This list is modified for the cases which were done in part or all on paper (or combined with another record).

***What to Back enter into Epic after all paper record or downtime events (minimal required fields):***

|  |  |  |
| --- | --- | --- |
| **Pre anesthesia** | **Intra anesthesia** | **Post Anesthesia** |
| Procedure information | Anesthesia start | Post Anesthesia handoff |
| Anes Pre Evaluation | -- | Anesthesia downtime note\*\* |
| ASA Physical status | - | Anesthesia stop |
| Anesthetic type (gen., MAC, local) | Meds, - record any antibiotic or beta blocker |  |
| Mark Ready for procedure | Staffing on case and Attestations | Post Anes Assess (CMS) Note |
|  | Block(s) preformed |  |
|  | Charges for supplies | Close Encounter |
|  | --- |  |
|  | I&O – at least do Blood loss |  |

\*\*in a Quick Note enter something like:

“A portion (or all) of this record was recorded on a paper record.  The record has been attached to this encounter. See this attachment for details.  Billing information has been retrospectively entered into this Epic Record.”

Still need to create an Anesthesia Paper Record note (similar to the Downtime note in Epic Foundation)

e.g. from Epic Foundation the downtown note for Nurses Records says:

The EMR was down for \*\*\* hours on 2/6/2014.

\*\*\* was responsible for completing the paper charting during this time period.

The following information was re-entered into the system by JEFF RAY GIBSON JR, MD: {DOWNTIME RECOVERY LIST:304000000}

Height/weight

Allergies

Problem list

Home Meds

Flowsheet data

Intake and output

Orders

MAR

The following information will remain in the paper chart: \*\*\*

JEFF RAY GIBSON JR, MD

2/6/2014