Preop Visit

1.1. Preop Orders
Watch the Video instructions here: https://www.youtube.com/watch?v=JJaTN-9BS8I (5 minute video)

When you are ready to place your preop orders, they need to be placed on the PREADMIT encounter. This encounter will be created by pre-admitting when the surgery is scheduled. If you are doing the preop orders the same day you make the decision for surgery, you, or your clinic staff will need to call pre-admitting to have them create this encounter in order to enter preop orders.

1. Make sure you place the orders on the PREADMIT encounter (DO NOT use a PREREG or OUTPATIENT encounter).

To switch to the pre-admit encounter, click on the Loc in the Banner Bar.

Then click on your correct preadmit encounter in the list in the pop up window and click OK

You will now see Preadmit under the patient name.
2. Preop orders have 3 phases, Pre Admission Test, Day Before Surgery and Day of Surgery, click on each phase in the View column to enter orders for that phase. First enter the orders for the preop testing phase. The preop testing phase will initiate automatically when you sign the orders.

3. Then enter the orders for the day before surgery phase. This phase contains the day of surgery medications per pharmacy request. If you want any medications that are not in the standard orderset, remember to Add to Phase. These orders are left in a PLANNED state (do NOT initiate).

4. Then, enter the orders for the day of surgery phase. These orders are left in a PLANNED state. You will need to put an admitting physician in the orders and the name of your procedure. If you want to order any intraoperative medications (marcaine, pitressin, etc), add them to this phase. Select intraoperative orders from the surgery favorites folder (Folders->Surgery->Medications).

5. CHECK ALERTS

6. Save your orders as a favorite so you have to make fewer modifications next time

7. SIGN the orders when you have completed all of the phases. If you have done your orders correctly, they should look like this:

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Day of Surgery

1.2. Before the case
Review your H&P. Double click on the H&P to add an addendum. Add the H&P update. If you can not add the addendum to your document, you can create a free text document and place the update there (TIP: label it H&P update so HIM can find it easily)

1.3. After the case

1.3.1. Outpatient Cases
1. Add Follow up and postop instructions
2. Make sure your patient has a discharge diagnosis
3. Add disposition and plan for follow up to your operative note and it will fulfill the requirements for a discharge summary on outpatient surgeries.

1.3.2. Post op Orders

Same Day Admits
1. Perform an Admission Reconciliation. DO NOT Discontinue the PACU orders.

2. Select a post op admit Powerplan

3. Click on each phase (Initiate in PACU and Leave Planned Until Floor) to review and select all orders. Place any time sensitive orders & orders you want completed in the PACU in the first phase.

4. Sign orders. The first phase will initiate automatically.

Inpatients
1. Discontinue any prior Powerplans/orders that are no longer needed. DO NOT discontinue the PACU orders.

2. Perform a Transfer Reconciliation. This step is REQUIRED.
Reconcile ALL orders with this reconciliation, not just medications. Resume any previous medication orders that you want to continue after surgery (they will default to resume). DO NOT Discontinue the PACU orders.

3. If you are not changing many orders, add the Transfer to: order individually.
4. If you need to place a new plan, select your post op Powerplan (see above). Click on each phase to review and select all of the orders. Orders that you want completed in the PACU go in the first phase.

5. **Sign** orders. The first phase will initiate automatically.

### Outpatients

1. Place any orders that you want to be carried out during PACU recovery – **sign**

2. **Place Discharge Orders for Home** - **sign**

3. Perform a Discharge Reconciliation. You can add discharge medications directly to the Discharge Reconciliation

### Viewing the Surgery Schedule

Click on Case Selection on the top of the screen:

From here you can view the upcoming (or past) case schedule. You can find cases within a date range, for a specific provider, or search by name or MRN:
Change the location of your search by clicking location:

Select your desired location in this box:

A checkbox next to the name means the patient has arrived:

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