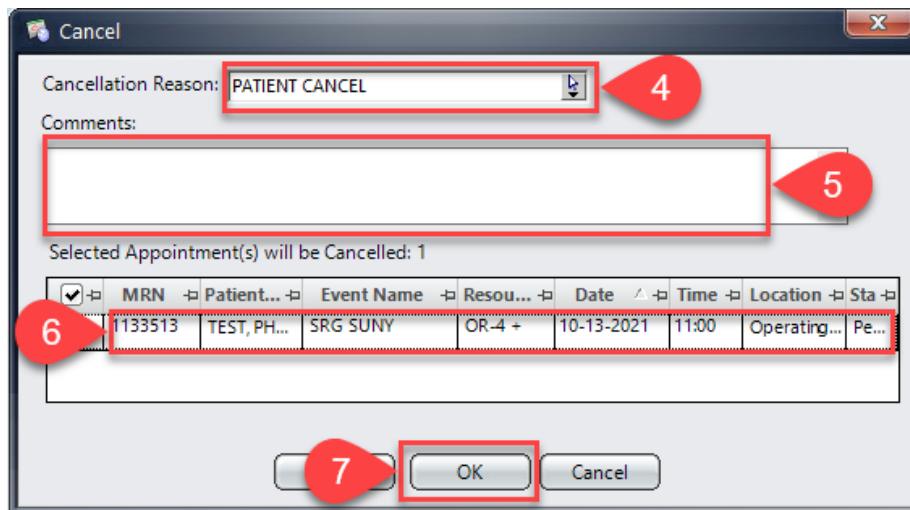


### Cancel Appointment

1. Right click on the appointment that you are canceling
2. Select **Update Status**
3. Select **Cancel**



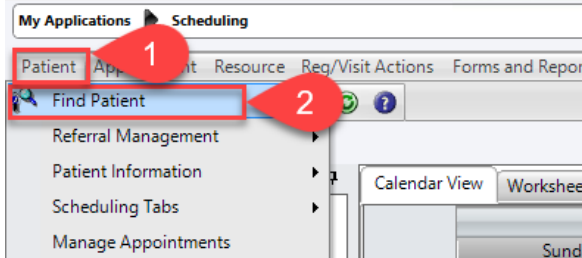
4. Select the **Cancellation Reason** from the dropdown menu
5. Add a comment if needed
6. Review the **Selected Appointment that will be Cancelled**
7. Then click **OK**



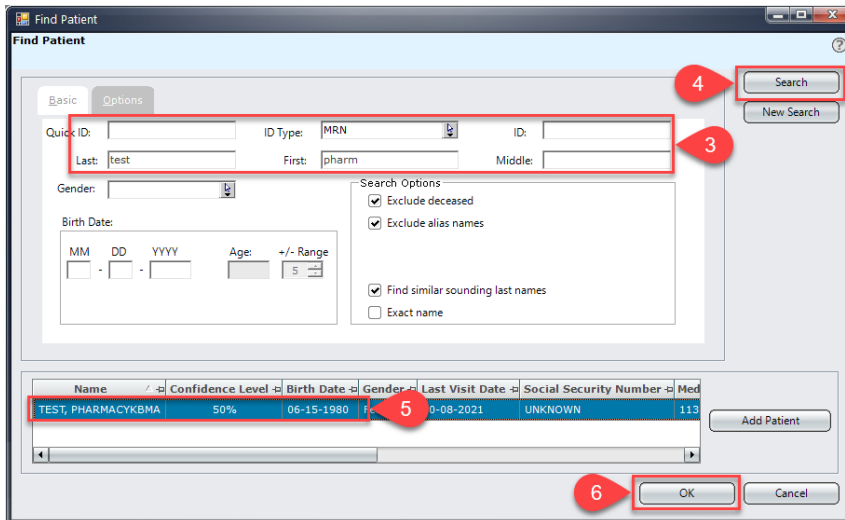
8. The appointment will be removed from the **Calendar View**

## Lookup Future Appointments

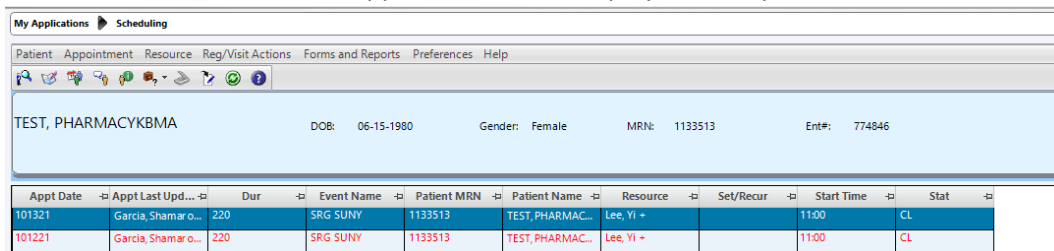
1. Click on **Patient** from the top left menu
2. Select **Find Patient**



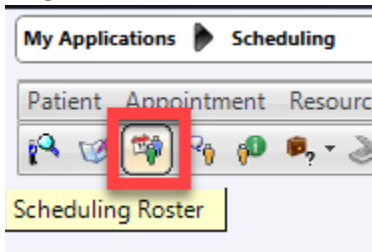
3. Search for the patient using their **First, Last name or MRN #**
4. Click **Search**
5. Select the patient name from the list
6. Click **OK**



7. A list of future and cancelled appointments will display for that patient

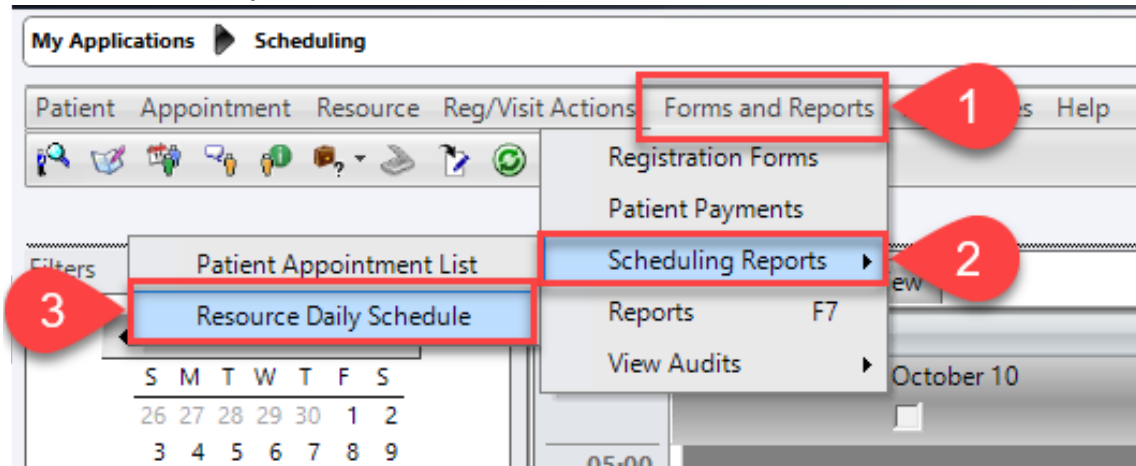


8. To go back to the calendar view, click on the **Scheduling Roaster** icon

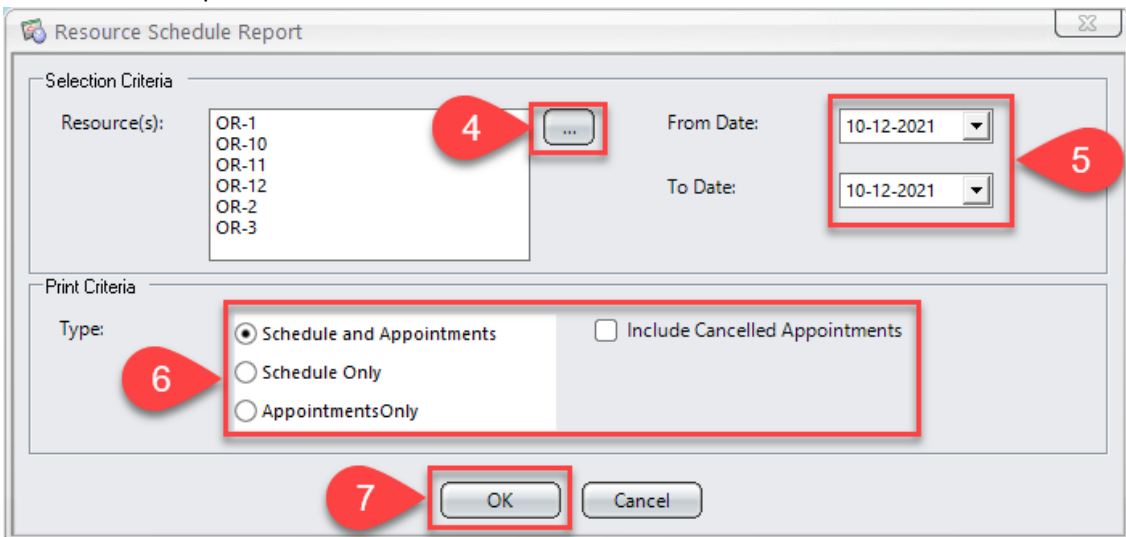


### Printing Daily Appointment

1. Click on **Forms and Reports** from the top left menu
2. Select **Scheduling Reports**
3. Select **Resource Daily Schedule**



