**Tips to create an Ad Hoc Anesthesia Encounter for Intubation or other Out-of-OR Procedure.**

Click on **Patient Station**, and, look up the patient. (If you have just been in the patient’s chart, they will be listed in Recent Patients). Select the patient. Show **Encounters.**

Note: An out of OR APMS block should be charted on a separate encounter from any anesthetic record.

To open an “ad hoc” anesthesia procedure encounter:

Double click on the patient’s entry. Then double click on the line for the current Admission.

This will open the Anesthesia Record Selection window (because the system does not know what procedure you're documenting against). In the **Other** field, enter a name for the encounter that is appropriate to the procedure e.g. “Emergent Intubation in MICU”



Click **Accept**. This will open an anesthesia encounter.

Use the **Pre** tab to enter any assessment information, if needed.

Now click on the **Procedures** button along the top of the Pre window.

*Use the Procedures button to enter the procedural workspace*



Document the procedure as closely as you can to what you would do for an anesthetic procedure including the following items (when appropriate, use the standard Event buttons/documentation and Quick Notes):

**Anesthesia Start**

**Anesthesia Time Out**

**Start Data Collection**?? (You will usually not capture vital signs. Enter a Quick Note that VS are recorded in the nursing documentation.)

Enter **Medications**, if not entered by the Nurse, or enter a note to see meds in the nursing documentation.

**Intubation** – enter a note and enter information into the LDA section (since you will leave this tube in place).

Enter **Staffing** information (including the purple “responsibility” time lines). Be sure to discuss the procedure and record entry with your supervising Senior Staff so they can enter Attestations, if indicated.

**Orders** tab – enter any indicated orders.

Next go to the **Charge Entry** – in the **Post** tab click “Charge Capture”, set the Default Charge Information (the diagnosis leading to surgery or the current intervention) and then select appropriate charges under Professional Charges then any charges under other headings. For example, if you use any Anesthesia Department supplies, charge for those. File the charges then Close the Charge Capture window. Note that successfully entered charges will appear below in the “Charges for the last 72 Hours” section. (The “Dx rings” should be interlaced.)

**Anesthesia End Time** – we usually include documentation time in the Anesthesia Time, but we will probably not enter time-based charges for these Ad Hoc procedures.

**Close Encounter** - you or your Senior Staff should Close the encounter. It may be necessary to use the **Force Close Cancel Anesthesia Record** button under the **More Activities** tab, if your procedure did not include all the elements required for an Anesthesia Record. Edit out the comments about Cancellation and note this was an Out-of-OR procedure. Use the **standard** **Close button after entering the Force Close note.**

Prepared by JRG – please provide any feedback (beeper 0873).