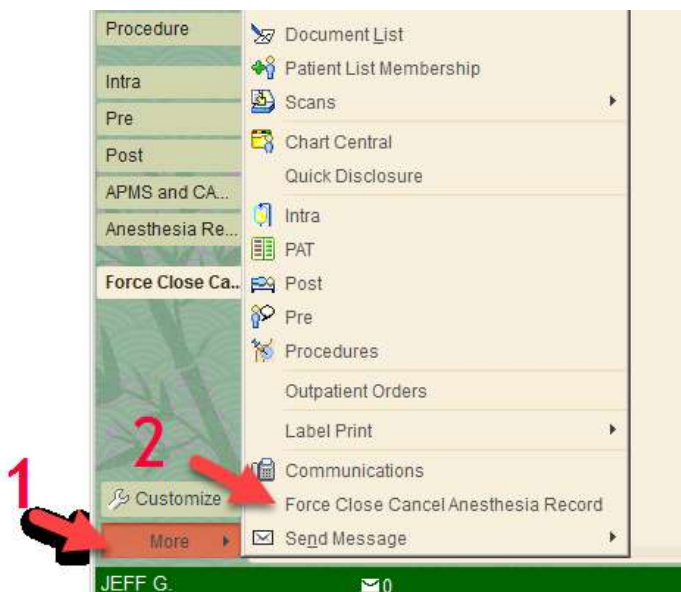


Anesthesia Force Closing an Encounter Tip Sheet

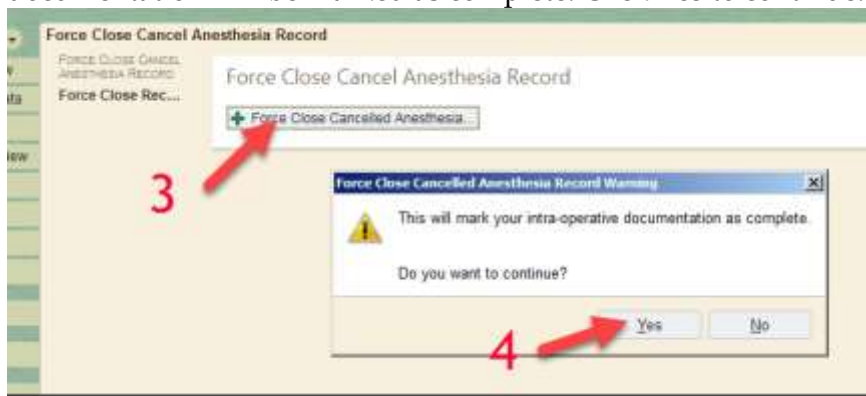
Epic 2015 update

There are circumstances where a case/procedure is cancelled after an anesthesia record (anesthesia log) has been created. You usually cannot Sign or Close a record until all required pieces of documentation (hard stops) have been completed. Completing the section called "Force Close Cancel Anesthesia Record" will allow you to bypass all of the hard stops and close the cancelled or otherwise terminated incompleting anesthesia encounter.

1. With the record open in the **Anesthesia Navigator**, go to the **More Activities** section. This menu includes the *Force Close Cancelled Anesthesia Record* event. This event is accessible from the **More Activities** tab when you are in the **Pre**, **Intra**, and **Post** sections of the record.
2. Select the **Force Close Cancel Anesthesia Record** activity from the pop-up menu.



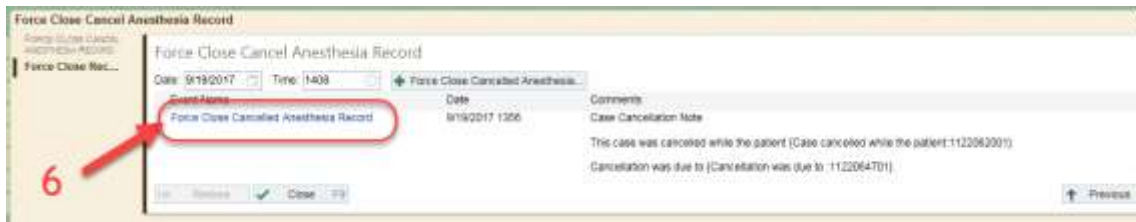
3. From the activity window which opens, click on the tab with the **Green Plus**.
4. When you select the activity, you will be prompted with the warning that your documentation will be marked as complete. Click **Yes** to continue.



