



*SurgiNet*<sup>®</sup>  
**Anesthesia Record Viewer**  
*Participant Guide*

Universal Health Services  
367 South Gulph Road  
King of Prussia, PA 19406-0958  
© 2012 All Rights Reserved

## Table of Contents

How to Run Record Viewer Reports.....	3
Viewing Concurrency on a Specified Date .....	3
Viewing Concurrency for One Provider .....	5
Viewing Unsynchronized Records.....	6
Creating and Viewing Billing Summaries.....	7
Viewing Billing Discrepancies.....	11
Viewing Finalized Cases .....	12
Viewing Unfinalized Cases.....	14
Viewing Open Cases .....	15
Viewing Unassociated Cases.....	17

# How to Run Record Viewer Reports

*SurgiNet* Anesthesia Record Viewer is a tool used to display records that currently are being documented, have no cases associated, have records that need to be synchronized, and cases that are not finalized. You can view details for the record, filter, and print the information displayed. *SurgiNet* Anesthesia Record Viewer contains the following system management reports to assist you with tracking this information:

- Concurrency
- Unsynchronized Records
- Billing Summary
- Billing Discrepancies
- Viewing Finalized Cases
- Viewing Un-finalized Cases
- Open Cases
- Unassociated Cases

## Viewing Concurrency on a Specified Date

---

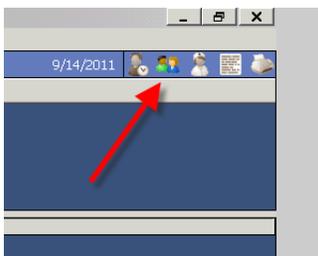
Your *SurgiNet* Anesthesia system has been set with the ratio limits of providers to cases to comply with the federal, state, local and facility-specific regulations and standards of care. *SurgiNet* Anesthesia Record Viewer allows you to view these concurrency reports.

To view a report of the providers that supervised cases and their maximum concurrency on a specified day, complete the following steps:

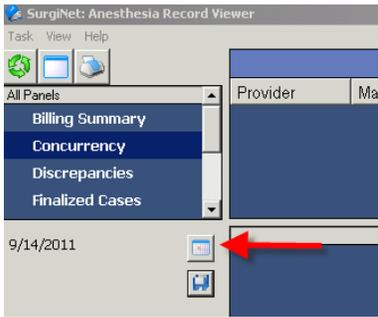
1. From the All Panels list, select Concurrency.



2. Click the All Providers icon.

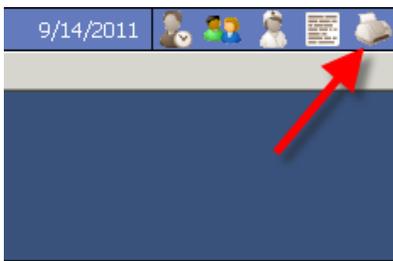


3. Click Select Date to open the calendar and select a date. Press ENTER. Click Save.

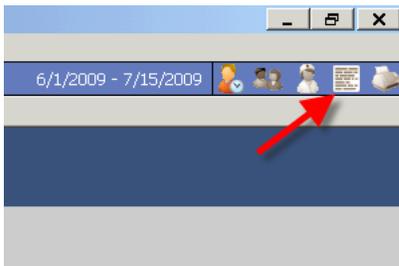


All providers that were supervising cases on the selected date are displayed in the providers list. The provider's maximum concurrency and maximum resident concurrency are displayed in the providers list.

4. Select the provider from the providers list. All cases that provider currently is supervising are displayed in the records list. To view the case details, click the plus sign and double-click the case to view that record's details.
5. To end the provider's attendance of a case, right-click the record in the providers list and select Open for Documentation to open *SurgiNet Anesthesia*. You also can open the record in read-only or remote view in *SurgiNet Anesthesia* from the context menu.
6. Select the case from the records list to highlight that case's timeline in the timeline box. Arrows displayed in the timeline indicate the case is ongoing. The color of the timeline indicates concurrency alerts.
  - Green indicates the provider is more than one case away from the maximum concurrency limit.
  - Yellow indicates the provider is one case away from the maximum concurrency limit.
  - Red indicates a provider at the maximum concurrency limit.
7. Scroll through the timeline as needed.
8. To print the report, click the Print Concurrency icon.



