Epic Down Time Procedures.

Down time packets will be available at the OR Control Desk and the Hall Runners Desk.

Preop –

Epic medical record information is accessible through the designated work stations in DS and OR Control desk.

Record the Pre Anesthesia assessment on the paper MR Form 26 (Preop) (brown sheet) form.

Anesthesia Consent - MR Form 5107A is in the packet

Intra Op -

Record the Intra Op data on the Anesthesia Record - MR Form 26 ANES .

Complete the Hospital Anesthesia Equipment and Supplies (Form 5701) (white sheet).

Post Op -

Write PACU /Day Surgery Orders.

Complete a DAISY Sheet if indicated (yellow sheet)

Complete the Post Anesthesia / Deep Sedation Evaluation Note (green-bar sheet).

***Attach a patient ID sticker or enter Name /MRN/DOB:***

***Check List: the following information must be recorded on all paper records (minimal required fields):***

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

Turn the complete packet (with this cover sheet) in to the PACU HUC when the patient leaves PACU and hold these for Anesthesia Billing.