4. Click the **Ellipsis** button to select the location or provider
5. Select the Date Range
6. Select the Criteria Type
7. Then click **OK** to print

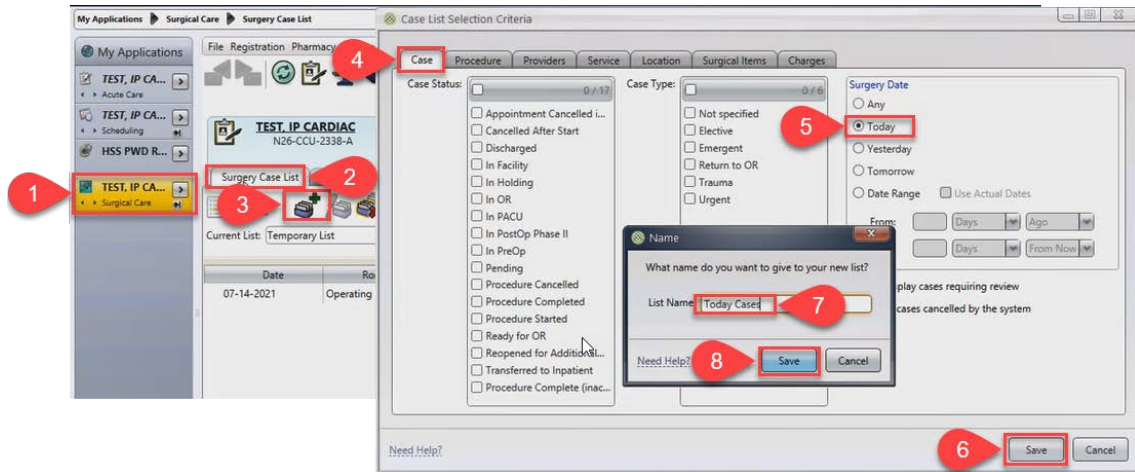


**Note:** a preview of the report will not be displayed before printing

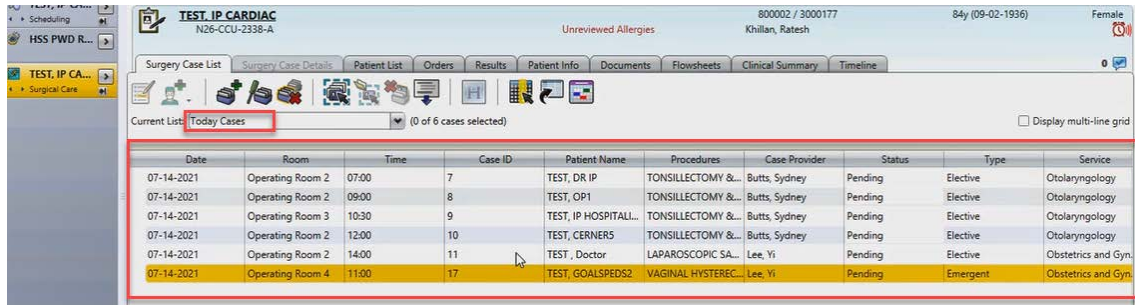
## Surgical Care Application

### Process for the PreOp Nurse

1. The **PreOp Nurse** will sign into Healthbridge and open the **Surgical Care** application
2. Select the **Surgery Case List** tab
3. Create a surgery List by clicking on the Add list button
4. Click on the **Case** tab
5. Select the Surgery Date "**Today**". The nurse should create separate lists for **Today**, **Yesterday** and **Tomorrow**
6. Click **Save**
7. Name the **List Name** as **Today Cases**
8. Click **Save**

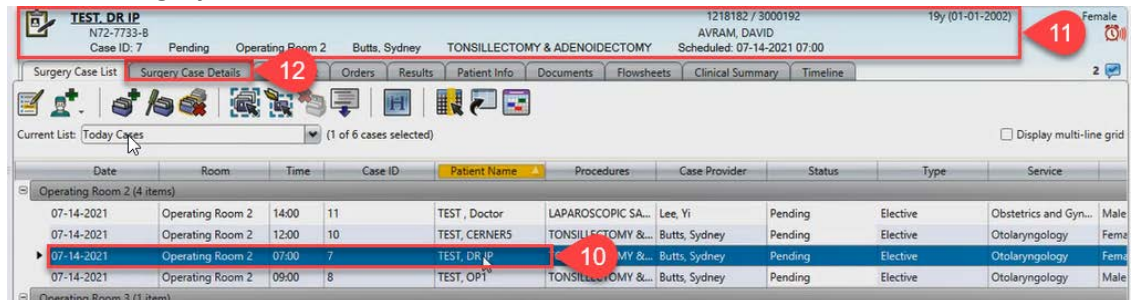


9. The list will now appear with the cases scheduled for today



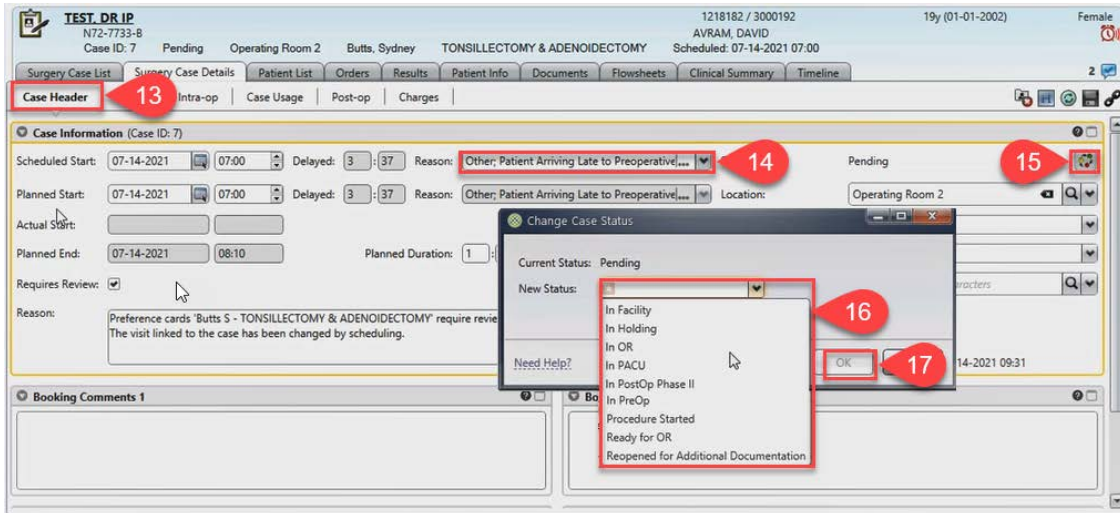
Date	Room	Time	Case ID	Patient Name	Procedures	Case Provider	Status	Type	Service
07-14-2021	Operating Room 2	07:00	7	TEST, DR IP	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	09:00	8	TEST, OP1	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 3	10:30	9	TEST, IP HOSPITAL...	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	12:00	10	TEST, CERNERS	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	14:00	11	TEST, Doctor	LAPAROSCOPIC SA...	Lee, Yi	Pending	Elective	Obstetrics and Gyn.
07-14-2021	Operating Room 4	11:00	17	TEST, GOALSPEDS2	VAGINAL HYSTEREC...	Lee, Yi	Pending	Emergent	Obstetrics and Gyn.

10. The patient arrives for surgery. Select on the patients name from the **Today Cases** list
11. To confirm that the correct patient is selected, their information will show up in the **Header**
12. Click the **Surgery Case Details** tab



Date	Room	Time	Case ID	Patient Name	Procedures	Case Provider	Status	Type	Service
07-14-2021	Operating Room 2	14:00	11	TEST, Doctor	LAPAROSCOPIC SA...	Lee, Yi	Pending	Elective	Obstetrics and Gyn...
07-14-2021	Operating Room 2	12:00	10	TEST, CERNERS	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	07:00	7	TEST, DR IP	MY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	09:00	8	TEST, OP1	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology