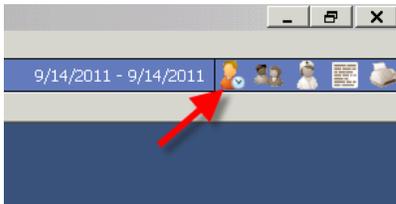
9. To print the concurrency summary report, click the Concurrency Report icon.



# Viewing Concurrency for One Provider

To view one provider's concurrency over a specified timeframe, complete the following steps:

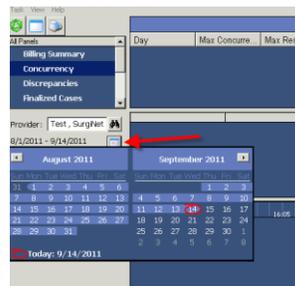
1. From the All Panels list, select Concurrency.
2. Click the Provider with Timeframe icon.



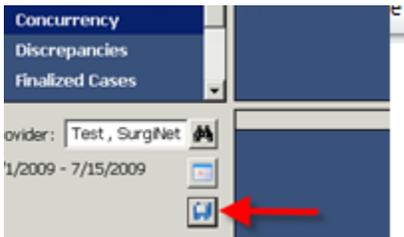
3. Enter the provider name in the Provider box, or search for the provider by clicking  to open the Provider Selection dialog box. Enter the name of the provider and click Search. Select the provider and click OK to return to the *SurgiNet* Anesthesia Record Viewer window.



4. Click Select Date to open the calendar and select a date range. Click the beginning date of the range, press SHIFT, and click the end date of the range. Press ENTER.



5. Click Save to save your modifications and add them to the report. The provider's maximum concurrency and resident concurrency are displayed in the providers list.



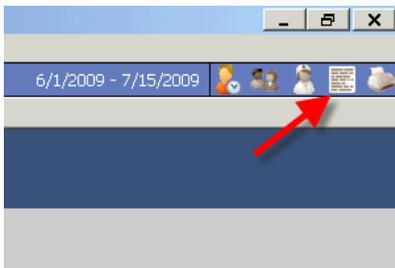
6. Select the provider from the providers list. All cases that provider currently is supervising are displayed in the records list. To view the case details, click the plus sign and double-click the case to view that record's details.



7. To end the provider's attendance of a case, right-click the record in the providers list and select Open for Documentation to open *SurgiNet Anesthesia*. You also can open the record in read-only or remote view in *SurgiNet Anesthesia* from the context menu.
8. Select the case from the records list to highlight that case's timeline in the timeline box. Arrows displayed in the timeline indicate the case is ongoing. The color of the timeline indicates concurrency alerts.
  - Green indicates the provider is more than one case away from the maximum concurrency limit.
  - Yellow indicates the provider is one case away from the maximum concurrency limit.
  - Red indicates a provider at the maximum concurrency limit.
9. Scroll through the timeline as needed.
10. To print the report, click the Print Concurrency icon.



11. To print the concurrency summary report, click the Concurrency Report icon.

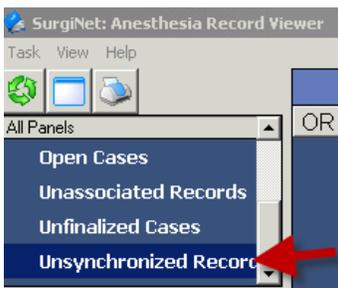


## Viewing Unsynchronized Records

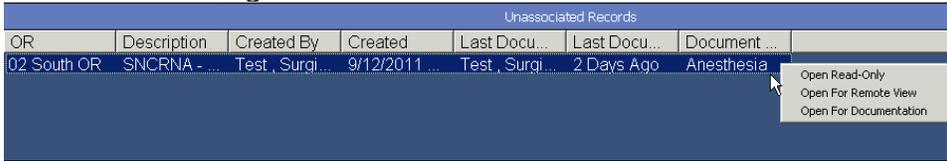
You can view all unsynchronized records that were documented in disconnected mode and have not been synchronized in *SurgiNet Anesthesia Record Viewer*.

