Anaesthesia – Creating Blank Record for Emergency Cases

This Quick Reference Guide will explain how to:

Start an anaesthetic record using a Blank Record for emergency cases that start in theatre when the case has not yet been scheduled in Surginet (e.g. Code Green)

Definitions:

SAA – Surginet Anaesthesia Application

Blank Record – An anaesthesia record that is not associated to a case

Device – the anaesthesia machine and data monitors

Associate – linking a device to the computer to allow data to feed into the SAA record

Auto association – the device and computer are associated automatically
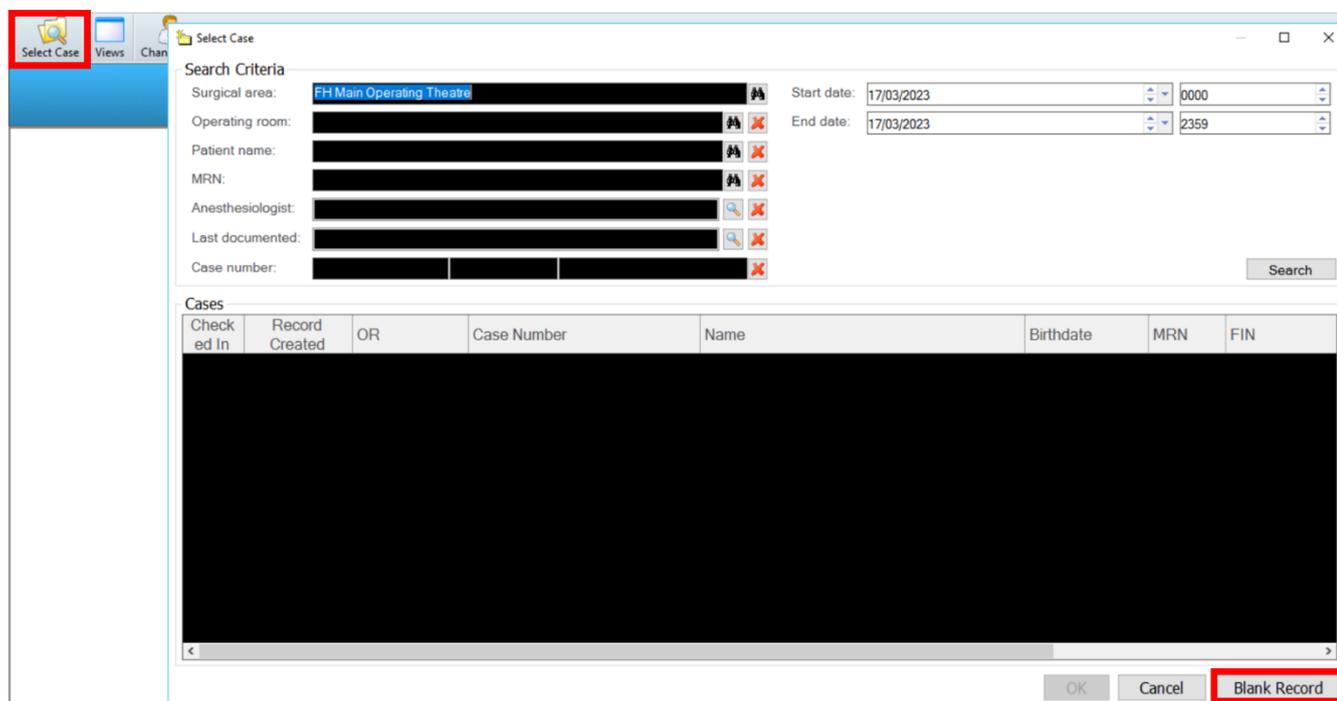
Manual association – the device and computer must be associated manually

