



This Quick Reference Guide will explain how to:

Correct any data that has been incorrectly charted from Patient A into Patient B's record

Definitions:

SAA – Surginet Anesthesia Application

Case – the episode of care that has been selected at the case select screen in SAA

Device – the anaesthesia machine and data monitors

Record – the episode of care in PowerChart

Causes of the problem

This problem may occur when:

- Scenario 1: An **incorrect case** is selected (i.e. incorrect patient or procedure) and all data (monitoring, anaesthetic interventions and drugs) are being documented into the wrong case.
- Scenario 2: An **incorrect device** has been associated to the record and only monitoring data is being documented to the correct case record (interventions and drugs are correct). This can only occur in the following circumstances:
 - in places where auto-association of computer to anaesthesia machine does not occur (such as in MRI),
 - when someone has tried to manually override the auto-association.

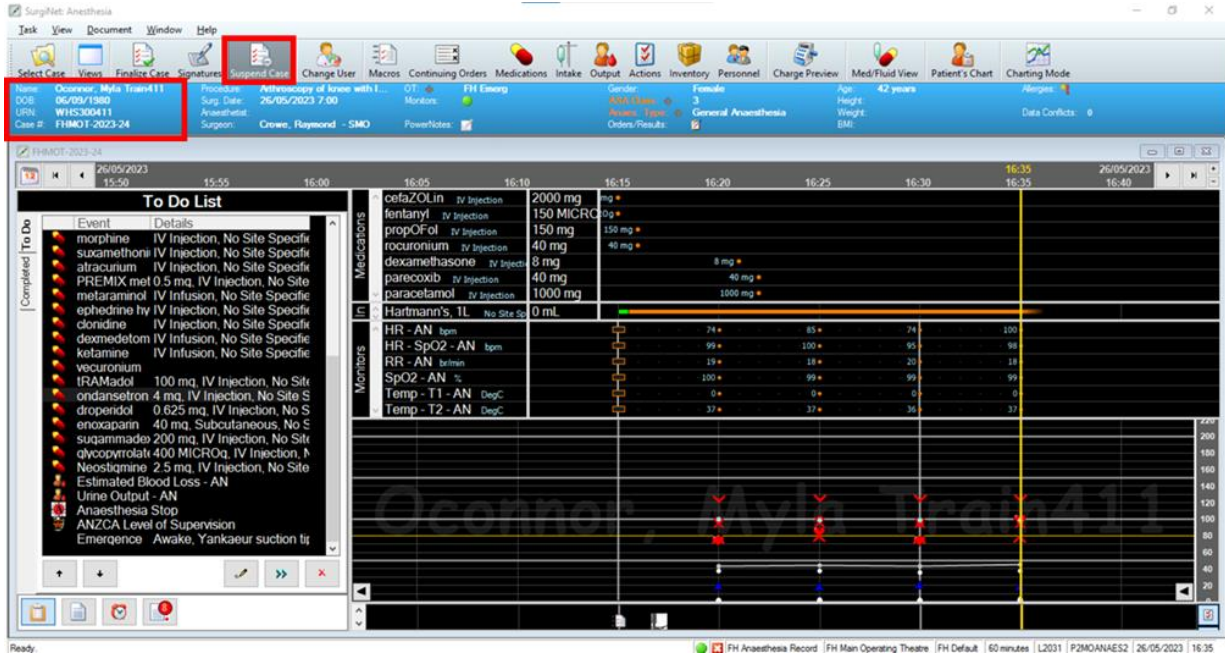
This QRG will address both scenarios.

Scenario 1: Incorrect case

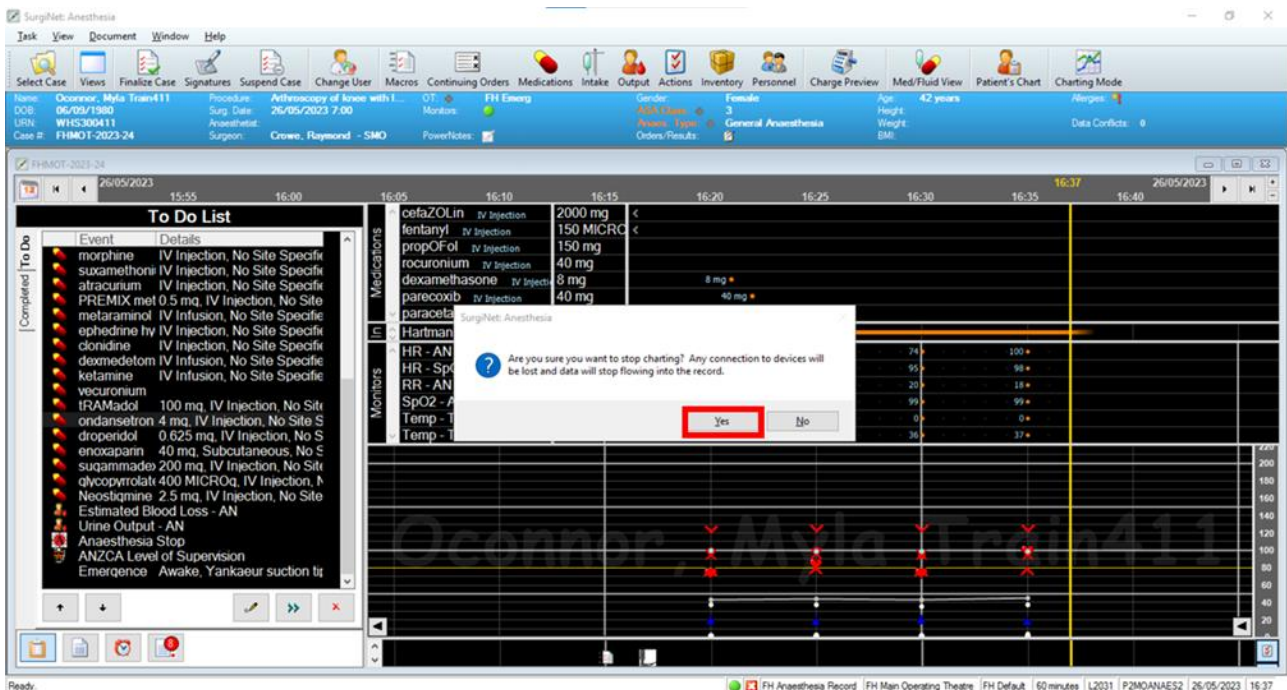
The data for Case B can be turned into a Blank record (disassociated from any patient), then reassociated with Patient A instead.

