



## EMR Quick Reference Guide

### PAC: Anaesthesia Consult Note



As of 19<sup>th</sup> March 2019, PAC documentation will be done on the EMR. This includes:

- Preadmission Anaesthetic Assessment
- Nursing Health Questionnaire
- JMO Admission

1. Search for the patient via UR and select the correct encounter.
  - The Visit Type is always “Outpatient”
  - The Admit Date is the date of the PAC
  - The Unit follows the naming convention of *Site(Abbreviated) / PAC / Unit(Abbreviated)*
  - e.g. for a patient at the PAC at Footscray undergoing an ENT procedure:

Site	Visit Type	Unit
Footscray	Outpatient	Outpatient
Footscray	Outpatient	FPACENT

2. Creating a new PAC note.

- Click on “+Add” in the **Documentation**  **Add** tab
- Your Note **Type** must be “Consultant Note”
- Select “Consultant Response Note” from the template list
- In the “Reason for Consultation” section at the top, type a full stop and the list of Auto Text options will appear.  
Select “PACANAECConsult” or “PACANAEObsConsult” as appropriate.
- Click F3 to tab forwards to the next underscore.
- Once your Note is complete, click 
- Your Note **Title** must follow the naming convention as below:

**\*PAC ANAE CONSULT PROCEDURE\*\***

- For example, if the patient is having a left total knee replacement, Title would be: “PAC ANAE CONSULT LTKR”
- Click “Sign” to submit document

The nurse, surgical JMO and anaesthetist all use the same naming convention.

#### WHY ARE WE MAKING THIS CHANGE?

- **Reduction of duplication of documentation by different craft groups in PAC**
- **Improved access to PAC information**
- **Decreased workload for staff on day of surgery (e.g. home meds will already have been documented when the patient arrives)**