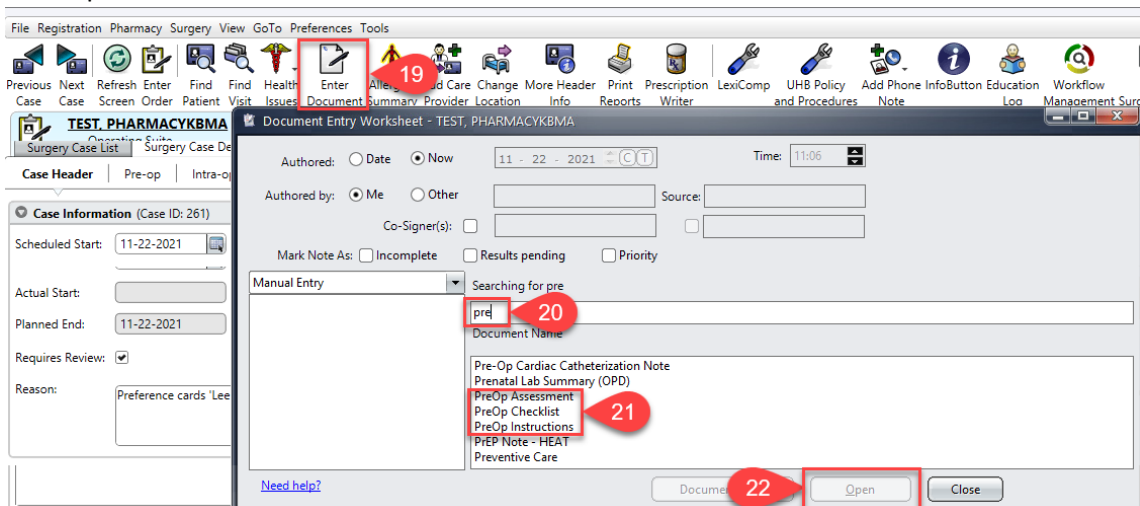
13. Click on **Case Header** tab
14. If the scheduled procedure was delayed, you will be required to select a delayed **Reason**
15. Change the **Status** of this procedure, Click on the **Change Status** button
16. Select **In PreOp** from the **New Status** drop down menu
17. Click **OK**



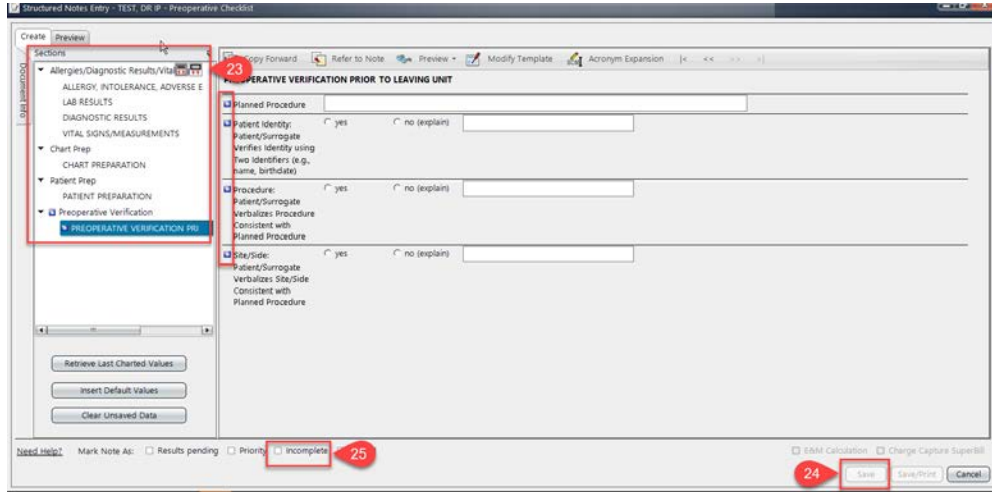
18. The status will change from **Pending** to **In PreOp**



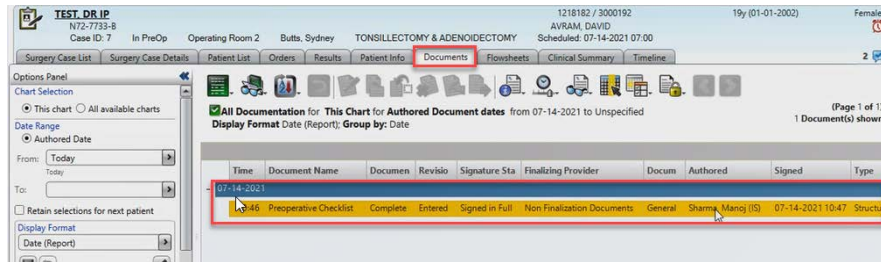
19. After reviewing the Case Header and changing the status to In PreOP, you can now click on the Enter Document icon
20. Type "Pre" to get a list of relating documents
21. Select any of the notes that apply (PreOp Checklist, PreOp Instructions, PreOp Assessment)
22. Click Open



23. Complete all the **Sections** and **mandatory** fields
24. Select **Save** to complete the note
25. Select **Incomplete** if you are not able to finish

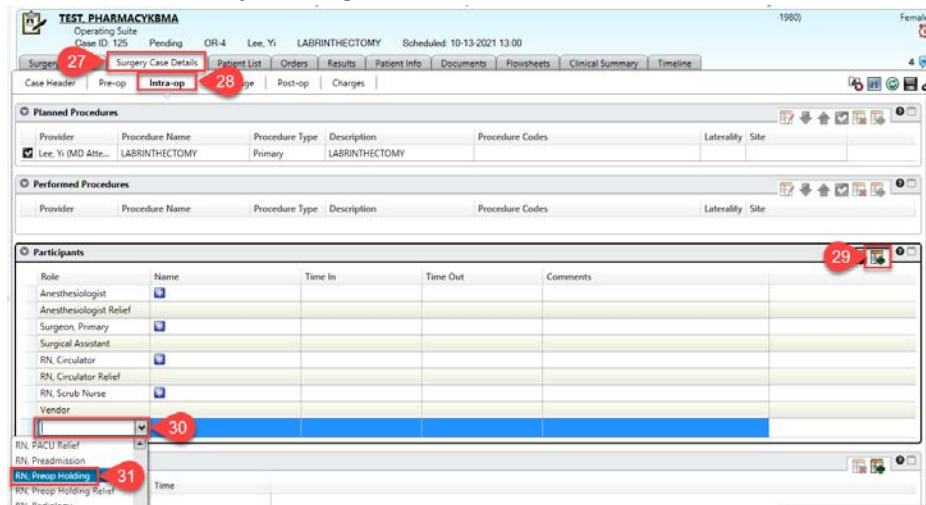


26. The completed and incomplete document will appear in the **Documents** tab for that patient



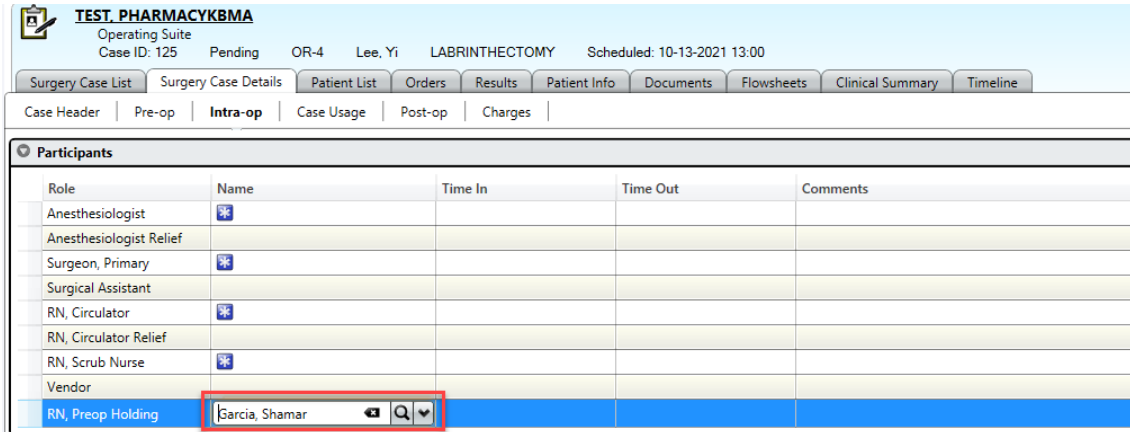
Time	Document Name	Document	Revisio	Signature Sta	Finalizing Provider	Docum	Authored	Signed	Type
07-14-2021	Preoperative Checklist	Complete	Entered	Signed in Full	Non Finalization Documents	General	Sharmy Manoj (03)	07-14-2021 10:47	Structu

27. Next is to document the **Participants** and **Times** which the patient was in the Pre-op area if you want to charge for the time. Click on the **Surgery Case Details** tab
28. Click on **Intra-op**
29. Click the green plus icon to add the prep nurse
30. Select the dropdown
31. Select the **RN, Preop Holding** from the list



