

Perioperative - Documenting an Operation Report



Digital Health
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Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Document an Operation Report in the EMR.

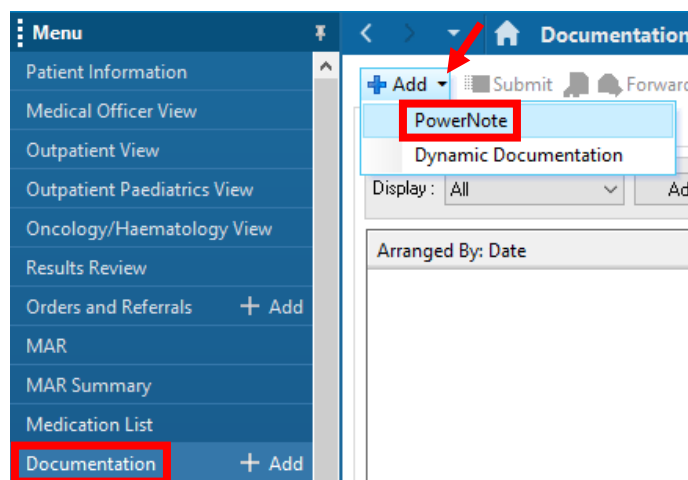
The Operation Report is a new note type called a PowerNote.

Content:

- [Opening an Operation Report](#)
- [Structure of the Operation Report](#)
- [Documenting in the Operation Report](#)
 - [Case Number](#)
 - [Summary](#)
 - [Consultant](#)
 - [Operator\(s\)](#)
 - [Assistant\(s\)](#)
 - [Operative Diagnosis](#)
 - [Procedure Performed](#)
 - [CMBS Procedure](#)
 - [Procedural Information](#)
 - [Findings](#)
 - [Details of Procedure](#)
 - [OT Medications Administered](#)
 - [Specimens Sent to Pathology](#)
 - [Post Procedure](#)
 - [Post Operative Checklist](#)
 - [Post Operative Plan](#)
 - [Operative Images](#)
- [Submitting an Operation Report](#)

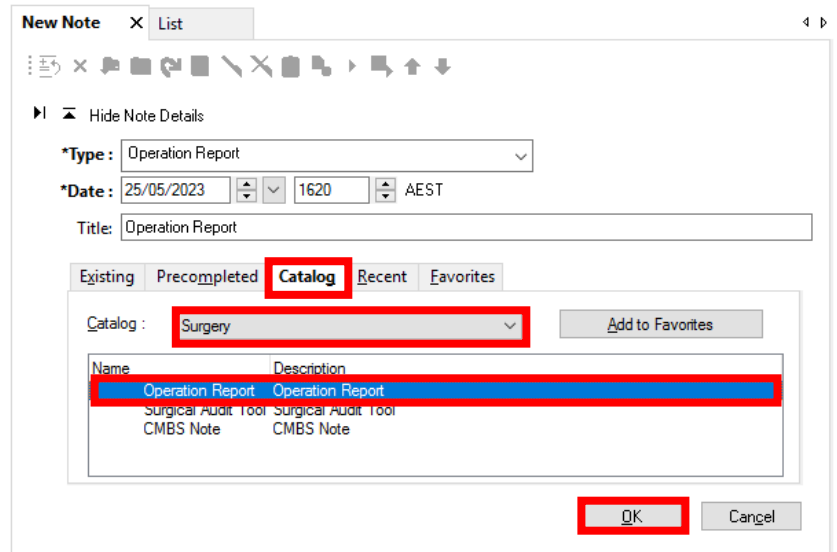
Opening an Operation Report

1. To open an Operation Report, click on *Documentation*, the drop-down arrow next to *+Add* and then *PowerNote*.

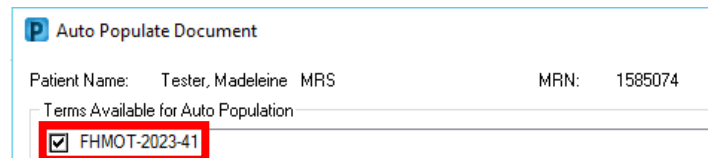




- The *New Note* tab will open. Select the *Catalog* tab and then the *Surgery* or *Obstetric* catalogue (depending on your role) in the drop-down.
- Click on *Operation Report* then *OK*.