To view unsynchronized cases, complete the following steps:

1. From the All Panels list, select Unsynchronized Records to add the cases to the report.



- To view more information on the record and synchronize the record with the respective room, right-click the record in the Unsynchronized Records list and select Open for Documentation to open *SurgiNet* Anesthesia. You also can open the record in read-only or remote view in *SurgiNet* Anesthesia from the context menu.



- To print the report, click the Print Unsynchronized Records icon.



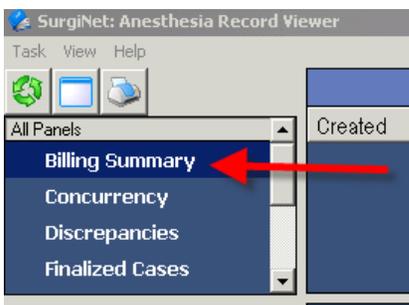
## Creating and Viewing Billing Summaries

You can view and print a Billing Summary report for a selected case. This report pulls information from various sources within Fusion- *Cerner Millennium* and provides you the ability to collect billing information required to complete the CMS-500 form. You can view a billing summary report from the Billing Summary Panel and the Finalized Cases Panel in *SurgiNet* Record Viewer.

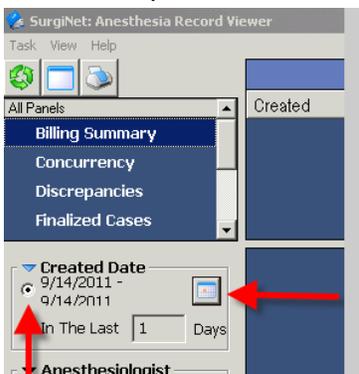
### Billing Summary Panel

To view the billing summary for a case, complete the following steps:

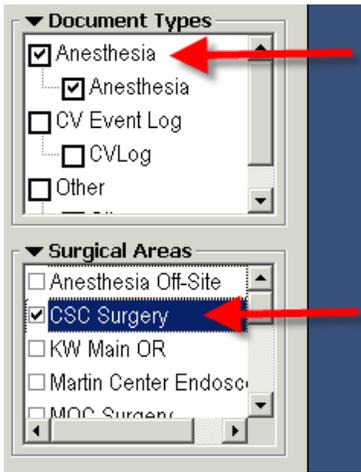
- From the All Panels list, select Billing Summary.



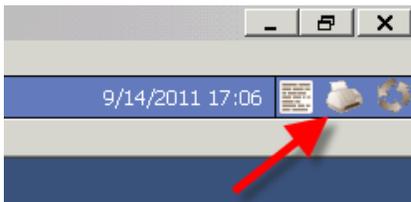
- Select the case creation date or date range to filter the list for cases created on that date or within the specified date range.



- Select the anesthesiologist, document type, and surgical area to filter anesthesia records in the Billing Summary records list.



4. Select the record from the Billing Summary records list you want view. The Anesthesia Billing Summary reports displays below the Billing Summary record list.
5. To view the billing summary for the selected case
  - Click the Billing Summary Report icon  in the lower right corner.
6. To print the billing summary for a single record, click the printer icon.



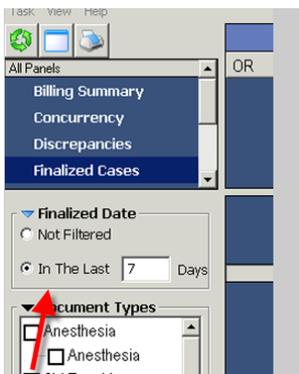
## Finalized Cases Panel

You also can view a Billing Summary report and the anesthesia record from the Finalized Cases panel in *SurgiNet* Anesthesia Record Viewer.

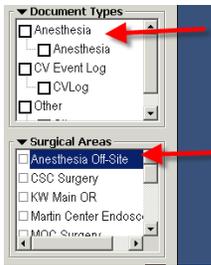
1. From the All Panels list, select Finalized Cases.