MOT – Main operating theatre

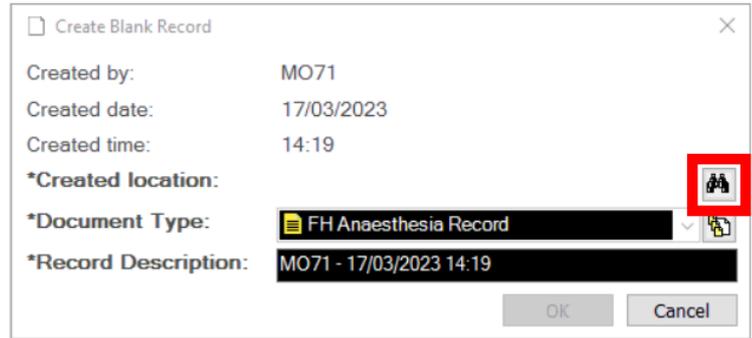**OTF** – Off the floor

Creating a Blank Record

1. On SAA, click on "Select Case" if the Select Case window is not already open. Select "Blank Record".
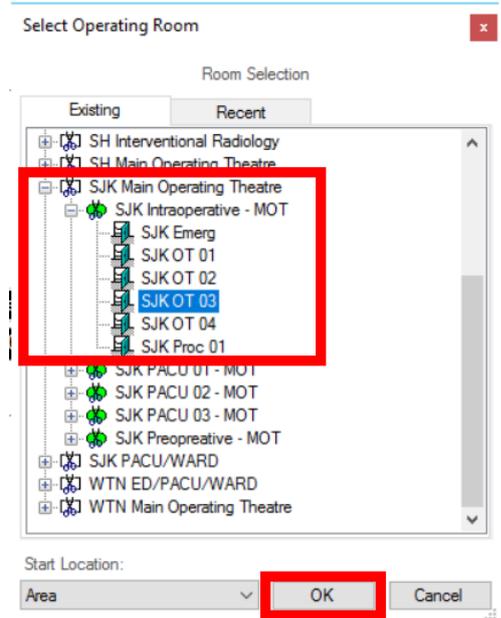

If using a computer mounted to an anaesthesia machine, proceed to step 5 as there is auto association.

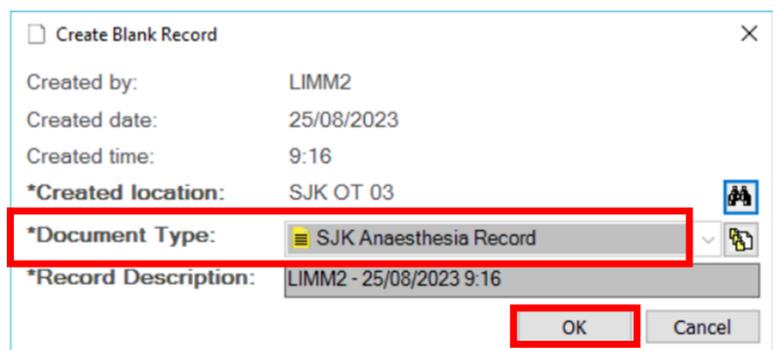Continue to step 2 if the device requires manual association.
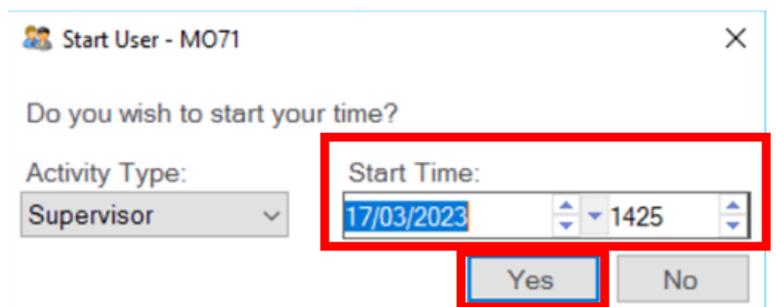
2. Select the binocular icon to change location.

Create Blank Record

Created by:	MO71
Created date:	17/03/2023
Created time:	14:19
*Created location:	
*Document Type:	FH Anaesthesia Record
*Record Description:	MO71 - 17/03/2023 14:19

OK   Cancel

3. Select the location the emergency case is allocated to and click OK.

Select Operating Room

Room Selection

Existing   Recent

SH Interventional Radiology
SH Main Operating Theatre
SJK Main Operating Theatre
  SJK Intraoperative - MOT
    SJK Emerg
    SJK OT 01
    SJK OT 02
    SJK OT 03
    SJK OT 04
    SJK Proc 01
  SJK PACU 01 - MOT
  SJK PACU 02 - MOT
  SJK PACU 03 - MOT
  SJK Preopreative - MOT
SJK PACU/WARD
WTN ED/PACU/WARD
WTN Main Operating Theatre

Start Location:
Area   OK   Cancel

4. Ensure the Document Type is the same campus as the location, then click OK.

Create Blank Record

Created by:	LIMM2
Created date:	25/08/2023
Created time:	9:16
*Created location:	SJK OT 03
*Document Type:	SJK Anaesthesia Record
*Record Description:	LIMM2 - 25/08/2023 9:16