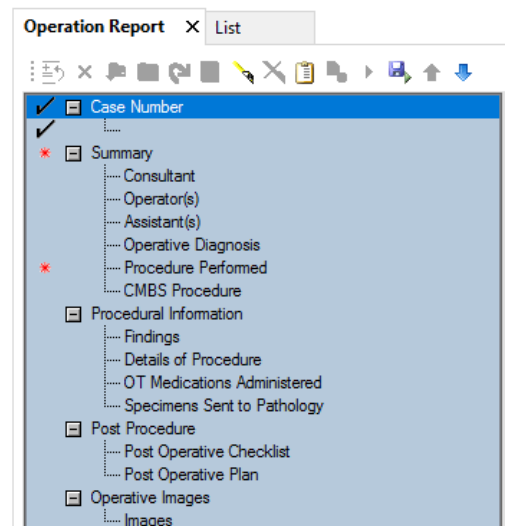


- The *Auto Populate Document* window will open. Select the case number for the operation and click *OK*.



Structure of the Operation Report

- Once the Operation Report opens, the structure is shown in the left menu pane.
- Click on the / to expand / collapse the components of each section.



Handy Hint

Sections with mandatory fields are indicated by a

When a section has data entered a will display next to it

You can use the left menu pane to navigate through the operation report by clicking on the section titles



Documenting in the Operation Report



Important

- It is recommended that you follow the suggested structure of the Operation Report
- Only the sections of the Operation Report that you have filled in will appear in the finalised report
- You can see how each section will appear in the finalised report by clicking on [<Hide Structure>](#)
- To return to the structured view click on [<Show Structure>](#)
- Add extra free text to any section by clicking on [<Use Free Text>](#)
- Sections containing data will turn green or bold
- To clear a section, right click and select *Clear*

To document an Operation Report, complete the following steps for each section:

Case Number

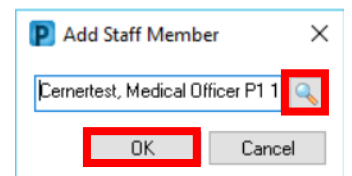
1. The **Case Number** should automatically populate if it was selected in the *Auto Populate Document* window as described in the Opening an Operation Report section of this document.

Summary

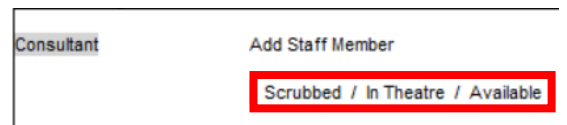
2. To record the **Consultant** for the procedure, click on *Add Staff Member*.



3. Search for the consultant by entering their name in the 'last name, first name' format and/or clicking on the to open a search. Click *OK* to include the staff member in your Operation Report.



4. To record the consultant's presence during the case, select from *Scrubbed, In Theatre* or *Available*.



5. Add the **Operator(s)** and **Assistant(s)** by repeating steps 2 and 3 above for each.



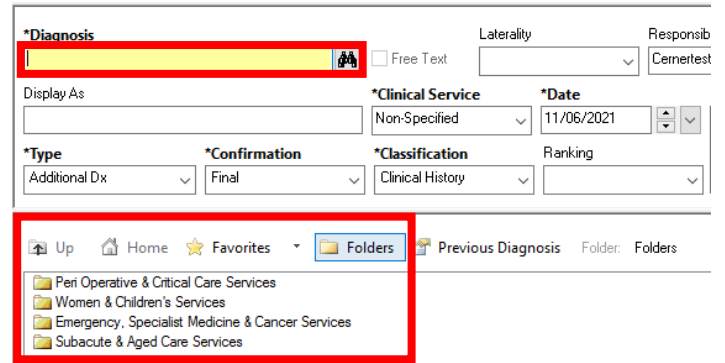
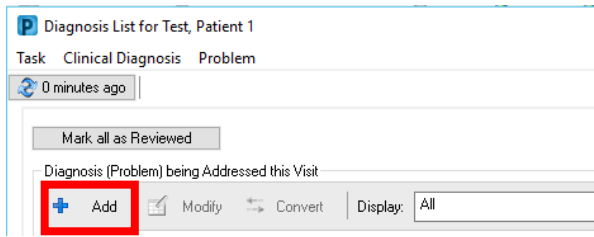
Handy Hint

