Perioperative - Checking in Surgical Case against correct iPM encounter



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Check-in a surgical case against the correct iPM encounter.

Definitions:

Check-In – The action of linking a scheduled surgical case to a patient's inpatient encounter

Encounter - Details of a patients visit under which all documentation for that visit is grouped

Important – Case Check-in's cannot be undone

- The patient MUST be admitted as an Inpatient in iPM BEFORE check-in
- Once a surgical case has been checked-in, it not possible to reverse the action without rescheduling
- Surgical documentation cannot be started without a case being checked-in
- For accidental associations with an incorrect encounter, contact the Theatre In Charge to reschedule.

Checking-In Surgical Case against the correct iPM encounter

 Ensure the patient has been admitted. If coming to Theatre from a ward they will already be admitted. If the patient is presenting for admission at DPU, complete the iPM admission first.

2.	From Perioperative Tracking Board, right-click the patie	nt and select Surgical Case.
	Check-In OR open Case Selection from the Toolbar	👸 Case Selection

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- 3. Ensure the correct surgical location is set at the top of the Case Selection Screen
- Select the checkbox from the left of the Case Selection screen
- When the Check-In screen opens, confirm patient and procedure details, and click OK – the Encounter Selection screen will display
- 6. After confirming the encounter type is Inpatient, and the correct arrival date, click OK
- The encounter will be linked to the Surgical Case ready for completing Anesthesia and Perioperative nursing documentation

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Provider <u>MRN</u>								
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16/08/2023 0	9:24	1858550			JKMOT-	2023-902 SJK OT (16/08/2023	Mcdonald, Reb
16/08/2023 10	0:15	1496549			JKMOT-	2023-899 SJK Eme	rg 16/08/2023	Mcdonald, Reb
16/08/2023 0	5:29	1874496			JKMOT-	2023-898 SJK OT (16/08/2023	Sleeman, Matth
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FIN NBR	Enc Type	Disch Date		Admit Type Elective Admission	Facility	Nurse Unit		
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