How to disassociate the record from the incorrect patient

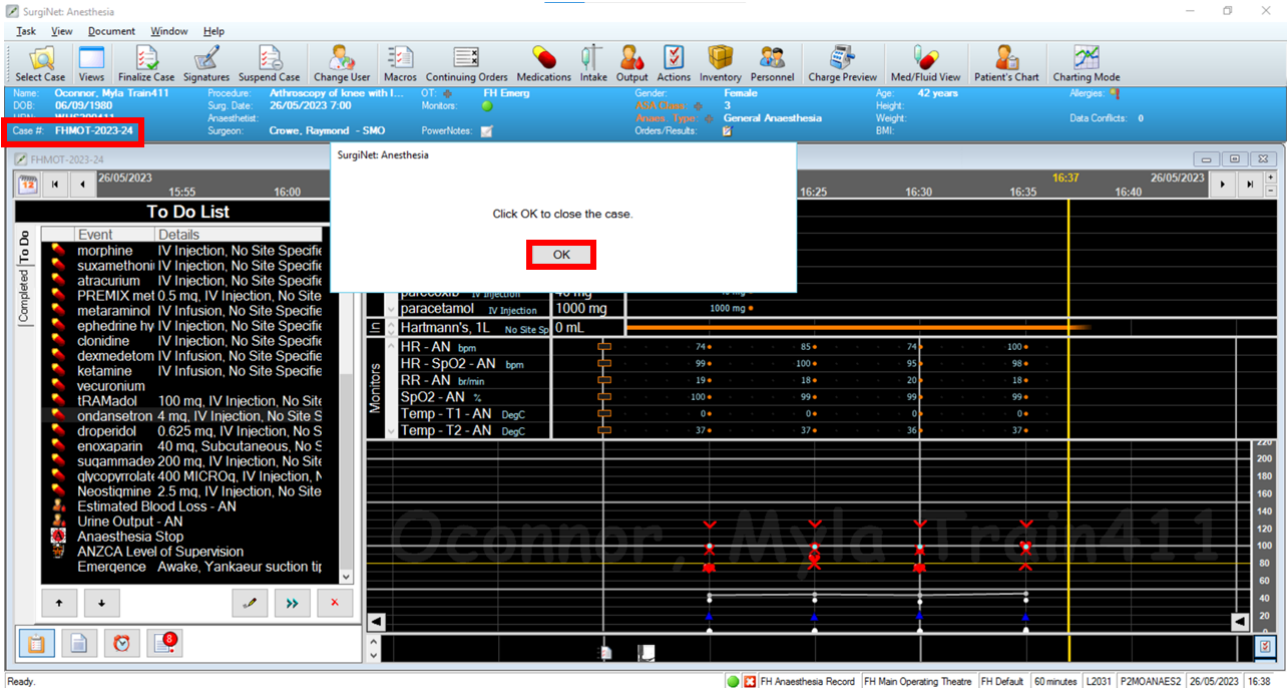
1. Check the banner bar to confirm the record has been opened for the incorrect patient. Select “Suspend Case” on the tool bar.



