Epic Anesthesia Downtime Suggestions:

Email from Ray Gibson, M.D. 7/31/2014

Preop patient  information will be available on the “BCA” computers (one at the OR Control desk and two in Day Surgery – by the printer in the near bay 23 and in the Post Op area nurses desk).

Anesthesia Downtime paper packets are stored in the Hall Runners Office (bookcase on the back wall), the OR Control Desk (in the lower corner cabinet with their downtime packets) and in the L&D Anesthesia Workroom.

If Epic is shut down during a case – if you have warning, “Pause” the electronic case, Stop Data Collection and enter a Quick Note.  Then continue the case on a paper record and complete the hand off on paper and the supply charges and Green-bar Post Anesthesia Evaluation on paper.  If Epic is already down, complete the paper Preop and record the case on paper.  Post op clip all paper forms you used together and leave them in the Billing basket in PACU. (Make copies to go with the patient of information needed by the receiving floor or ICU nurse.)

When Epic comes back up, (resume the case, if still in the OR) and then finish out the required items for billing (see list below of “What to Back enter”).

Billing and Coding will scan the paper documents into Epic as an Attachment to the Anesthesia 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 | Paper Record Quick Note | Anesthesia downtime note\*\* |
| ASA Physical status | SCIP check list (i.e. beta blocker) | Anesthesia stop |
| Anesthetic type (gen., MAC, local) | Meds, anesthetic agents |  |
| Mark Ready for procedure | Staffing on case and Attestations | Post Anes Assess (CMS) Note (or refer to scanned paper note) |
|  | Block(s) preformed |  |
|  | Charges for supplies | Close Encounter |
|  | Vitals during case:  1st set, a middle set, final set |  |
|  | I&O |  |

\*\*in a Quick Note - pull up smart text “DOWNTIME EVENT NOTE” for an example.