



EMR Quick Reference Guide

PAC – Anaesthetist File Review

EMR documentation of follow up file reviews in Pre-admission Clinic are done via inserting an addendum to:

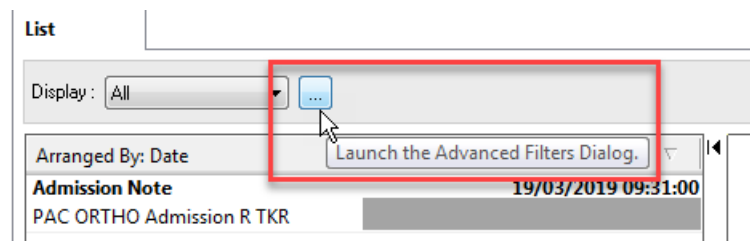
The **PAC Unit Admission note** for **PAC Unit Medical Officers**
The **PAC Anae Consult note** for **PAC Anaesthetists**

NOTE: If the initial document is on BOSSnet then the file review will also be completed on BOSSnet.

Steps:

1. Search patient chart via MRN search top right and select correct outpatient encounter
2. Find and select the correct document from the initial Pre-admission Clinic (PAC) appointment.

Click on the ellipsis icon next to Display to apply filters to assist the documentation search.



3. Click on Modify to document the file review updates.

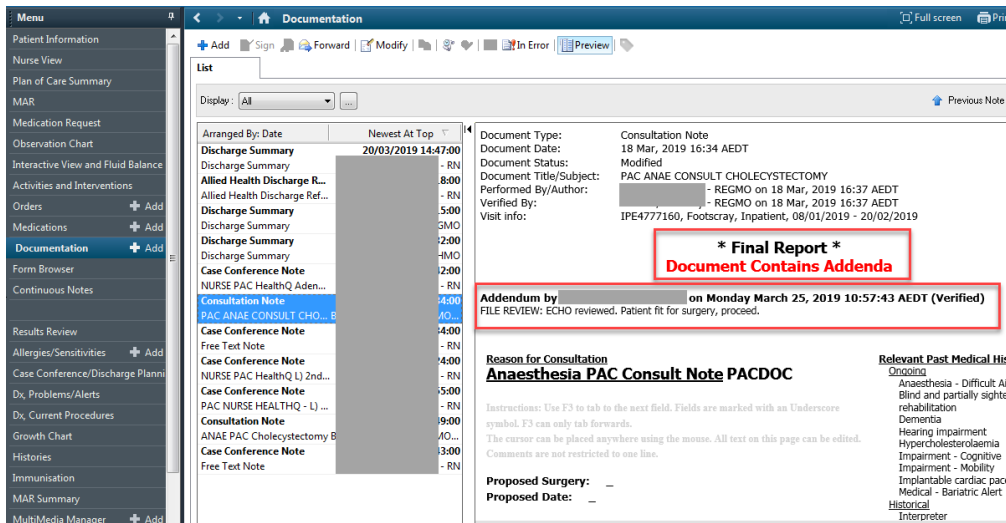
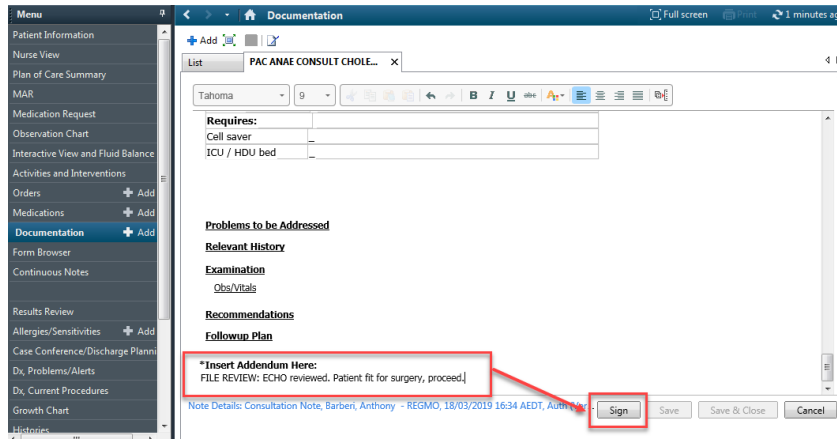
Document Type: Consultation Note
Document Date: 18 Mar, 2019 16:34 AEDT
Document Status: Auth (Verified)
Document Title/Subject: PAC ANAE CONSULT CHOLECYSTECTOMY
Performed By/Author: REGMO on 18 Mar, 2019 16:37 AEDT
Verified By: REGMO on 18 Mar, 2019 16:37 AEDT
Visit info: IPE4777160, Footscray, Inpatient, 08/01/2019 - 20/02/2019

*** Final Report ***

Reason for Consultation
Anaesthesia PAC Consult Note PACDOC

Instructions: Use F3 to tab to the next field. Fields are marked with an Underscore symbol. F3 can only tab forwards.
The cursor can be placed anywhere using the mouse. All text on this page can be edited. Comments are not restricted to on

4. Firstly enter **FILE REVIEW** prior to the modifications under the **insert addendum here:* option and sign off form.



5. Click on refresh and the document will be reflected with the addendum shown first