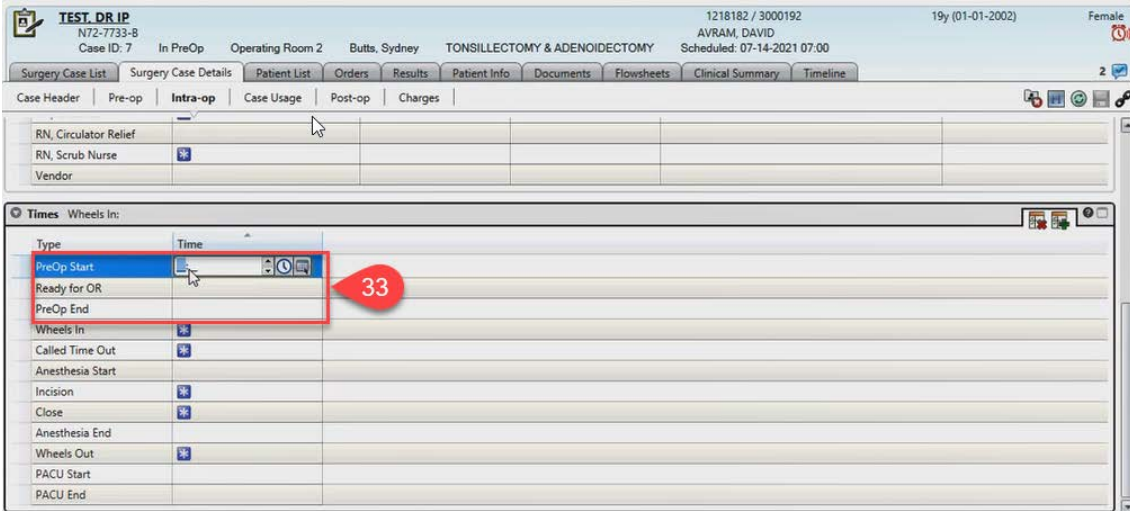
Role	Name	Time In	Time Out	Comments
Anesthesiologist				
Anesthesiologist Relief				
Surgeon, Primary				
Surgical Assistant				
RN, Circulator				
RN, Circulator Relief				
RN, Scrub Nurse				
Vendor				
RN, PACU Relief				
RN, Preadmission				
RN, Preop Holding				
RN, Preop Holding Relief				
RN, Radiology				

32. Enter the **Name** of the PreOp nurse



Role	Name	Time In	Time Out	Comments
Anesthesiologist				
Anesthesiologist Relief				
Surgeon, Primary				
Surgical Assistant				
RN, Circulator				
RN, Circulator Relief				
RN, Scrub Nurse				
Vendor				
RN, Preop Holding	Garcia, Shamar			

33. Document the **PreOp Start, PreOp End, and Ready for OR Time**



Type	Time
PreOp Start	
Ready for OR	
PreOp End	
Wheels In	
Called Time Out	
Anesthesia Start	
Incision	
Close	
Anesthesia End	
Wheels Out	
PACU Start	
PACU End	

34. The status is automatically changed to **Ready for OR** when the **Time** is documented in the Ready for OR Type



TEST DR IP  
N72-7733-B  
Case ID: 7 **Ready for OR** Operating Room 2 Butts, Sydney TONSILLECTOMY & ADENOIDECTOMY

35. If the time is not documented in the Ready for OR Type, you will have to manually change the status.

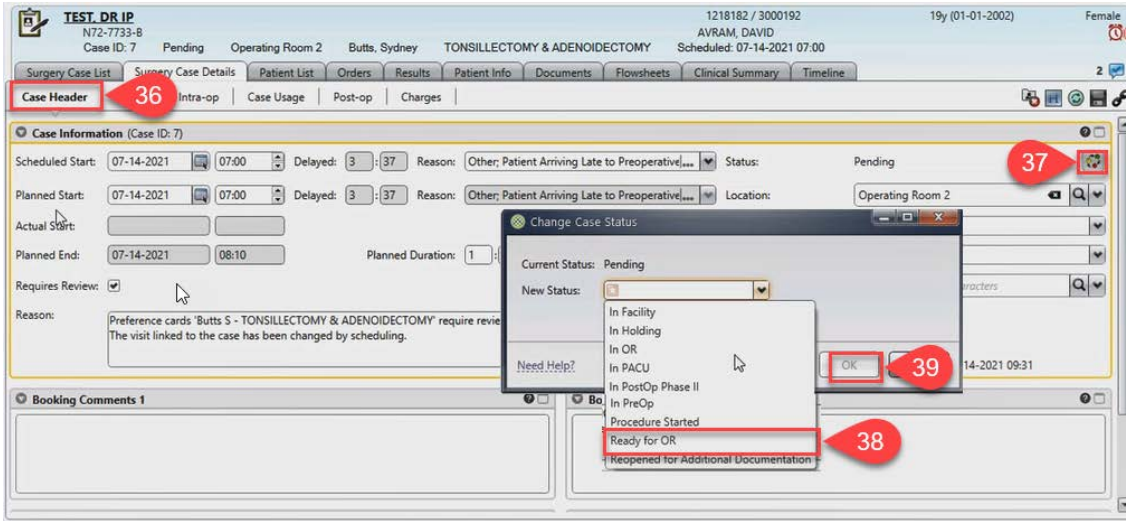
36. Go to **Case Header**

37. Click on the **Change Status** icon

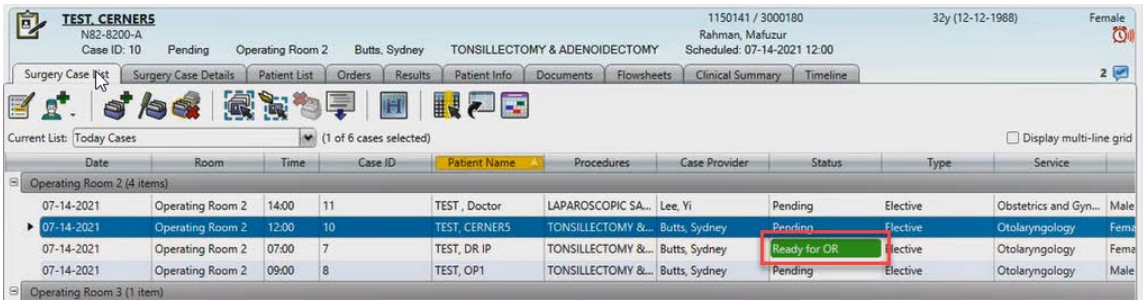
38. Select **Ready for OR** from the dropdown menu

39. Then click **OK**



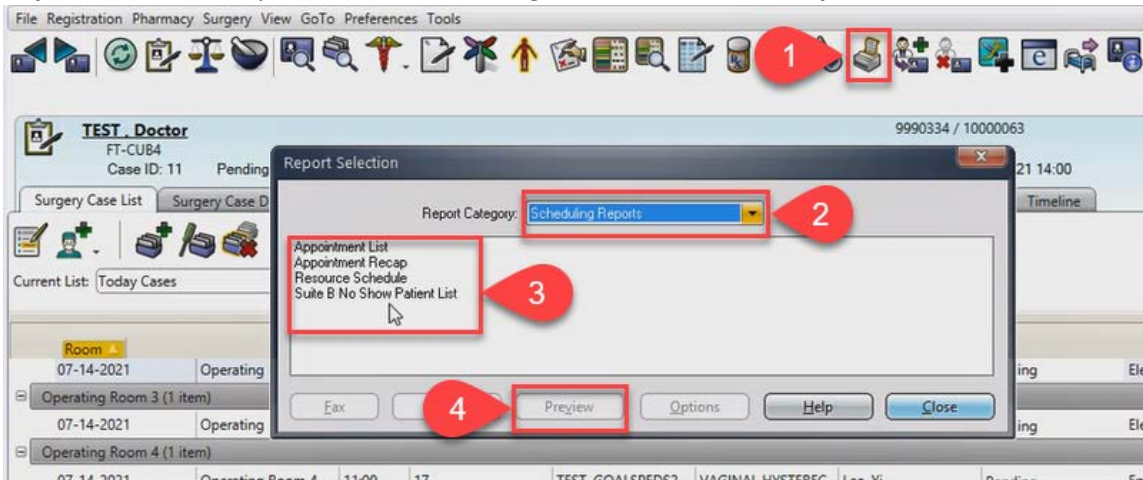


40. Green status indicates the patient is Ready for OR



Date	Room	Time	Case ID	Patient Name	Procedures	Case Provider	Status	Type	Service
07-14-2021	Operating Room 2	14:00	11	TEST, Doctor	LAPAROSCOPIC SA...	Lee, Yi	Pending	Elective	Obstetrics and Gyn...
07-14-2021	Operating Room 2	12:00	10	TEST, CERNERS	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology
07-14-2021	Operating Room 2	07:00	7	TEST, DR IP	TONSILLECTOMY &...	Butts, Sydney	Ready for OR	Elective	Otolaryngology
07-14-2021	Operating Room 2	09:00	8	TEST, OP1	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology

