Finalizing the SurgiNet record

- 1. Click the green flag icon on the toolbar at the top of the screen.
- 2. If all listed segments and required fields have been completed, a Document Verified message will appear.
- 3. Click YES to finalize the document.

Document Verified
Document has no deficits. Would you like to finalize the document?
Yes No

4. If all segments/fields have not been completed, a Documentation Deficits screen will appear listing the missing entries.



- 5. To access each segment, double click on the entry. Complete the appropriate fields, and click OK in the segment. Repeat for each segment requiring documentation.
- 6. Discontinue segments as needed.
- 7. When all segments are completed and/or discontinued, click the green flag again
- 8. The system will do another deficit check and then display a message that there are no deficits. Click OK to finalize the case.
- 9. To close a patient's record, click the 'X' in the upper-right corner of the chart.

The Finalized Nursing Operative Record

To find the textural view of the Intraoperative document

- 1. Click on the Document tab on the Navigator menu.
- 2. Open the Perioperative Record folder. Within this folder you will find the finalized operative record, identified by the date and the user's name who finalized the case. Double-click the file name, and the finalized IntraOperative Document will open to the right.

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