Entry of paper anesthesia records into Epic

Paper records may be used for down time recording – when Epic Anesthesia is not available.

Paper records may be used by locum tenens anesthesia providers.

S&W MR Form 26 should be used.

The following information should be entered into Epic for all cases where a paper record is used.

Pre Anesthesia minimum data set:

 Confirm Procedure information

 Pre Anesthesia Evaluation and Plan

 ASA Status

 Ready for procedure (to file the data)

Intra Anesthesia minimum data set:

 Anesthesia start time

 Anesthesia staffing on case (any change times)

 What about staffing attestations? (will be on the paper)

 SCIP check list items

 Medications, anesthetics used

 Anesthetic type

 Any Blocks performed

 Supply charges

 I&O (fluids, urine, EBL)

Vitals during case: enter Quick Note Paper Record Note - “See the attached paper record for medications, fluids, vital signs and attestations.”

Post Anesthesia minimum data set:

 Anesthesia End Time

 Post Anesthesia Hand off

 Anesthesia downtime note as a Quick Note: “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.”

 Scan the paper record in as an attachment.

 Post Anes Assessment Note (CMS) scan the paper note and enter the electronic note with an explaination.

 Close encounter - Send to Senior Staff in-basket for Closure