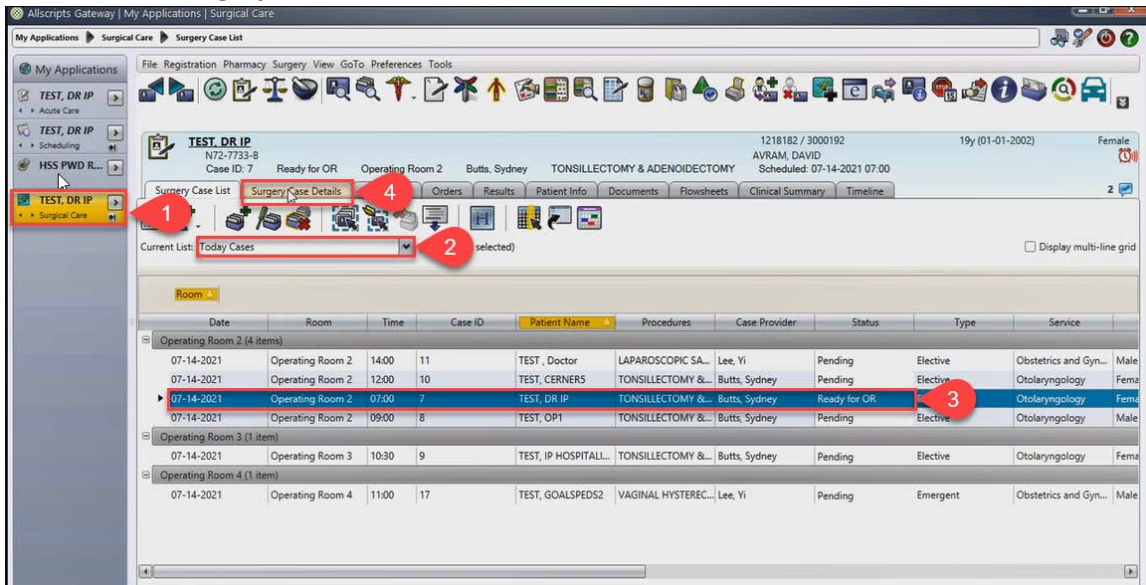
**Note:** you can print a schedule Report by clicking the **Print Report** icon, selecting **Scheduling Reports** from the drop down menu, selecting one of the **available report** and click **Preview**.



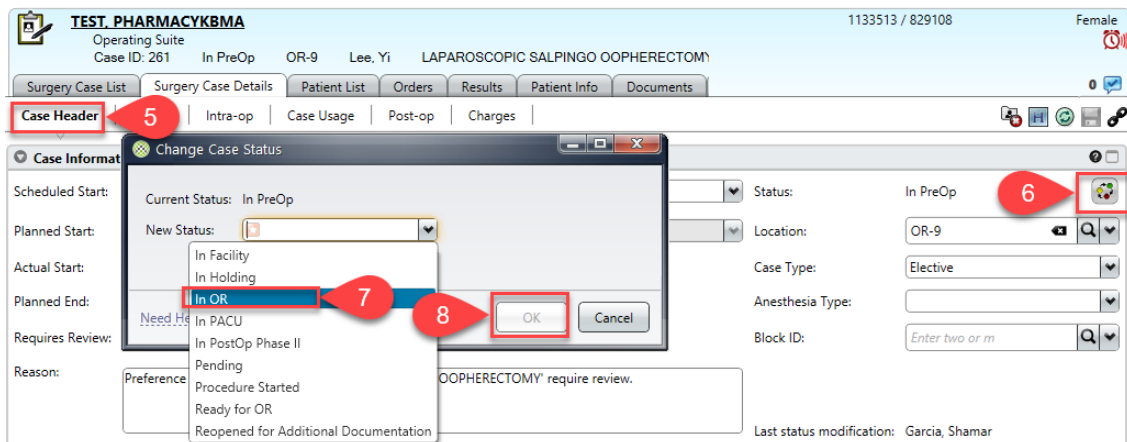
## Surgical Care Application

### Process for Intra-Op Nurse

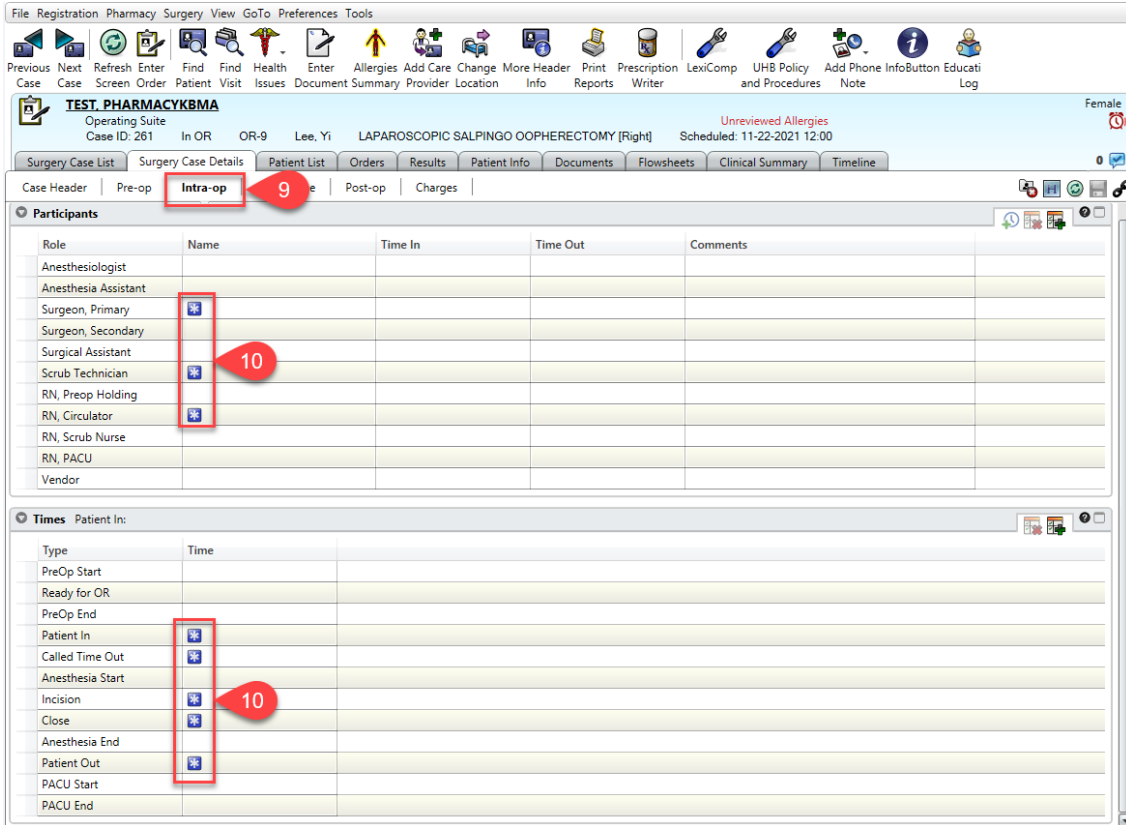
1. The Patient is now in the OR, ready for the procedure. The Intra-Op Nurse will log into Healthbridge and open the **Surgical Care** application
2. Open their **Today Cases** list. To create a case list, refer back to page 13, step 1
3. Select the patient with the **Ready for OR** status
4. Then click the **Surgery Case Details** tab



5. Click the **Case Header** tab
6. Click the **Change Status** button
7. Select **In OR** from the drop down menu
8. Then click **OK**