- For the Operator(s) and Assistant(s) fields the *Add Staff Member* link repeats allowing you to enter multiple staff members for each if required
- If individuals that are not in the EMR need to be recorded (e.g., medical students) these can be entered as free text by clicking on [<Use Free Text>](#) next to the Summary heading

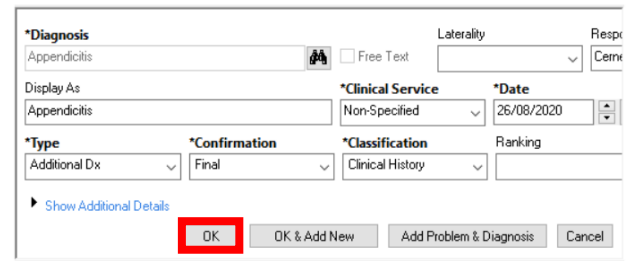


6. To add the **Operative Diagnosis**, click on *Add Operative Diagnosis* to open the *Diagnosis List* window.

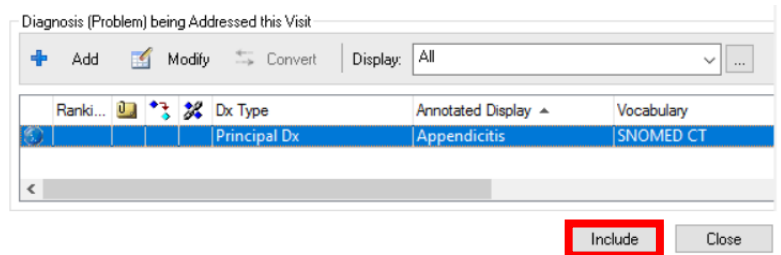
- Click **+ Add** and either search for a diagnosis or use the folders of common diagnoses or saved favourites. If searching, select the diagnosis from the search results and click **OK**.



- Update the other diagnosis fields (e.g., *Type* and *Confirmation*) as required, then click **OK**.



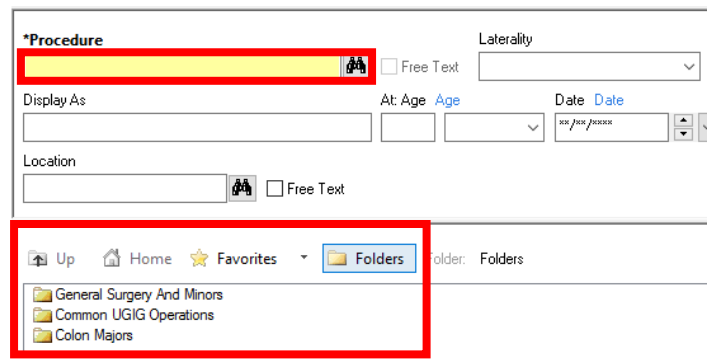
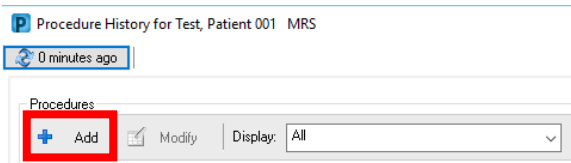
- Highlight the diagnosis and select **Include** to add the diagnosis to the Operation Report.



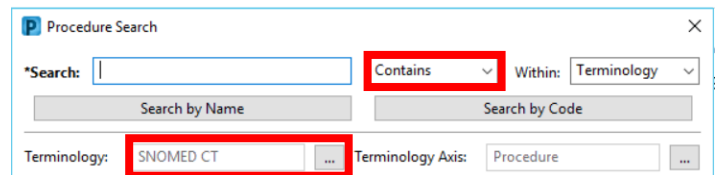
- To add the **Procedure Performed**, click on *Add to Procedure History* to open the *Procedure History* window.



- Click **+ Add** and either search for a procedure or use the folders of common procedures or saved favourites.