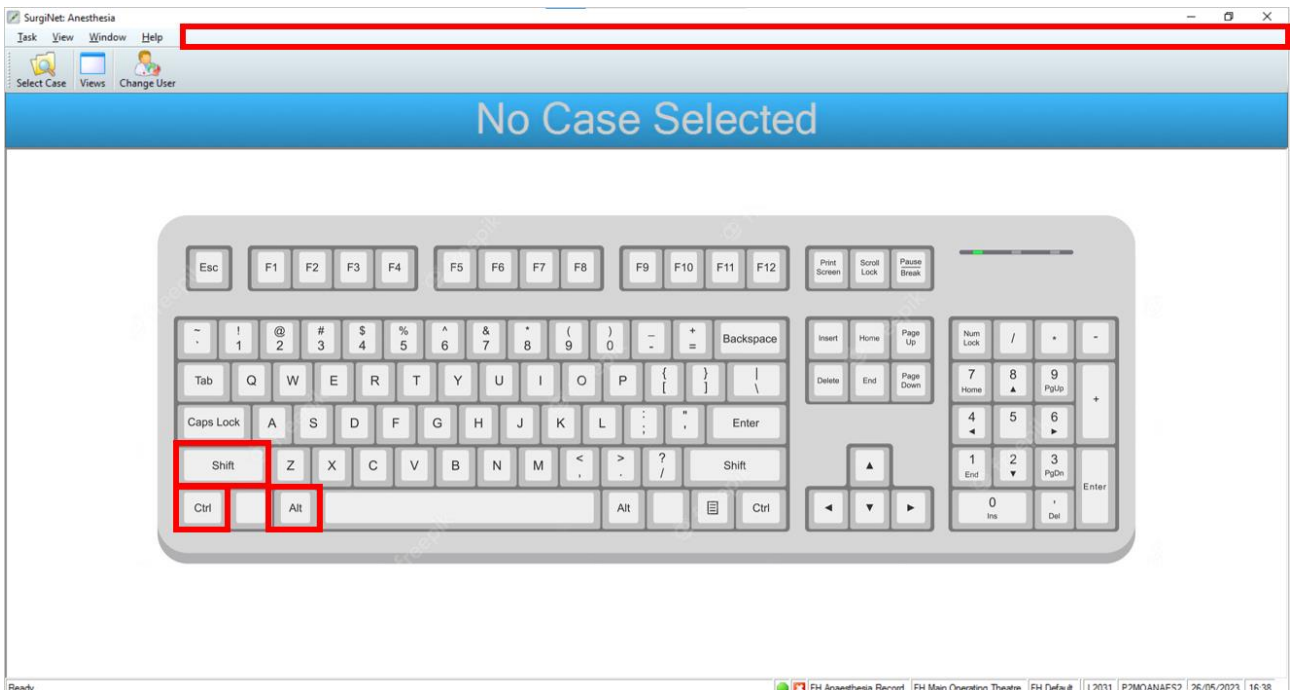
2. Select “Yes” to stop charting. This will stop device association and further documentation on the record.



- Take note of the Case # which can be found on the banner bar. This is a unique number assigned to each record created. Click OK to close the case.

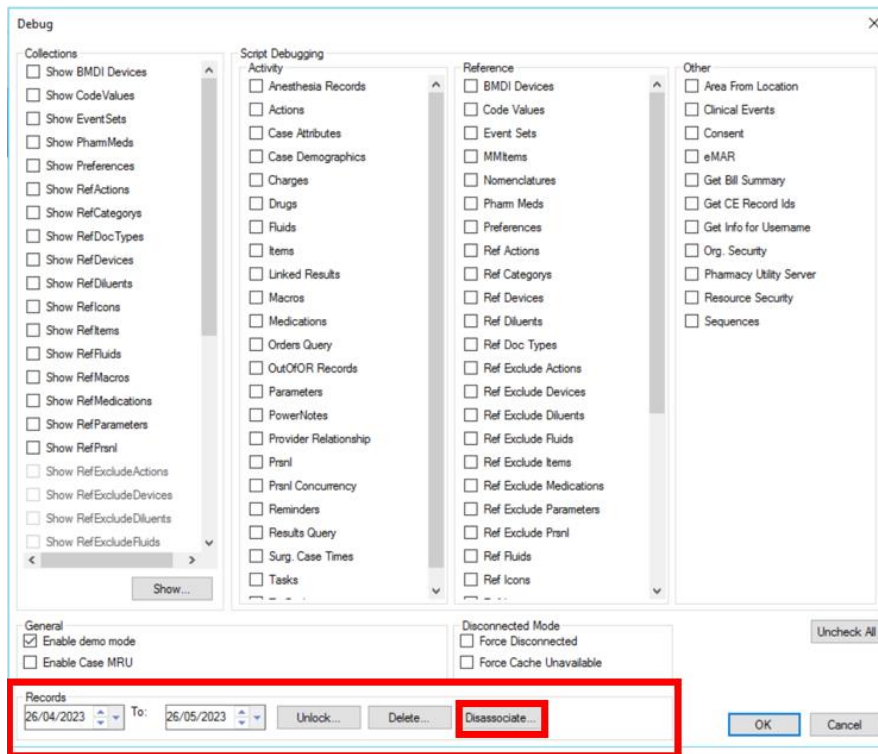


- Open the Debug window, hover the mouse cursor over the menu bar. Press and hold Shift + Ctrl + Alt on the keyboard then right click the menu bar.