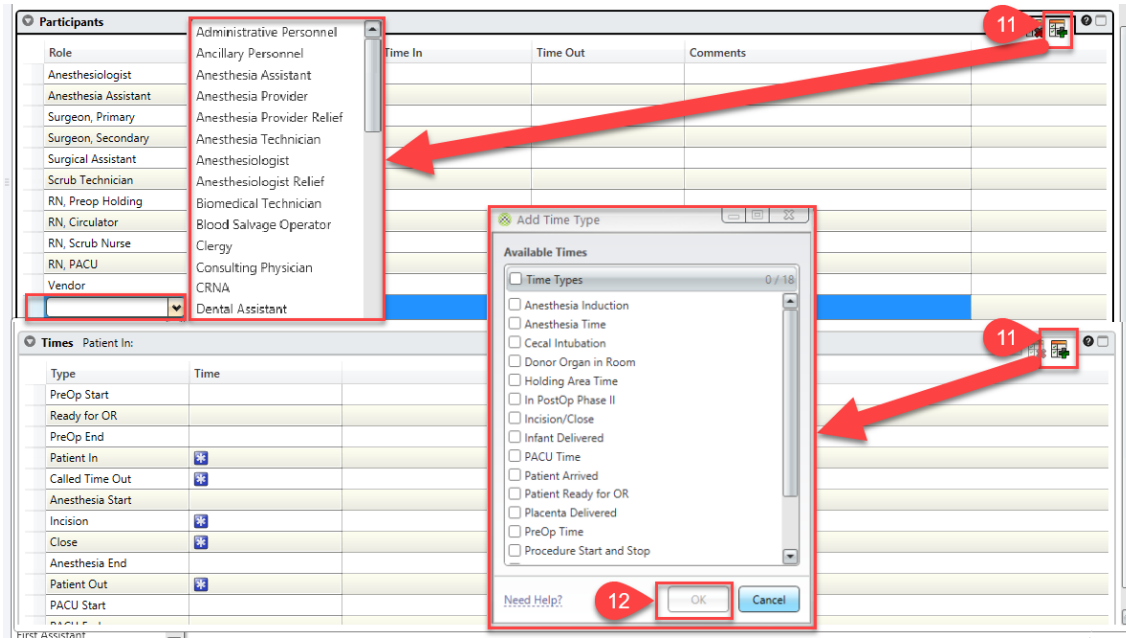


9. Click on the **Intra-op** tab
10. Fill out all the **Required** fields for **Participants** and **Times**



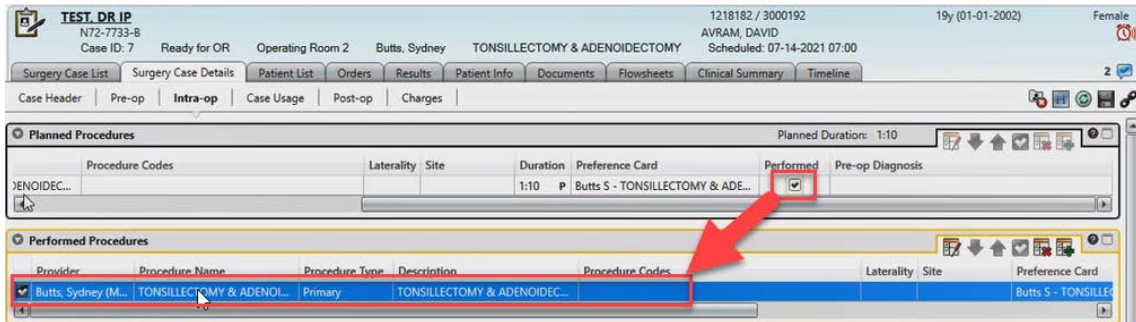
The screenshot shows the 'Intra-op' tab selected in the 'Surgery Case Details' section. The 'Participants' table has a red box around the dropdown menu for the 'Role' column, with a red circle '10' pointing to it. The 'Times' table also has a red box around the dropdown menu for the 'Type' column, with a red circle '10' pointing to it.

11. If any other participants or times are needed to be added, click the green Plus button
12. Then select from the **Participants** dropdown menu and select from the **Add Time Type** list and click **OK**



The screenshot shows the 'Participants' dropdown menu open, displaying a list of roles including 'Administrative Personnel', 'Anesthesia Assistant', 'Surgeon, Primary', etc. The 'Add Time Type' dialog box is also open, showing a list of available time types such as 'Anesthesia Induction', 'Anesthesia Time', 'Cecal Intubation', etc. Red arrows point from the 'Add Time Type' dialog to the 'Participants' dropdown menu and vice versa. Red circles '11' and '12' are present.

13. When the procedure is complete and the mandatory fields are filled out, you will need to select the box under **Performed**. The procedure will be moved to the **Performed Procedure** section



**TEST\_DR\_IP**  
N72-7733-B  
Case ID: 7 Ready for OR Operating Room 2 Butts, Sydney TONSILLECTOMY & ADENOIDECTOMY AVRAM, DAVID Scheduled: 07-14-2021 07:00

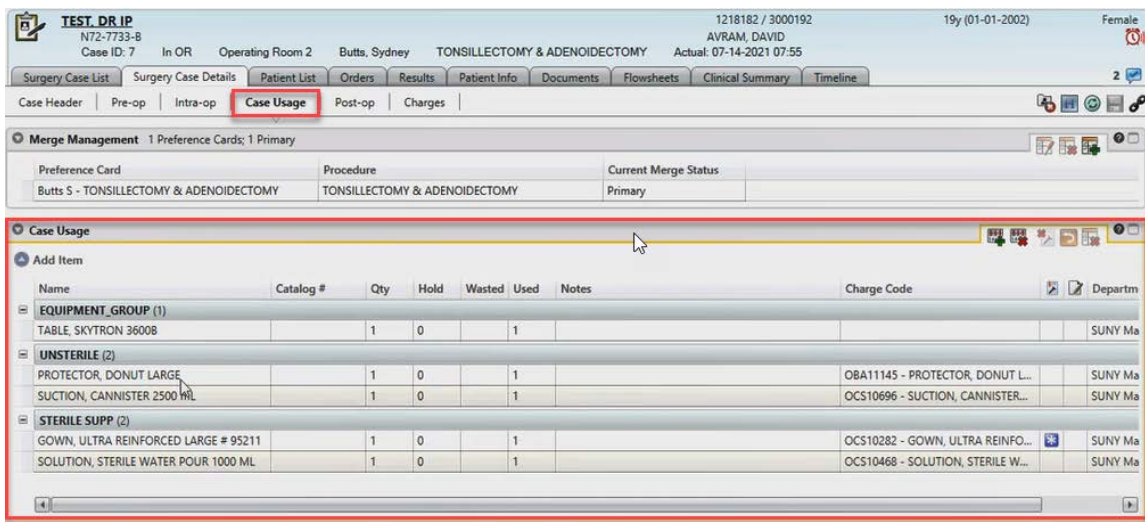
Planned Duration: 1:10

Procedure Codes	Laterality	Site	Duration	Preference Card	Performed	Pre-op Diagnosis
TONSILLECTOMY & ADENOIDECTOMY			1:10	P Butts S - TONSILLECTOMY & ADE...	<input checked="" type="checkbox"/>	

Performed Procedures

Provider	Procedure Name	Procedure Type	Description	Procedure Codes	Laterality	Site	Preference Card
Butts, Sydney (M...)	TONSILLECTOMY & ADENOIDECTOMY	Primary	TONSILLECTOMY & ADENOIDECTOMY				Butts S - TONSILLECTOMY & ADENOIDECTOMY

14. Review the usage for this procedure by clicking on the **Case Usage** tab. This is populated by the Preference card.



**TEST\_DR\_IP**  
N72-7733-B  
Case ID: 7 In OR Operating Room 2 Butts, Sydney TONSILLECTOMY & ADENOIDECTOMY AVRAM, DAVID Actual: 07-14-2021 07:55

Case Usage

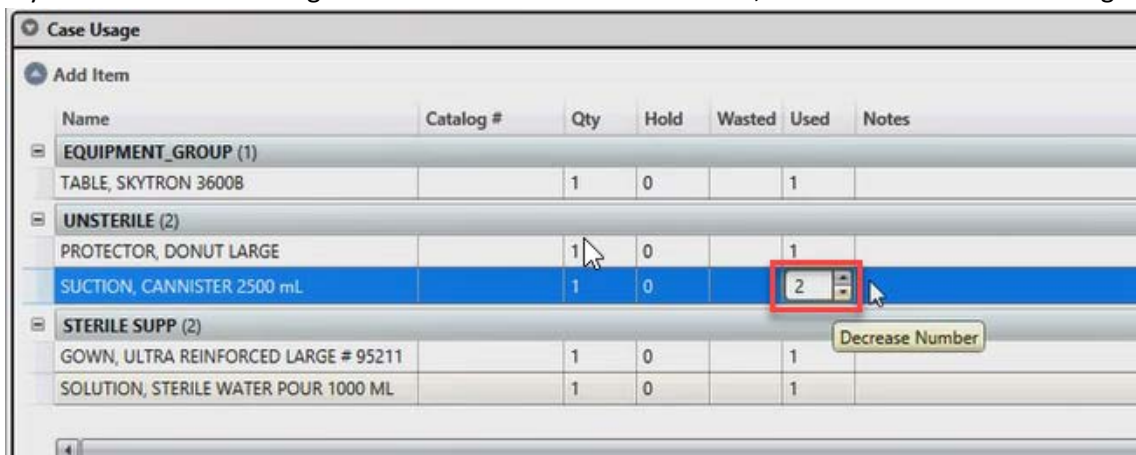
Merge Management 1 Preference Cards; 1 Primary

Preference Card	Procedure	Current Merge Status
Butts S - TONSILLECTOMY & ADENOIDECTOMY	TONSILLECTOMY & ADENOIDECTOMY	Primary

Case Usage

Name	Catalog #	Qty	Hold	Wasted	Used	Notes	Charge Code	Departm
<b>EQUIPMENT_GROUP (1)</b>								
TABLE, SKYTRON 3600B		1	0		1			SUNY Ma
<b>UNSTERILE (2)</b>								
PROTECTOR, DONUT LARGE		1	0		1		OBA11145 - PROTECTOR, DONUT L...	SUNY Ma
SUCTION, CANNISTER 2500 ML		1	0		1		OCS10696 - SUCTION, CANNISTER...	SUNY Ma
<b>STERILE SUPP (2)</b>								
GOWN, ULTRA REINFORCED LARGE # 95211		1	0		1		OCS10282 - GOWN, ULTRA REINFO...	SUNY Ma
SOLUTION, STERILE WATER POUR 1000 ML		1	0		1		OCS10468 - SOLUTION, STERILE W...	SUNY Ma

