Entering Surgical Case Request (Provider) - Employed

1. From Visit Navigator *click* Prep for Surgery tab

2. **H & P Notes:** *click* Create Note ➔ *enter* note using text, Dragon or dictation ➔ *click* Sign note

   Note: H&P can be copied from progress note. See Workflow review Copy a Progress Note to Use for H&P Note

3. **Pre-Op Risk Screen:** *click* Create Note

   **Option A – Back Office staff fill out and pend for the Provider to sign:** Once the MA/LPN/RN has completed and pended the Pre-Op Risk Screen please review the Pre-Op Risk Screen *click* Edit button ➔ *click* Sign button.

   **Option B - Provider completes:** *click* Create Note ➔ use F2/mouse to answer all questions ➔ *click* F2 button to open first SmartList ➔ Using the enter button move through the SmartLists and WildCard (***) at bottom of questions. Once all questions are complete *click* Sign button.
If the note does not automatically populate with the Pre-Op Risk Screen, type “FHS SUR PRE” in Insert SmartText field ➔ Enter. Select “FHS SUR PRE-OP RISK SCREEN SMARTTEXT,” click Accept.

4. To lookup Order Set:
   a. From the Order Sets and Pathways navigator lookup desired Order Set ➔ click Add button

   ![Order Sets and Pathways](image)

   Right click on an Order Set to add to favorites.

   ![Order Sets and Pathways](image)

   b. Choose appropriate Order Set ➔ click Accept button
5. To place Case Request and Pre-Op orders:
   c. From the **Order Sets and Pathways** navigator *Place* checkmark on desired **Order Set** ➔ *click* Open Order Sets

   ![Order Sets and Pathways](image)

   d. For Case Request *place* checkmark ➔ *fill in* required information

   ![Case Request Order Set](image)

   e. Provide appropriate ICD-10 Diagnosis codes and CPT code(s) in the **Questions** table

   ![Questions Table](image)
f. For remaining orders choose desired by placing check mark next to order

![Image of CPOE Workflows TipSheets: Entering Surgical Case Request - FMG_HHP_12_14_2016.docx]

- **Patient should sign consent at provider office**
- **FMG Physician Signed Surgical Consents are to be scanned to HIM via email address HIMSTAT@catholichealth.net on Ricoh device**
- **HHP Physician Signed Surgical Consents are to be scanned to HIM email address HHPMedicalRecords@harrisonmedicalcenter.org on Ricoh device**

6. When complete click **Sign Orders** button.
Note: **Order Sets** can be defaulted with the orders you normally use to minimize the amount of clicks with each use.

- Click triangle next to *Manage User Order Set*
- Click *Create My Version*

- **Place** checkmark next to desired order ➔ enter specific information into the individual order ➔ **Click Accept**