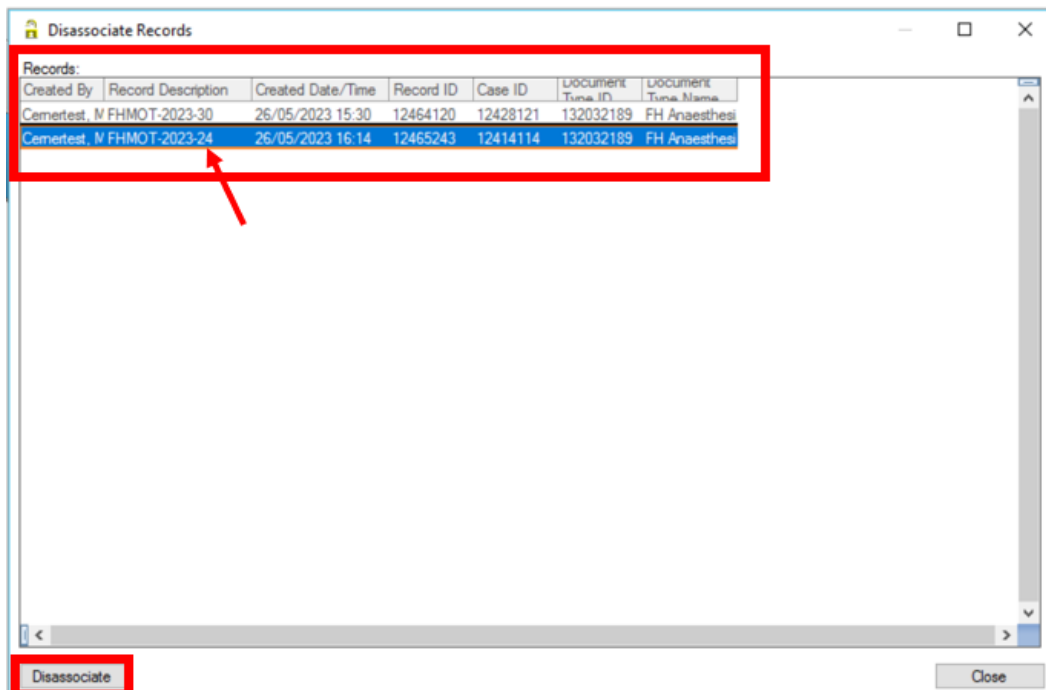




- The Debug window displays. On the bottom part of the window, select the date the record was created and click “Disassociate...”



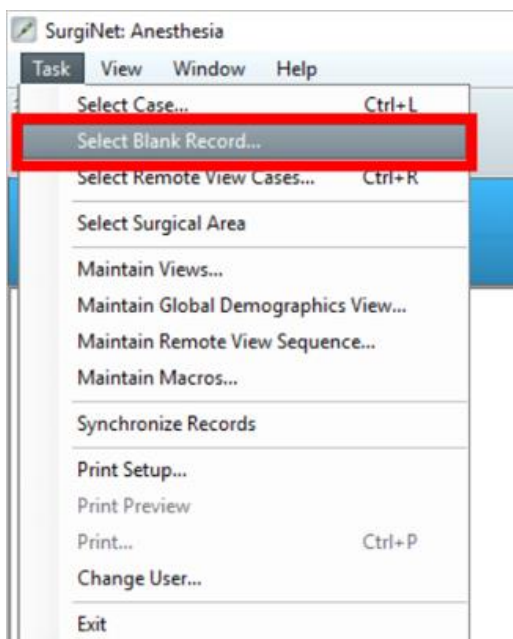
- Select the record you wish to disassociate and confirm this is the correct record by checking the date and time it was created and the case # found in step 3. Once this is confirmed, click “Disassociate”.