15. If you need to make changes to the amount used for each item, click on the number to change.



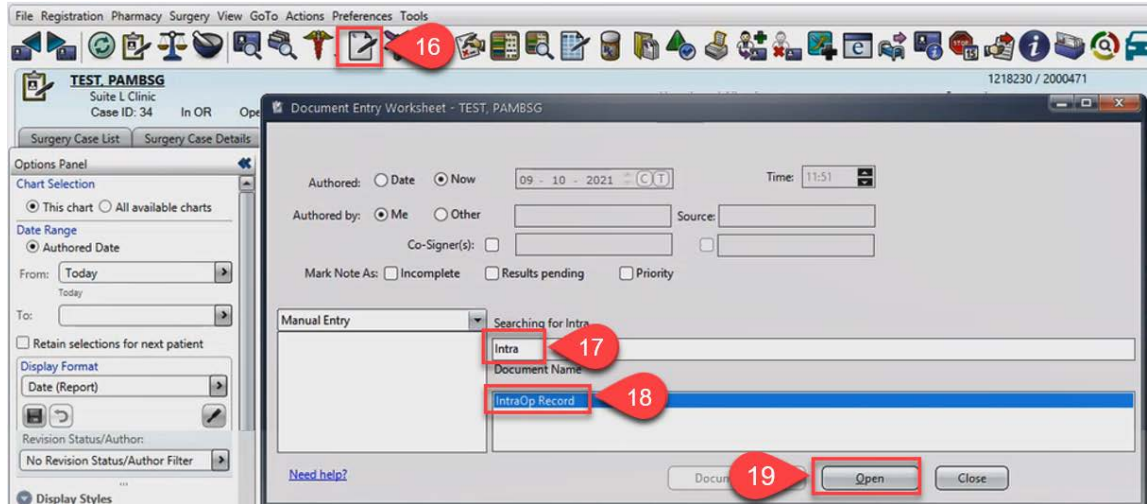
Case Usage

Add Item

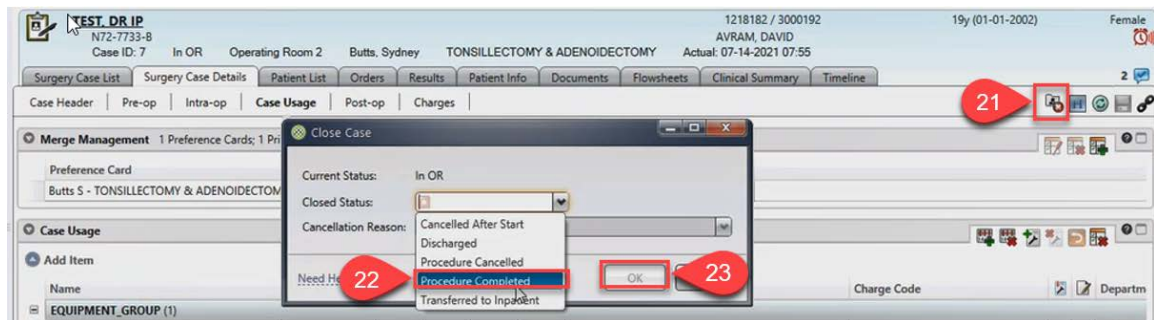
Name	Catalog #	Qty	Hold	Wasted	Used	Notes
<b>EQUIPMENT_GROUP (1)</b>						
TABLE, SKYTRON 3600B		1	0		1	
<b>UNSTERILE (2)</b>						
PROTECTOR, DONUT LARGE		1	0		1	
SUCTION, CANNISTER 2500 mL		1	0		2	
<b>STERILE SUPP (2)</b>						
GOWN, ULTRA REINFORCED LARGE # 95211		1	0		1	
SOLUTION, STERILE WATER POUR 1000 ML		1	0		1	

Decrease Number

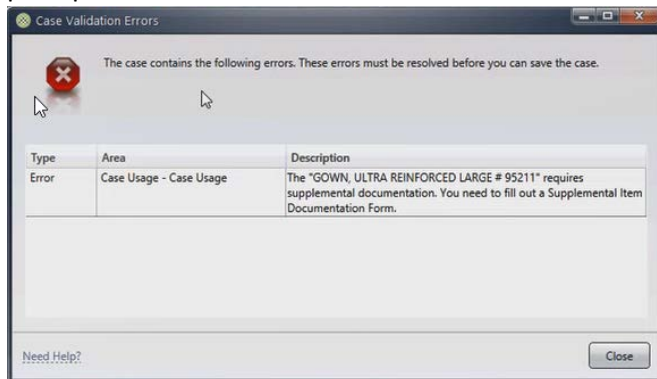
16. After reviewing the case usage, click on **Enter Documents** to complete the **IntraOp Record**
17. Type in **"Intra"** to get a list of relating documents
18. Select **IntraOp Record**
19. Click **Open**



20. Once the Note is completed, it's time to close this case
21. Click on the **Close Case** button
22. Select **Procedure Completed** from the **Closed Status** drop down menu
23. Click **OK**



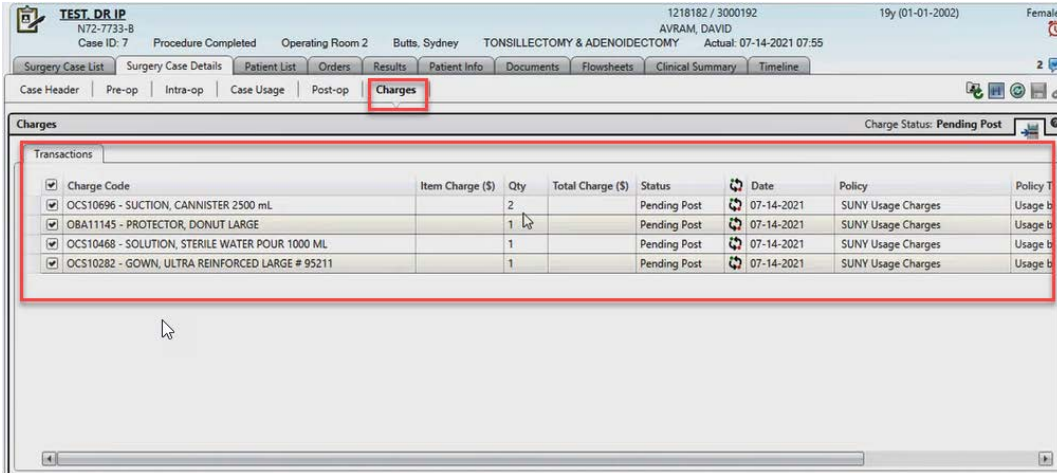
24. If anything was missing or incomplete in your documentation and case details, you will be prompted with the **Case validation Errors**. You will have to go back and complete those sections