5. You will need to document the time and reason for force closing this record. When the next window opens, you must click on the window label to make the SmartNote editable.



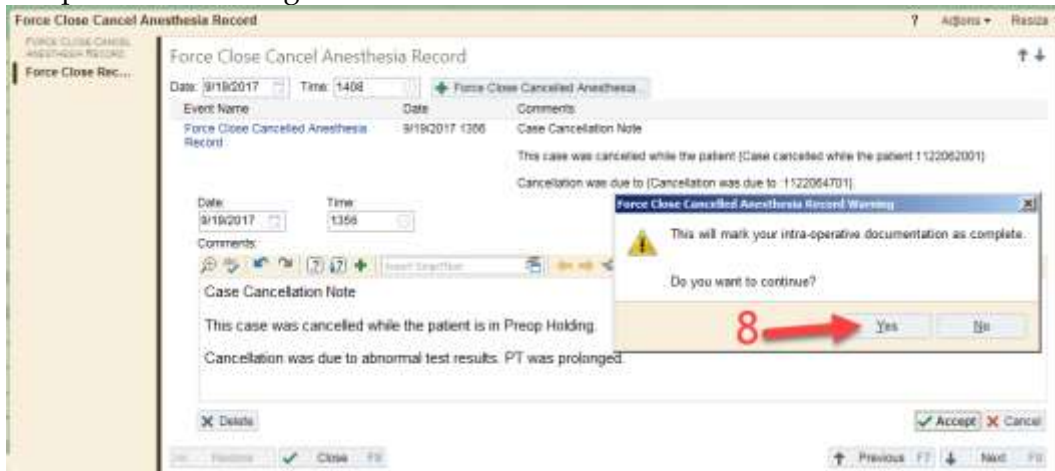
6. When the BLUE colored link titled "Force Close Cancel Anesthesia Record" appears, click on it. This will open a note window.



7. In the Note Writer window which opens, confirm or edit the date and time. Complete the SmartNote titled "Case Cancellation Note" with the usual F2, then left click, then right click selection process to enter patient's location when the case was cancelled and the reason for the cancellation. (If the proper reason is not listed, select *** and enter free text to describe the situation.) Click **Accept** when the note is complete.



8. You will again be prompted with the warning that your documentation will be marked as complete. Click **Yes** again.

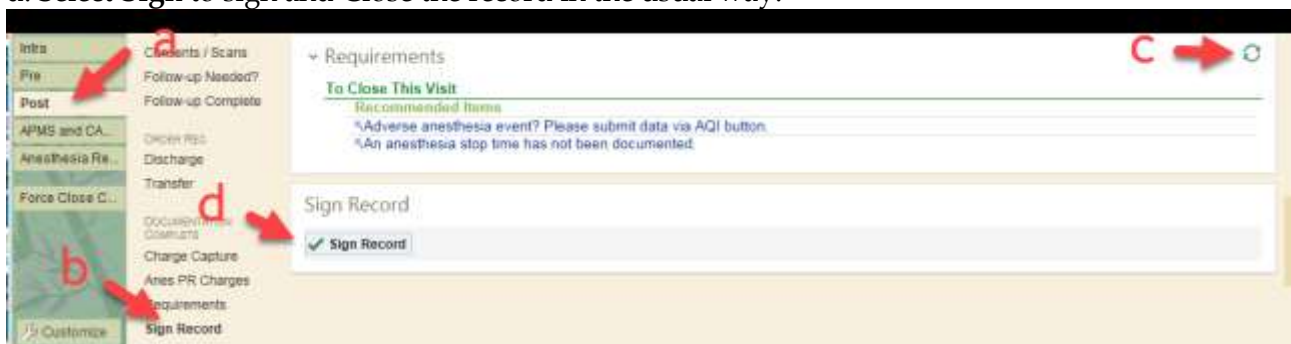


9. Next click **Close (F9)** to complete the note.



10. You are now ready to actually sign and **Close** the record.

- Go to the **Post** tab.
- Select **Sign Record** from left the menu.
- Click the Refresh icon in Requirements to confirm there are no hard stops.
- Select **Sign** to sign and Close the record in the usual way.



Tip Sheet updated 9/19/2017 by Jeff Ray Gibson, Jr.