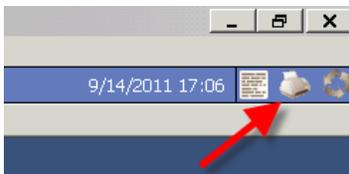
2. Select the case finalized date or date range to filter the list for cases finalized on that date or within the number of days range.



3. Select the document type and surgical area to filter anesthesia records in the Finalized Cases records list.



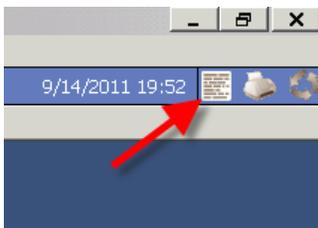
4. Select the record from the Finalized Cases record list you want view.
5. To view the billing summary for the selected case, click the Billing/Summary Record icon  in the lower right corner.
6. To view the anesthesia record for the selected case, click the anesthesia record icon.
7. To print the billing summary or anesthesia record, click the printer icon.



## Batch Printing

You can batch print billing summaries and anesthesia records. To batch print anesthesia records and billing summary reports, complete the following steps:

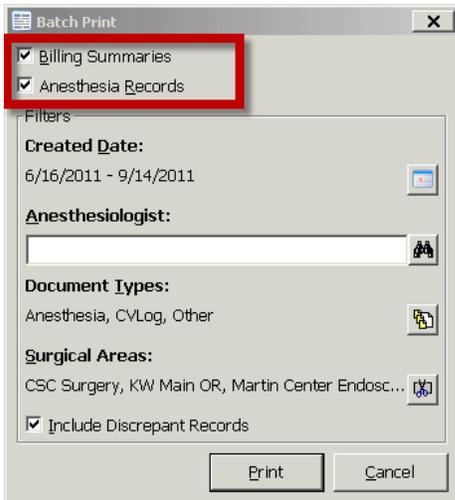
1. Click the Batch Print Summary and Records icon



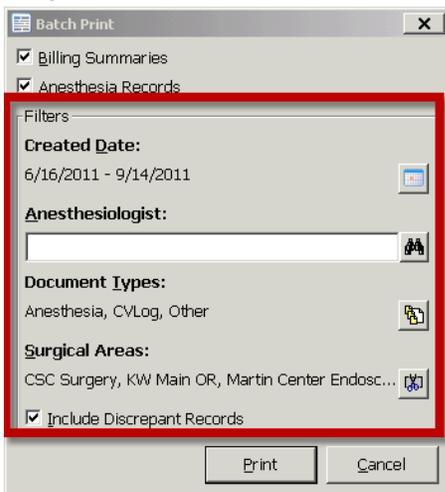
The Batch Print dialog box opens.



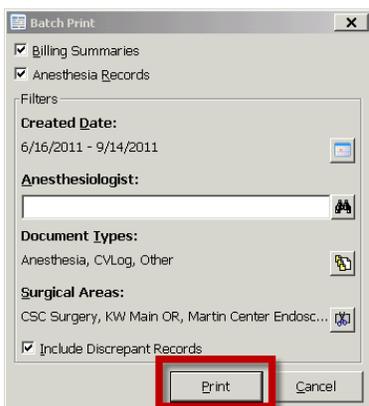
2. Select the appropriate check box to designate whether you want to print billing summaries, anesthesia records or both.



3. Filter the batch of records you want to print by date, anesthesiologist, document types, surgical areas, or whether to include discrepant records.



4. Click Print.



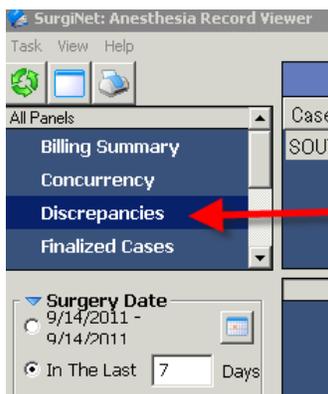
# Viewing Billing Discrepancies

You can view discrepant information between the anesthesia record and the surgery record for a patient in *SurgiNet* Anesthesia Record Viewer. The report is displayed in spreadsheet format with an indicator displayed for discrepant information. It is imperative these discrepancies are resolved or validated for continuity of care between anesthesia and surgery.