25. Once the case is completed you will see the Status change to **Procedure Completed**



26. To see the charges, click on the **Charges** tab

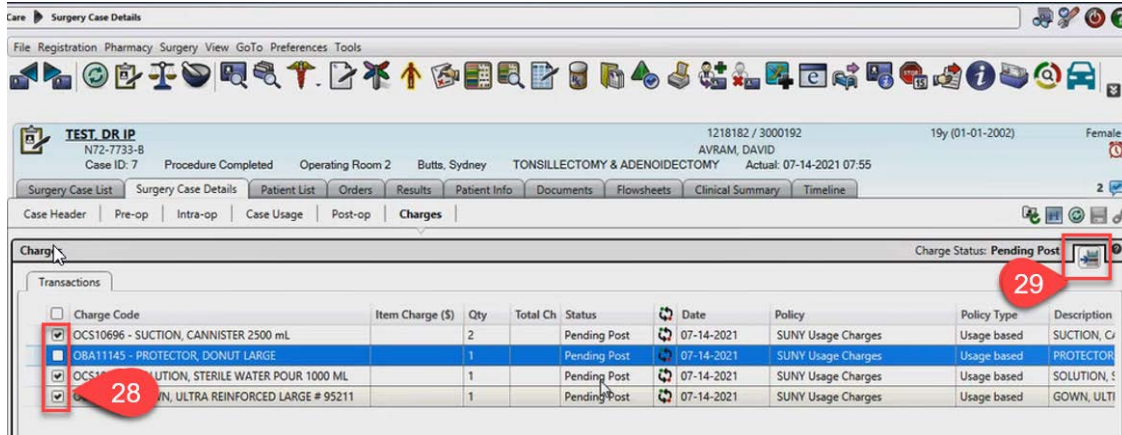


Process for Charge View technician

27. The **Charge View Technician** will review the charges

28. Selecting what they think should be charged for that procedure

29. Then change the charge status from **Pending Post** to **Transmitted**, which will be sent to finance



## Surgical Care Application


### Process for the Pacu Nurse

1. The Pacu Nurse will select the completed procedure from the **Surgical Case List** tab



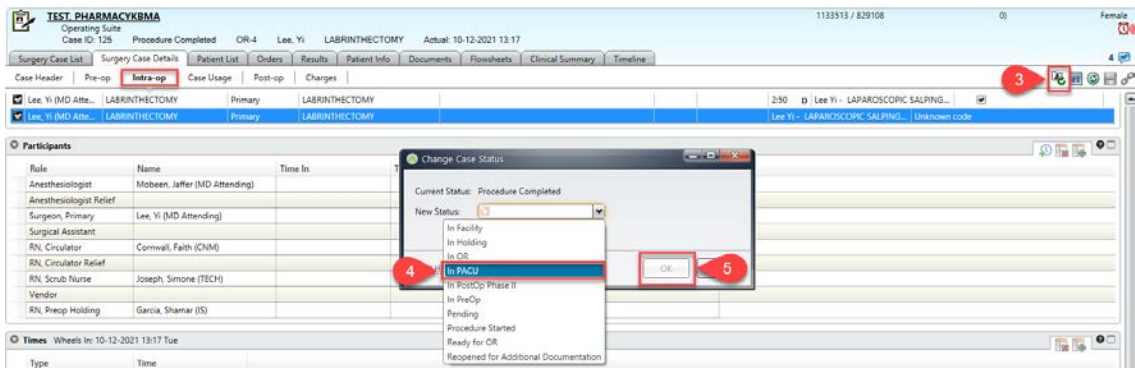
Date	Room	Time	Case ID	Patient Name	Procedures	Case Provider	Status	Type	Service	Gender	Age
07-14-2021	Operating Room 2	14:00	11	TEST, Doctor	LAPAROSCOPIC SA...	Lee, Yi	Pending	Elective	Obstetrics and Gyn...	Male	31y
07-14-2021	Operating Room 2	12:00	10	TEST, CERNERS	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology	Female	32y
07-14-2021	Operating Room 2	07:55	7	TEST, DR IP	TONSILLECTOMY &...	Butts, Sydney	Procedure Completed	Elective	Otolaryngology	Female	19y
07-14-2021	Operating Room 2	09:00	8	TEST, OP1	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology	Male	40y
07-14-2021	Operating Room 3	10:30	9	TEST, IP HOSPITAL...	TONSILLECTOMY &...	Butts, Sydney	Pending	Elective	Otolaryngology	Female	14y
07-14-2021	Operating Room 4	11:00	17	TEST, GOALSPEDES2	VAGINAL HYSTEREC...	Lee, Yi	Pending	Emergent	Obstetrics and Gyn...	Male	3y 1m

2. Review the details of the completed procedure for the patient in the **Surgical case Details** tab



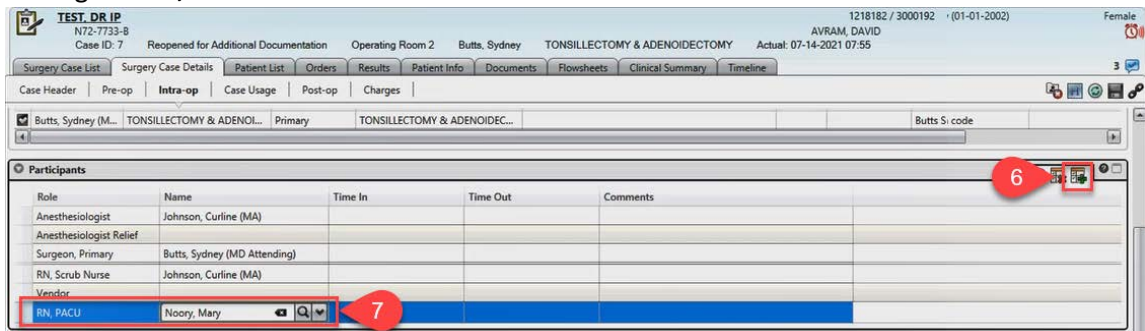
Provider	Procedure Name	Procedure Type	Description	Procedure Codes	Laterality	Site	Duration	Preference Card	Performed	Pre-op Diagnosis
Butts, Sydney (M...)	TONSILLECTOMY & ADENOL...	Primary	TONSILLECTOMY & ADENOIDE...				1:10	P Butts S - TONSILLECTOMY & ADE...	<input checked="" type="checkbox"/>	

3. The Pacu nurse will reopen the case to document their time by clicking on the reopen button in the **Intra-op** section
4. Selecting **In PACU**
5. Click **OK**



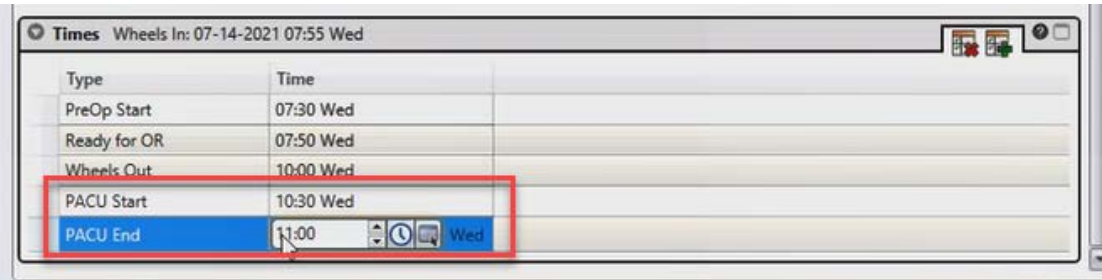
Role	Name	Time In
Anesthesiologist	Mobeen, Jaffer (MD Attending)	
Anesthesiologist Relief		
Surgeon, Primary	Lee, Yi (MD Attending)	
Surgical Assistant		
RN, Circulator	Cornwall, Faith (CHM)	
RN, Circulator Relief		
RN, Scrub Nurse	Joseph, Simone (TECH)	
Vendor		
RN, Preop Holding	Garcia, Shamar (IS)	

6. The nurse will then add themselves by Clicking the green plus Button
7. Adding the **RN, PACU** Role and their **Name**



Role	Name	Time In	Time Out	Comments
Anesthesiologist	Johnson, Curline (MA)			
Anesthesiologist Relief				
Surgeon, Primary	Butts, Sydney (MD Attending)			
RN, Scrub Nurse	Johnson, Curline (MA)			
Vendor				
RN, PACU	Noory, Mary			

8. Enter the **Pacu Start** and **Pacu End** time the patient was in Pacu

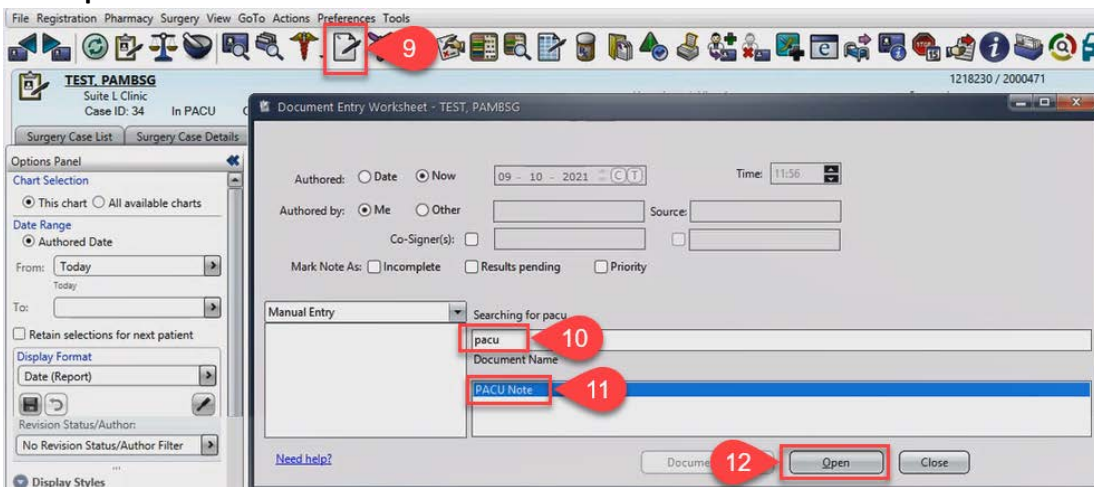


9. Click on **Enter Documents** to complete the **Pacu Note**

10. Type in **"Pacu"** to get a list of relating documents

11. Select **Pacu Note**

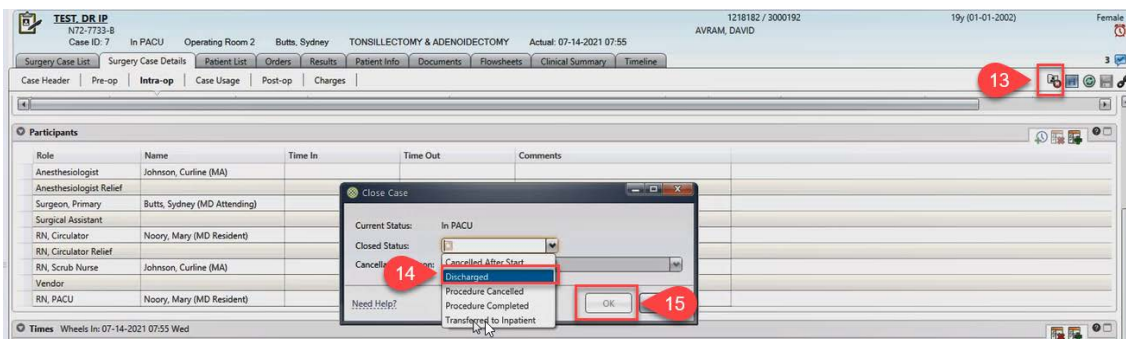
12. Click **Open**



13. After completing the document, the nurse will close the case by clicking the **Close Case** button

14. Selecting **Discharge** as the **Close Status**

15. Click **OK**



16. The patient will show up as **Discharged** on the **Case List**