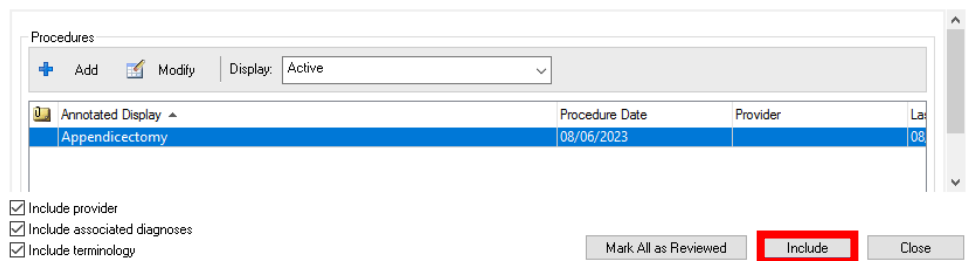
If searching, ensure the search terminology is set to *SNOMED CT* and the search criteria to *Contains* to provide the most comprehensive list of results. Select the procedure from the search results and click *OK*.



12. Update the other procedure fields (e.g., *Display As*, *Date*, *Location*) as required, then click *OK*.



13. Highlight the procedure and select *Include* to add the procedure to the Operation Report.





Handy Hint

Can't find your preferred procedure description? Check if *SNOMED CT* and *Contains* is selected in the search. If you still can't find a suitable procedure, select the closest term and update the *Display As* field.

The screenshot shows a form for adding a procedure. The 'Display As' field, which contains 'ERCP sphincterotomy and insertion of stent', is highlighted with a red box. Other fields include 'Procedure', 'Laterality', 'Provider', 'At: Age', 'Date', 'Location', and 'Comments'.

Need to include multiple procedures? Repeat the steps for adding a procedure, then highlight all procedures prior to clicking *Include*. This can be done by holding down ctrl on your keyboard and clicking on each procedure.

The screenshot shows a list of procedures under the heading 'Procedure Performed'. Two items are listed: 'Hysterectomy (SNOMED CT 355048014)' and 'Insertion of IUD (SNOMED CT 108353015)'. Both items are highlighted in blue, and a red box is drawn around the entire list area.



Important

CMBS codes are required for all procedures for billing purposes

14. To add the **CMBS Procedure**, first enter the quantity/multiple of your first CMBS code by clicking on *Quantity===*, selecting the appropriate number, then clicking *OK*.

The screenshot shows a dialog box titled 'Quantity==='. It features a numeric keypad with buttons for digits 0-9, a decimal point, '+/-' signs, and a '<->' arrow. At the bottom, there are 'OK', 'Clear', and 'Cancel' buttons.

15. To select a CMBS code, click on *Add CMBS Code* to open the *Encounter Procedure* window.

16. Click *Add* and either search for a CMBS code or use the folder of saved favourites.

If searching, ensure the search terminology is set to *Medicare Benefits Schedule (AU)* and search criteria to *Contains* to provide the most comprehensive list of results. You can search via name or code. Select the CMBS code from the search results and click *OK*.

The screenshot shows a 'Procedure Search' dialog box. The search criteria dropdown is set to 'Contains' and is highlighted in red. The 'Terminology' dropdown is set to 'Medicare Benefits Schedule (AU)' and is also highlighted in red. There are buttons for 'Search by Name' and 'Search by Code'.

17. The CMBS code will populate the procedure fields. Click *OK* to add it to the patient's record.

18. Highlight the CMBS code and select *Include* to add the CMBS code to the Operation Report.

19. Another CMBS Procedure field will have appeared below the original. Use this to document any additional CMBS codes if required.



Handy Hint

To save favourite diagnoses or procedures, click on *Add to Favorites* after selecting the diagnosis or procedure in your search results. The diagnosis or procedure will then be available in the *Favorites* section for quick addition to the patient's record and your note.

Term	Code	Terminology	Terminology Axis
Appendectomy	132973012	SNOMED CT	Procedure
Appendectomy and drainage	1230727018	SNOMED CT	Procedure
Appendectomy with drainage	82348015	SNOMED CT	Procedure
Emergency appendectomy	269574016	SNOMED CT	Procedure
Endoscopic appendectomy	1232064013	SNOMED CT	Procedure

Procedural Information

20. To document the **Findings, Details of Procedure** and **OT Medications Administered** click on ==.

21. A text box window will open. Enter your text and click *OK*.

22. To document **Specimens Sent to Pathology**, select *Yes* or *No*, and add a comment if required by clicking on *Comment*.