You can resolve the documentation discrepancies by opening *SurgiNet* Anesthesia directly from the report. While working with discrepancies, you also can filter the anesthesia records by document type, surgical area, or both.

To work with discrepancies between the anesthesia record and the surgery record, complete the following steps:

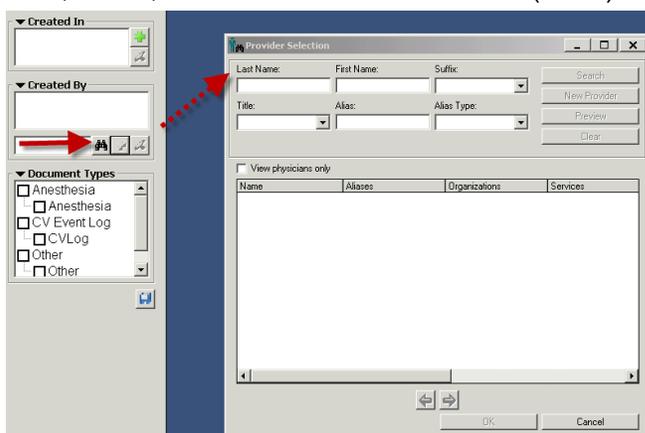
1. From the All Panels list, select Discrepancies.



2. Click Select Date to open the calendar and select a date range. Click the beginning date of the range, press SHIFT, and click the end date of the range. Press ENTER.
3. Click Save to save your modifications and add them to the report. You also can enter a value in the Number of Days box, select that option, and click Save to add the discrepancies to the report.



All anesthesia records that have a discrepancy with the surgery record are displayed in the Discrepancies list. The case number, operating room, procedure, surgeon, surgery date and time, name, and medical record number (MRN) are displayed in the Discrepancies list.



▼ Surgery Date

Start:  Use Today  
 \*\*/\*\*/\*\*\*\*

End:  Use Today  
 \*\*/\*\*/\*\*\*\*

4. Select the record from the Discrepancies list. The discrepancies are displayed in spreadsheet format in the results list.

OR	Case #	Anesthesia	Procedure	Surgery Dat	Created By	Created	Last Docu...	Last Docu...	Document	Surgical Area
02 South OR	SOUTH-20	Appendect	Appendect	9/7/2011 0	ELKIN, GLY	9/9/2011 0	ELKIN, GLY	5 Days Ago	Anesthesia	South Surg
03 South OR	SOUTH-20	Appendect	Appendect	9/8/2011 1	Test, Surgi	9/12/2011	Test, Surgi	2 Days Ago	Anesthesia	South Surg
01 South OR	SOUTH-20	Appendect	Laparosco	9/2/2011 1	Test, Surgi	9/12/2011	Test, Surgi	2 Days Ago	Anesthesia	South Surg
07 South OR	SOUTH-20	Appendect	Appendect	9/2/2011 1	Test, Surgi	9/13/2011	Test, Surgi	1 Day Ago	Anesthesia	South Surg
01 South OR	SOUTH-20	Appendect	Appendect	9/14/2011	Test, Surgi	9/14/2011	Test, Surgi	10 Hours A	Anesthesia	South Surg
01 South OR	SOUTH-20	Appendect	Appendect	9/14/2011	Test, Surgi	9/14/2011	Test, Surgi	9 Hours Ago	Anesthesia	South Surg

**TESTING, MEDHOST** SOUTH-2011-139

Created By Test, SurgiNet:CRNA On 9/14/2011 16:33 In 01 South OR  
 Last Documented By Test, SurgiNet:CRNA, 11 Hours Ago

Surgery Date/Time 9/14/2011 07:00  
 Procedure(s) 1 Scheduled

To expand the lists, click the plus sign to view the details in that list. The results list contains the result type, DI, anesthesia value, and surgery value. Any discrepant information is highlighted in red and indicated by an exclamation point (!). The Case Times list contains times that are on both the anesthesia record and the surgery record. The Single Case Times list contains times that are only on either the anesthesia record or surgery record.