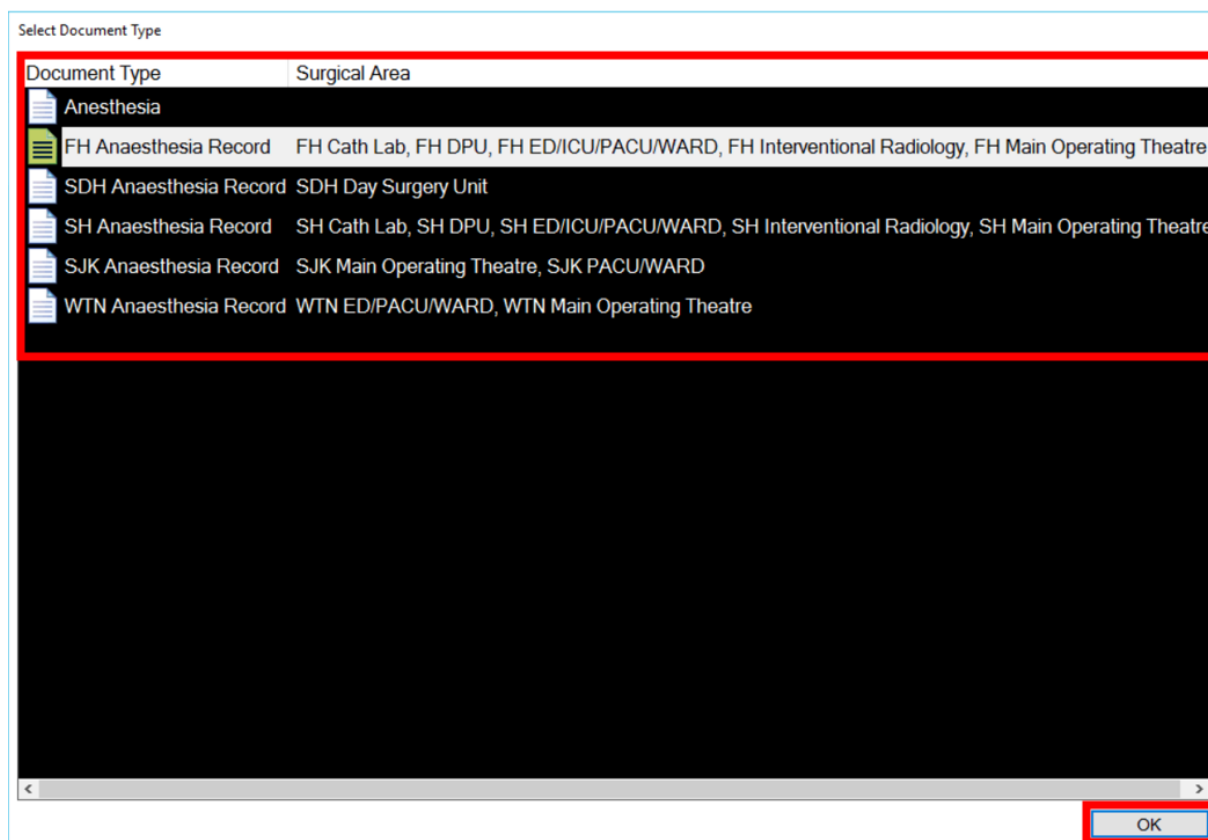


How to associate the disassociated record to the correct case

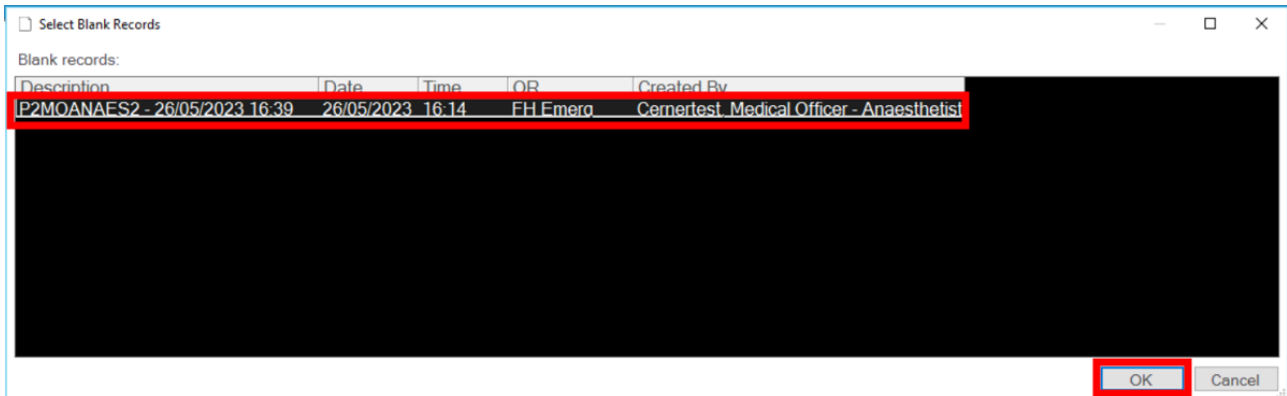
1. Select “Task” on the menu bar and click “Select Blank Record”



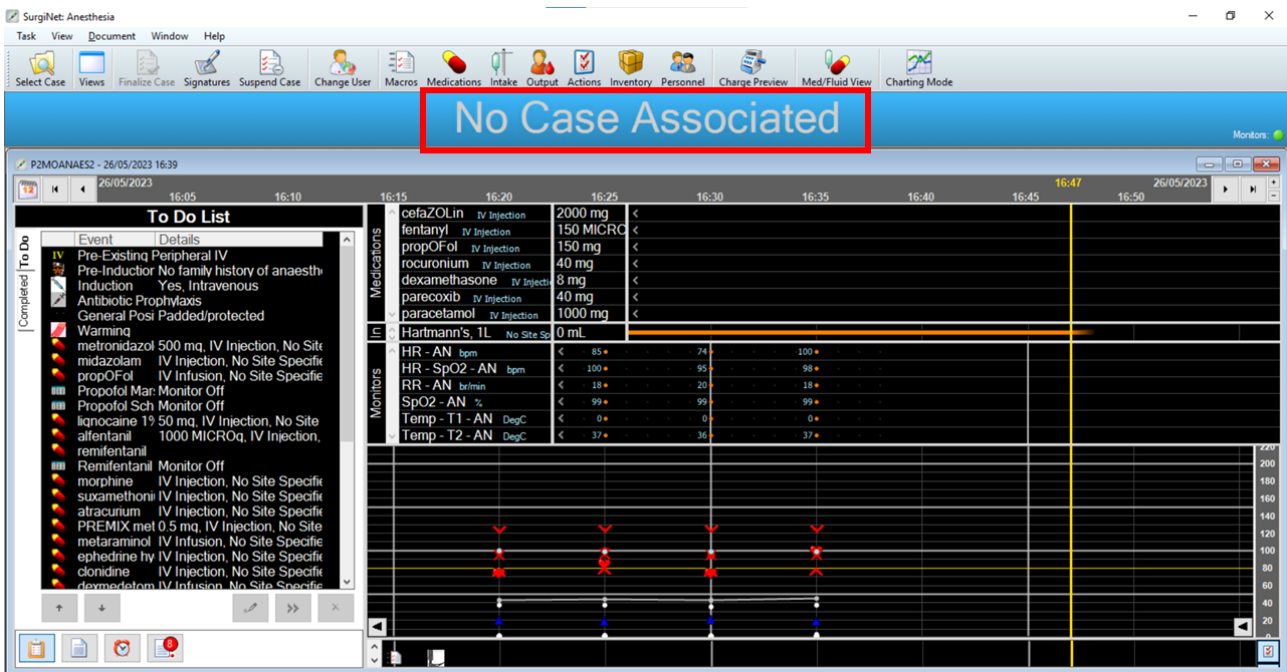
2. Select the hospital campus of the disassociated record and click “OK”



