

Perioperative - Checking in Surgical Case against correct iPM encounter



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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 patient's visit under which all documentation for that visit is grouped




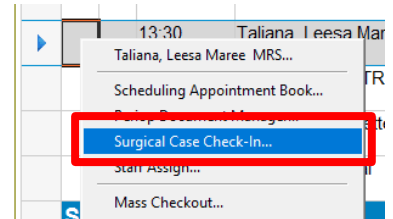
Important – Case Check-in's cannot be undone

- The patient **MUST** be admitted as an Inpatient in iPM **BEFORE** check-in
- Once a surgical case has been checked-in, it is 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.

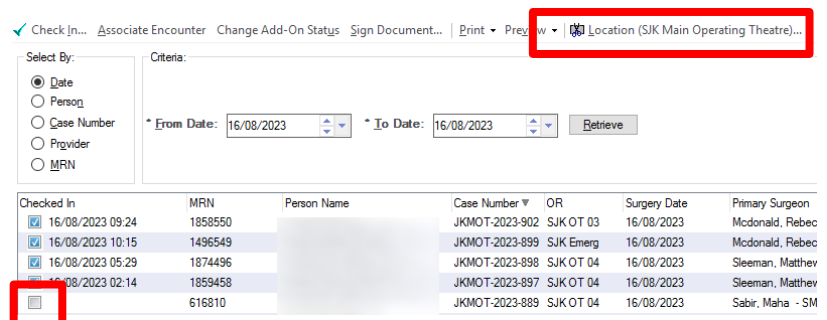
Checking-In Surgical Case against the correct iPM encounter

1. 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 patient and select Surgical Case. Check-In... OR open Case Selection from the Toolbar 



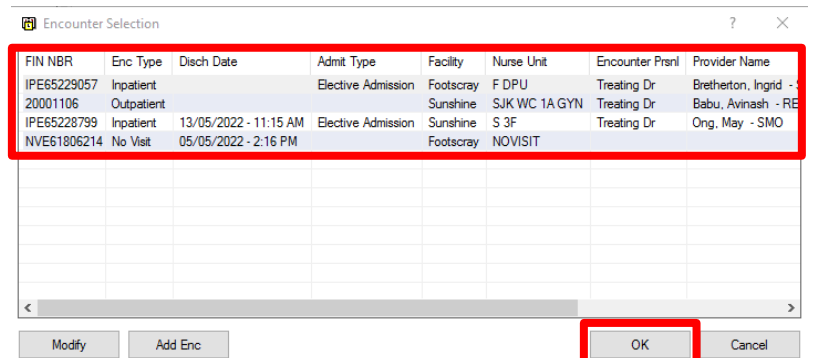
3. Ensure the correct surgical location is set at the top of the Case Selection Screen



4. Select the checkbox from the left of the Case Selection screen

5. 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



7. The encounter will be linked to the Surgical Case ready for completing Anesthesia and Perioperative nursing documentation