5. To resolve the discrepant information in the record, right-click the record in the Discrepancies list and select Open for Documentation to open *SurgiNet* Anesthesia. You also can open the record in read-only or remote view in *SurgiNet* Anesthesia from the context menu.

OR	Description	Created By	Created	Last Docu...	Last Docu...	Document ...
02 South OR	SNCRNA - ...	Test, Surgi...	9/12/2011 ...	Test, Surgi...	2 Days Ago	Anesthesia

- Open Read-Only
- Open For Remote View
- Open For Documentation

6. To view a preview of the printed report, click . The discrepancies are shaded. The report is divided by surgical case.
7. To print the report, click Print in the Discrepancy Report dialog box.



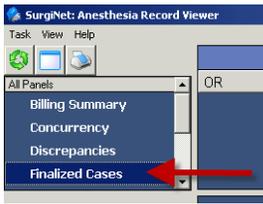
8. To refresh the discrepancy report with the most recent information, click Refresh All on the toolbar.

## Viewing Finalized Cases

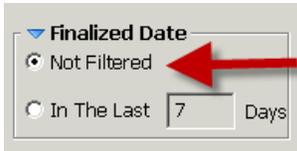
You can view all finalized cases in *SurgiNet* Anesthesia Record Viewer over a specified date range or in a comprehensive list. You also can filter finalized cases by document type, surgical area, or both.

To monitor finalized cases, complete the following steps:

1. From the All Panels list, select Finalized Cases.



- To view all finalized cases in the system, select the Not Filtered option



- Click Save to add the cases to the report.



- To view finalized cases over a date range, enter a value in the number of days box, select that option, and click Save to add the cases to the report.



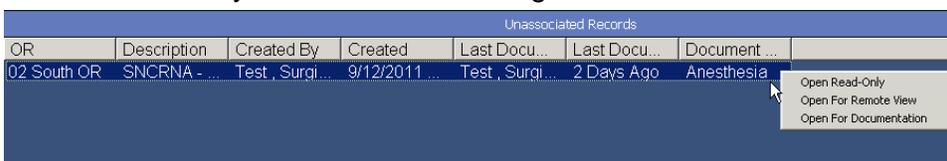
All finalized cases are displayed in the Finalized Cases list. The OR, case number, anesthesiologist, procedure, surgery date/time, who created the case, created date, who signed the case, and when it was finalized all are displayed in the Finalized Cases list.



- Select the case from the Finalized Cases list. The case details are displayed in spreadsheet format. To expand the lists, click the plus sign (+) to view the details in that list.



- To view more information on the finalized case, right-click the case in the Finalized Cases list and select Open for Documentation to open SurgiNet Anesthesia. You also can open the record in read-only or remote view in SurgiNet Anesthesia from the context menu.



- To print the report, click the Print Finalized Cases icon.

# Viewing Unfinalized Cases

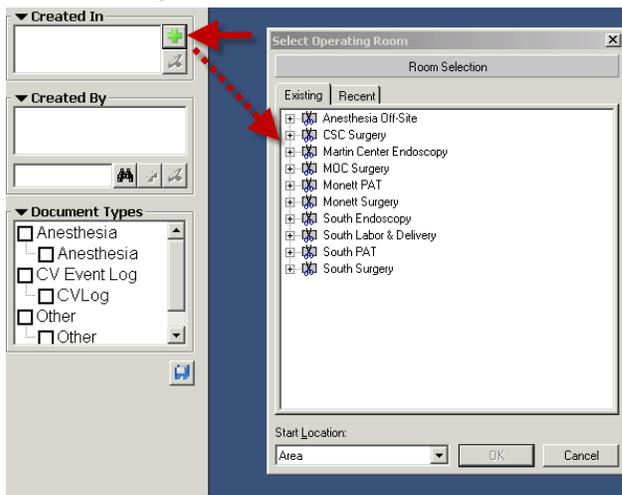
You can view all un-finalized cases in *SurgiNet* Anesthesia Record Viewer using various filtering methods or in a comprehensive list. You also can filter unfinalized cases by document type, surgical area, or both.