OK   Cancel

5. Adjust the Start Time and click Yes.

Start User - MO71

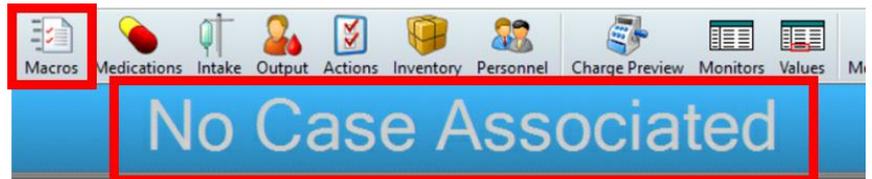Do you wish to start your time?

Activity Type: Start Time:
Supervisor   17/03/2023   1425

Yes   No

6. Select an appropriate Macro to allow monitoring to start documentation into the record. Note that the banner bar does not have a case or patient associated to the record. Documentation of medications and actions can still occur as usual.

No Case Associated

7. Once the case has been scheduled and checked in, under "Task" on the menu bar, select "Assign Case to Record".
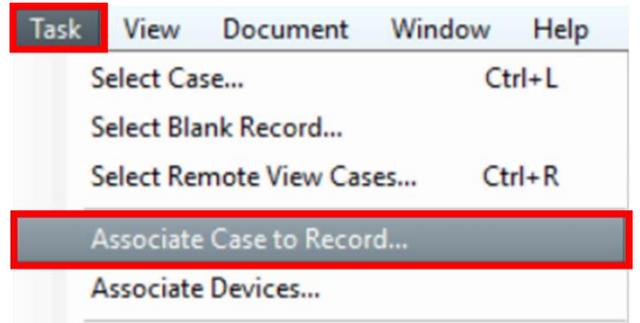
8. Ensure the correct campus is entered in the Surgical area field and press Search. Confirm the correct patient name, MRN and procedure and select the patient. **Make sure that the case has been checked in before clicking OK.**
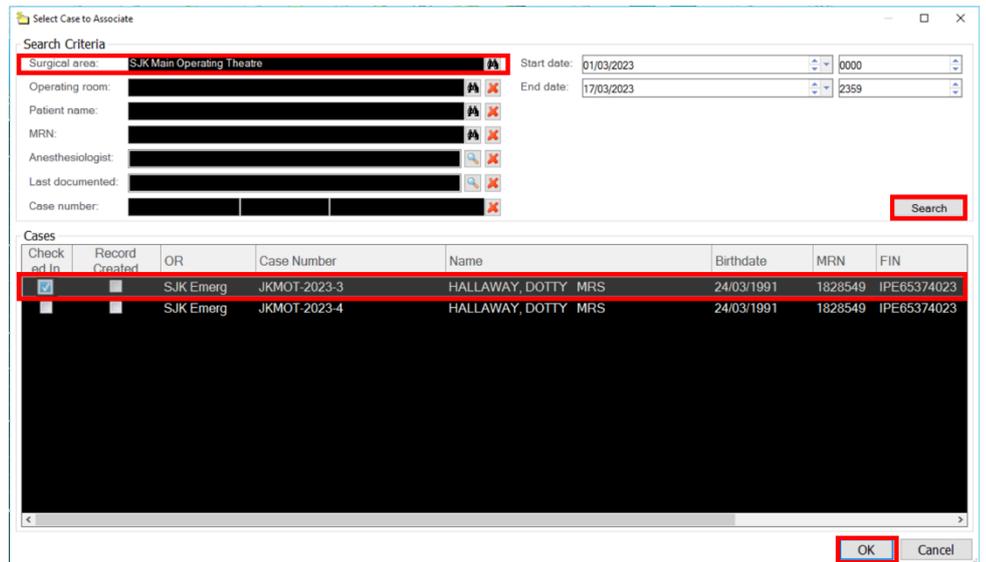
💡 **Handy Hint – Use the "Operating room" field to search for OTF cases**

Do not use the Surgical area to search for the patient if the case has been scheduled OTF (i.e. outside Main Operating Theatre). Using the Operating room field will allow you to select the location (see Step 3).

9. Verify the correct patient details (name, DOB, MRN), date and procedure before clicking the green tick.

> ⚠ **Important – Ensure the correct patient and case has been verified.**
>
> Once the green tick is selected this will associate your anaesthetic record to this patient and case.

10. The record is associated with the case with the patient details displayed in the banner bar.