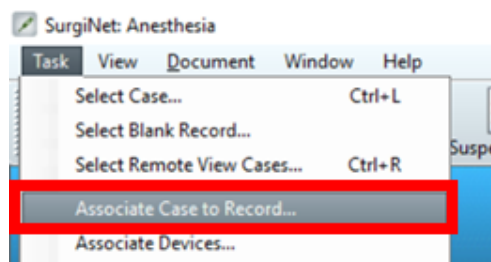
3. Select the disassociated record, checking the date and time it was created to confirm it is the correct record



4. The disassociated record displays without any patient details in the banner bar.



5. To associate the case to the correct record, select "Task" in the menu bar and click "Associate Case to Record..."



- Select the correct patient to associate the record with, ensuring the hospital campus, date of procedure, patient's name, date of birth and URN are correct. When this is confirmed, click "OK".

Select Case to Associate

Search Criteria

Surgical area: FH Main Operating Theatre

Start date: 26/05/2023 0000

End date: 26/05/2023 2359

Operating room: [Redacted]

Patient name: [Redacted]

MRN: [Redacted]

Anesthesiologist: [Redacted]

Last documented: [Redacted]

Case number: [Redacted]

Search

Check ed In	Record Create	OR	Case Number	Name	Birthdate	MRN	FIN	Anesthesiologist	Surgery Date	Surgery Time	Primary Procedure	Surgeon
<input type="checkbox"/>	<input type="checkbox"/>		FH Eme FHMOT-2C Oconnor, Myla T	06/09/1981	WHS3004	WHIP3000411			26/05/2023	7:00	Arthroscopy of k Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH OT 0 FHMOT-2C Bennett, Hamza	12/02/1981	WHS3004	WHIP3000406			26/05/2023	7:00	Appendicectomy, Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH Eme FHMOT-2C Oconnor, Myla T	06/09/1981	WHS3004	WHIP3000411			26/05/2023	7:40	Appendicectomy, Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH OT 0 FHMOT-2C Patton, Malik Tra	23/07/1993	WHS3004				26/05/2023	8:05	Arthroscopy of k Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH Eme FHMOT-2C Mayer, Libbie Tra	23/07/1993	WHS3004	WHIP3000413			26/05/2023	8:20	Arthroscopy of k Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH OT 0 FHMOT-2C Sparks, Zahra T	06/09/1981	WHS3004				26/05/2023	8:35	Appendicectomy, Crowe, Raymond	
<input type="checkbox"/>	<input type="checkbox"/>		FH OT 0 FHMOT-2C Maldonado, Alfre	23/07/1993	WHS3004				26/05/2023	9:40	Appendicectomy, Crowe, Raymond	

OK Cancel

- Confirm the patient's name, URN and procedure are correct and select the green tick button to verify the case.

Verify Case - FHMOT-2023-27

Bennett, Hamzah Train406

MRN: WHS300406 DOB: 12/02/1981 AGE: 42 years

Allergies: Allergies Not Recorded

Operating Room: FH OT 01

Surgeon: Crowe, Raymond - SMO

Anesthesiologist(s): <none>

Surgery Date/Time: 26/05/2023 7:00

Procedure: Appendicectomy Surgeon: Crowe, Raymond - SMO

Case Number: FHMOT-2023-27

Green checkmark button highlighted.

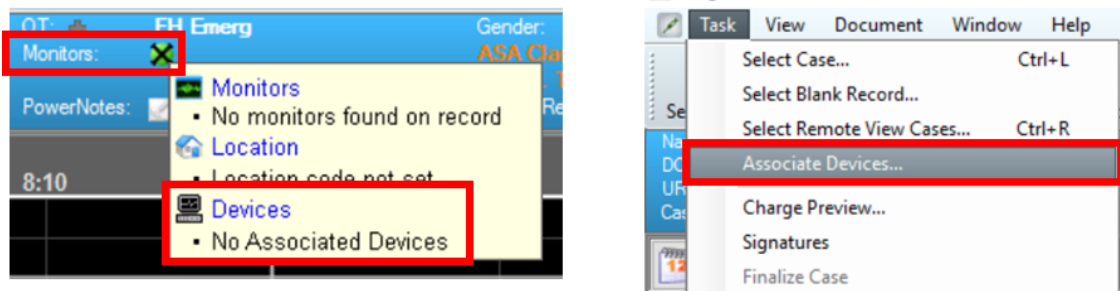
- Select "OK". The record is now associated to the correct patient.