Important

For any **OT Medications Administered**, please ensure you record the medication name, strength, dose, route and time administered, e.g., **Marcaïn 0.5% 5mL injected into wound at 0900**.
This is the only place where these medications are recorded in the EMR and it is therefore critical that they are correctly recorded for patient care and safety.

Post Procedure

23. To document a post operative plan, use the Post Operative Checklist and/or Post Operative Plan sections.



24. To document in the **Post Operative Checklist**, select from the predefined answers for *Thromboprophylaxis*, *Antibiotics*, *Diet*, *Destination*, *Follow Up* and *Orders Placed*. Add a comment to any of these fields if required by clicking on *Comment*.
25. To document in the **Post Operative Plan**, click on ===, enter your text, and click *OK*.

Post Operative Checklist	Thromboprophylaxis: Yes / No / Comment
	Antibiotics: Yes / No / Comment
	Diet: FWD / LWD / FF / CF / Sips / NBM / Comment
	Destination: Home / Ward / ICU / Comment
	Follow Up: GP / Outpatient Clinic / Private Rooms / Comment
	Orders Placed: Bloods / Histology / Imaging / Medications / Referrals / Comment
Post Operative Plan	===

Important

- Completing the Post Procedure section only documents your plan
- You will still need to place orders and referrals in the EMR via e.g., *Orders and Referrals*
- You can indicate which orders you have placed in the EMR using the *Orders Placed* section of the Post Operative Checklist

Operative Images

26. To insert **Images**, click on *Add Image*.

Operative Images <Hide Structure> <Use Free Text>

Images [Add Image](#)

27. The *Image Term Behavior* window will open. Select either *Drawing Box* or *MultiMedia Manager* and click *OK*.

- *Drawing Box* – draw operative images on the computer with or without an anatomical image.
- *MultiMedia Manager* – include images from the patient’s file (a photo of a hand drawn operative image, see hint below).

Image Term Behavior

PowerNote image terms provide different capabilities to add images to a note. Select how you want the image term to behave:

Drawing Box
- Provides image editing capabilities and allows for including a single image in the note

MultiMedia Manager
- Launches into the MultiMedia Manager and allows for including multiple images in the note

Remember my selection and do not prompt again. OK

28. If you have selected *Drawing Box*, a *Drawing Box* window will open. Use the tools available to draw, annotate and

Handy Hint

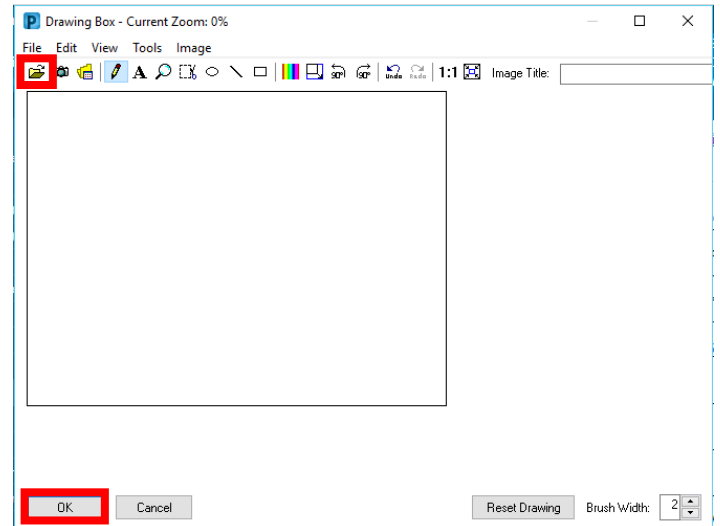
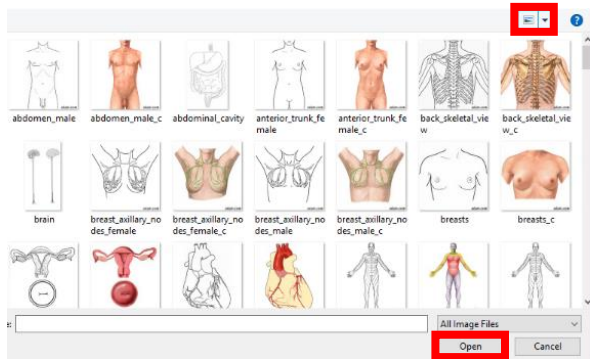
Would you like to hand draw an operative image?

