Adding a Procedure to the Procedure Tab

How to document a completed procedure

- 1. Click on "Histories" tab
- 2. Select "Procedures"
- 3. Select "Add"

Menu 👎	✓ →
Discharge Summary	Procedure Social History Family Past Medical
Orders 🕂 Add 🛁	X
Task List	
MAR	
MAR Summary	
Med List 🕂 Add	
1&0	*Procedure Provider Comments
Results Review	🚔 🔤 Free Text
Assessments	Display As At: Age Age Date Date
Overview	0 👻 2000,200 😴 💌
Review Chart	Location
Documents	Free Text
Form Browser	
Allergies 🕂 Add	
Patient Info	
Histories	
Problems and Diagnoses	Ide Up To Home 💥 Favorites * 🛄 Folders Folders Procedures and Surgeries

- 4. "**Procedure**" screen opens. To enter a procedure:
- 5. Click on the "Folders" and select the appropriate procedure.
- 6. Double click on the procedure
- 7. Procedure name populates to the required field



- 8. Click in the box next to "Free Text"
- 9. Enter the title of the procedure into the "Procedures" field

*Procedure Amputatin of left ring finger	Provi	ider
Display As	At: Age Age	Date Date
Location		

- 10. Add the date/ time and procedure (Type **t** and **n** for today and now or the date and time of the procedure)
- 11. Enter the name of the provider. (Type the first 3 or 4 letters of the last name and click on the binoculars)
- 12. Add location (Click on the binoculars next to "Location". Select the appropriate location from the dropdown list)
- 13. Add any comments as necessary
- 14. Click "OK"
- 15. A "Paper Clip" icon indicates a comment is attached.

Proced	dures				
+	Add	Modify	Display: Active		•
Procee	dure		Last Reviewed	Procedure Date	0,
Appendectomy		2017-Jan-13	2016-Dec-14		
			comments	will display	2017-Jan-13 11:56 - Test, CPOE RN, RN Blood loss greater than 200 cc