SurgiNet: Anesthesia

⚠ This record has Medication and/or Intakes documented. The weight of the patient for the selected case may differ than the weight used at the time of documentation. Please verify that the values for the Medications and/or Intakes are correct.

OK

9. To resume documentation for monitoring, the correct device needs to be associated to the computer. Hover the mouse over the “Monitors” green icon on the banner bar to check. To associate a device, select “Task” in the menu bar and click “Associate Devices...”



10. When you recommence documentation, any data between suspending the incorrect record and recommencing the correct record is not documented. Some data may need to be entered manually – please see the QRG on “Editing vital signs in SAA” for further instructions.

Scenario 2: Incorrect device

If the correct case record is opened but the monitoring data entered is incorrect (i.e. incorrect device association), the monitoring data will need to be manually deleted and correct monitoring data will need to be manually backfilled. The correct device will also need to be associated to record monitoring from this point.

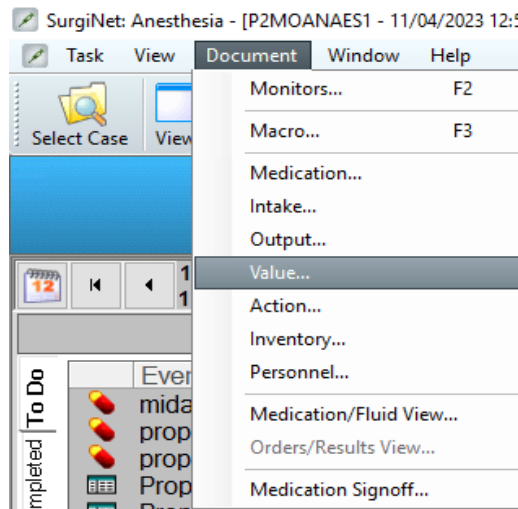
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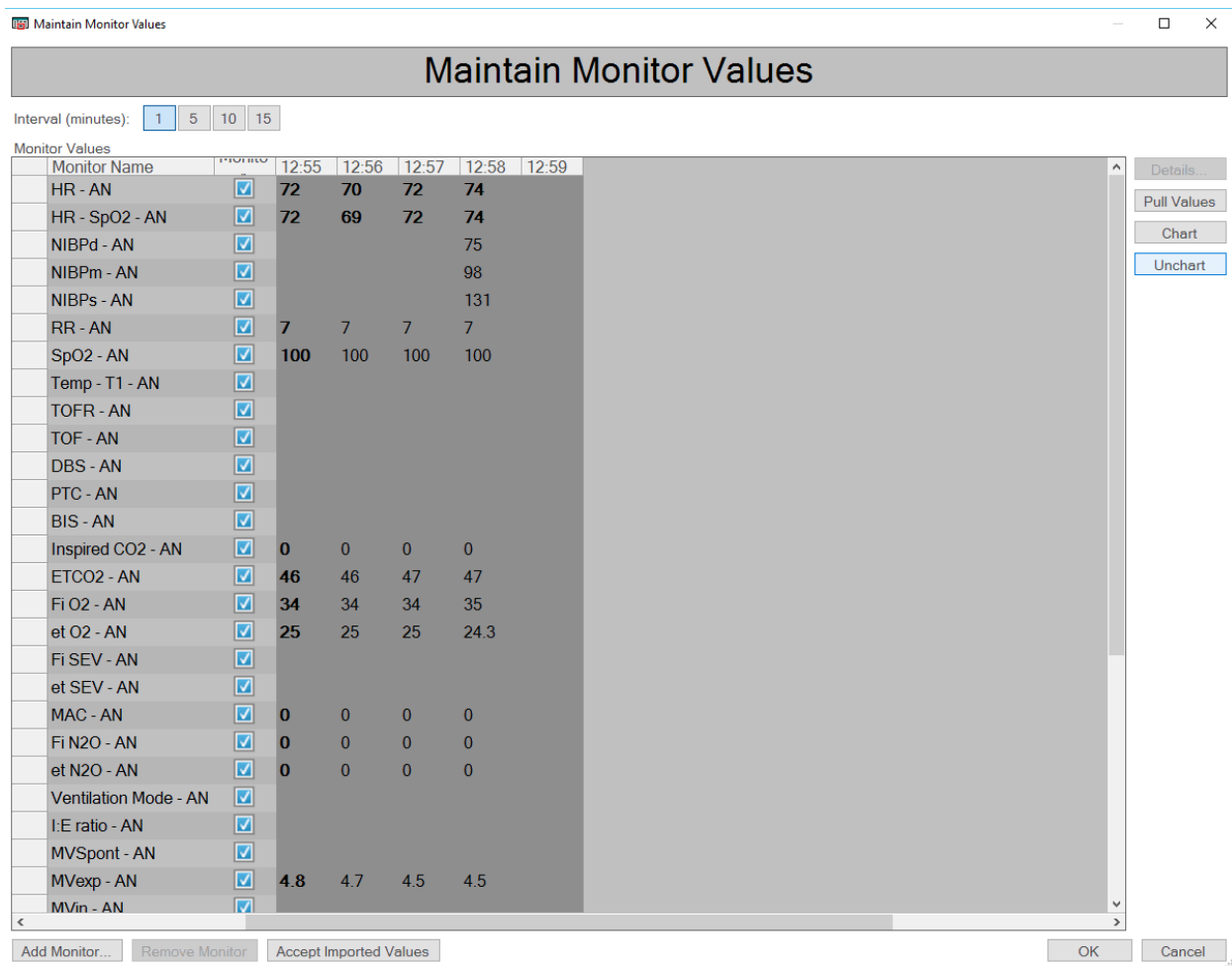