1. Draw your image on the new AD253.3 Operative Drawings form
2. Take a photo of your drawing using one of the devices in theatre with the application Camera Capture
3. The photo will upload to the patient’s MultiMedia Manager in the EMR
4. Add the photo to the patient’s Operation Report using the MultiMedia Manager option

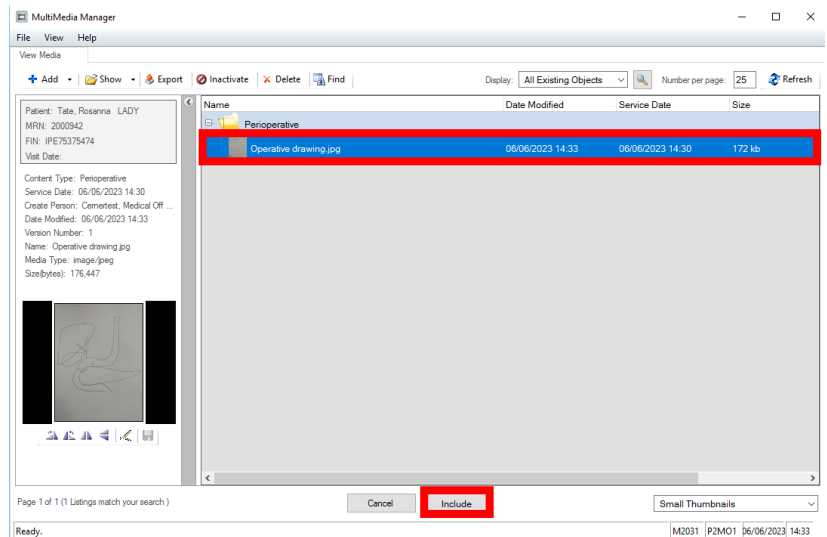
rename your image as required, then click *OK*.



You can insert an anatomical image to use as a basis for your drawing by clicking on . To preview the images, click on and change the view to e.g., *Large icons*. Select an image and click *Open*.

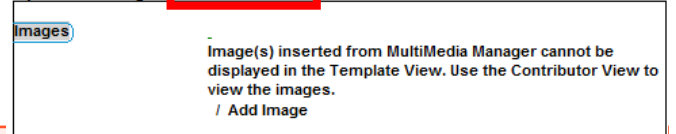


29. If you have selected *MultiMedia Manager*, a *MultiMedia Manager* window will open. Select the image you would like to insert and click *Include*.



30. The photo will be inserted into the Operation Report. Click on **<Hide Structure>** to view the image.

Operative Images **<Hide Structure>** **<Use Free Text>**



Handy Hint

- Edit Drawing Box images you have already inserted by clicking on the blue circle above the image (this will contain the image title if you have entered one)
- Add multiple images by clicking on the *Add Image* link again





Submitting an Operation Report

1. Click *Sign/Submit*.

The screenshot shows a web form for an operation report. At the top, there is a field for "Post Operative Plan" containing "===". Below it is a section for "Operative Images" with links for "<Hide Structure>" and "<Use Free Text>". There is an "Add Image" button. At the bottom of the form, a "Note Details" bar shows "Operation Report, Cernertest, Medical Officer P2 5, 08/06/2023 09:56:00, ...". A "Sign/Submit" button is highlighted with a red box, along with "Save", "Save & Close", and "Cancel" buttons.

2. The *Sign/Submit Note* window will open. Edit the note title to include the procedure name and click *Sign*.

The screenshot shows a "Sign/Submit Note" dialog box. The "*Type:" dropdown is set to "Operation Report". The "Title:" field contains "Laparoscopic Appendectomy Operation Report" and is highlighted with a red box. The "Date:" field shows "07/06/2023" and "1701 AEST". There are "Default Title" and "Current Date" buttons. Under "Endorsers", there is a "Request endorsement" checkbox, a "Remove Endorser" button, and a "Manage Defaults" button. A table with columns "Endorser", "Type", "Due By", and "Comment" is present. Under "Other Actions", there is a "Print final document" checkbox. At the bottom right, a "Sign" button is highlighted with a red box, along with a "Cancel" button.