Delete existing data

1. Delete vitals by selecting “Document” from the menu bar then click “Value...”

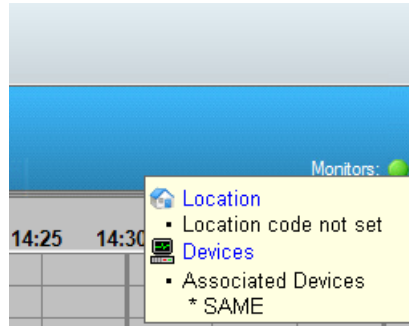


2. Select all the values by selecting then dragging a box around all of them. Press “Delete” on the keyboard

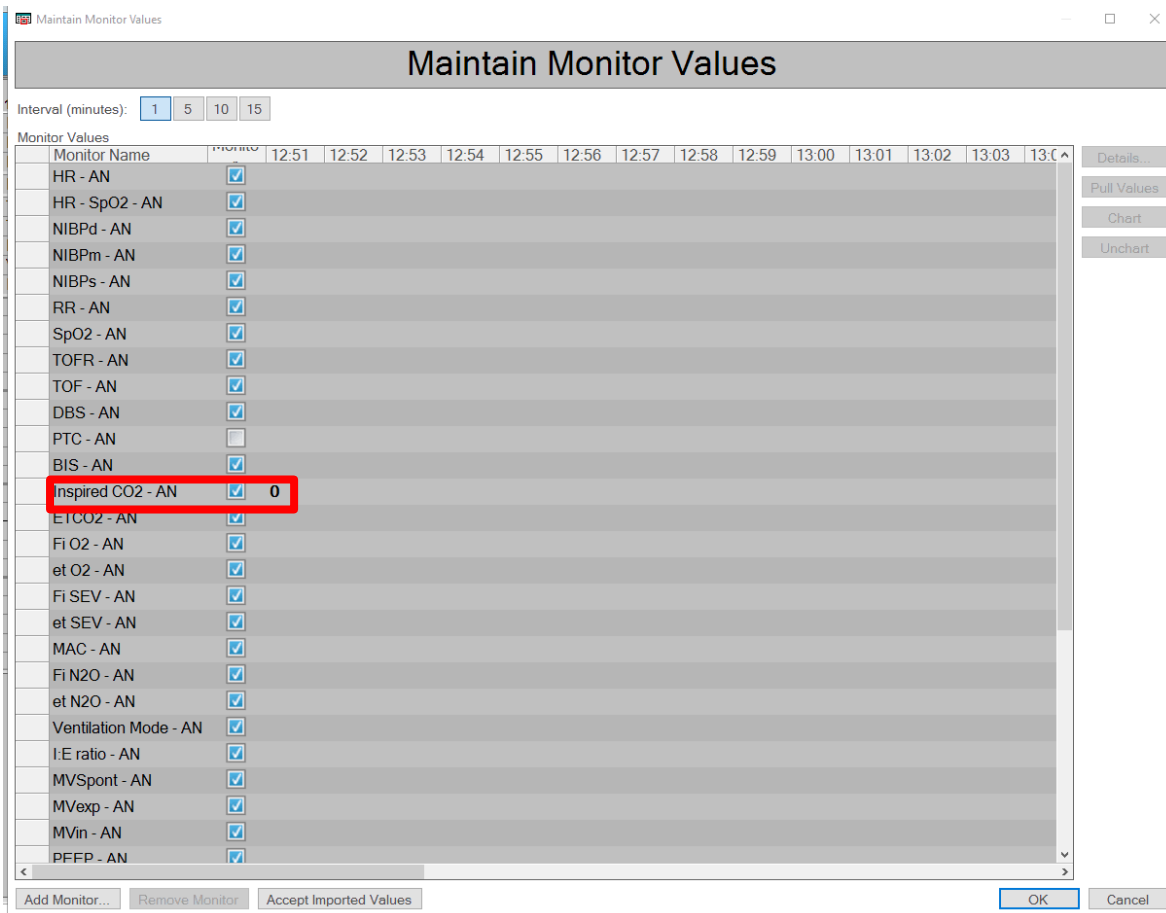




3. Make sure that the correct monitors are now associated to the correct patient by mouse over the “Monitors” green icon in the Banner Bar. If they are not, click on “Devices” and select the correct device. Alternatively, select “Task” from the menu bar then click "Associate Devices..."



4. Return to the Maintain Monitor Values window by selecting “Document” from the menu bar then click “Value...”. Scroll to the appropriate time (at the start of the case)



5. Manually chart the appropriate vitals by double clicking the empty boxes next to the monitor time at the appropriate time and entering values.
6. Click “OK” to return to the record