To monitor unfinalized cases, complete the following steps:

1. From the All Panels list, select Unfinalized Cases.



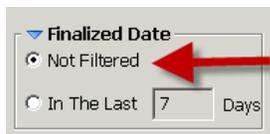
2. To view unfinalized cases created in a specific OR, click  to open the Select Operating Room dialog box.



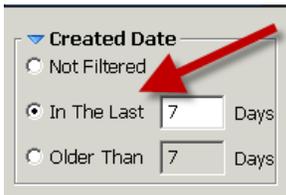
3. Select the OR and click OK.
4. Click Save to add the cases to the Created In list.
5. Click Save to add the cases to the report.



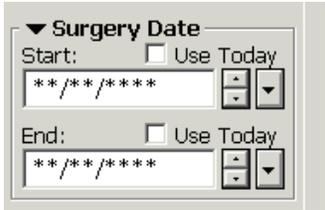
6. To view all unfinalized cases in the system, select the Not Filtered option and click Save to add the cases to the report.



7. To view unfinalized cases over a date range, enter a value in the number of last days box, or in the number of older days box, select that option, and click Save to add the cases to the report.



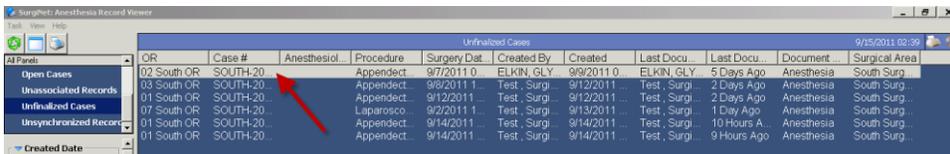
You also can select a start and end date in the Surgery Date/Time Between group box or select the Use Today option to use the current date as the start or end date.



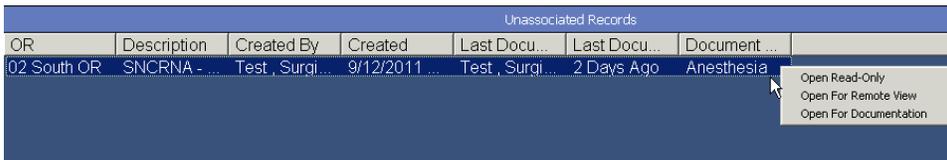
- To view cases opened by specific providers, enter the provider name in the Provider box, or search for the provider by clicking  to open the Provider Selection dialog box. Enter the name of the provider and click Search. Select the provider and click OK to return to the SurgiNet Anesthesia Record Viewer window. Click  to add the provider to the Created By list. Click Save to add the cases to the report.



- Select the case from the Unfinalized Cases list and the case details are displayed in spreadsheet format. To expand the lists, click the plus sign (+) to view the details in that list.



- To view more information on the record, right-click the record in the Unfinalized Cases list and select Open for Documentation to open *SurgiNet* Anesthesia. You also can open the record in read-only or remote view in *SurgiNet* Anesthesia from the context menu.



- To print the report, click the Print Unfinalized Cases icon.

## Viewing Open Cases

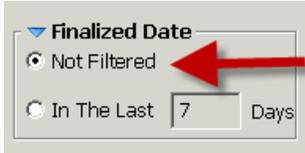
You can view all open cases in *SurgiNet* Anesthesia Record Viewer using various filtering methods or in a comprehensive list. You also can filter the list of open cases by document type, surgical area, or both.

To view open cases, complete the following steps:

- From the All Panels list, select Open Cases.



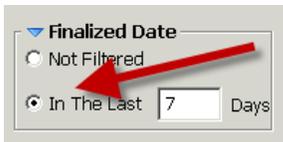
2. To view all open cases in the system, select the Not Filtered option.



3. Click Save to add the cases to the report.



4. To view open cases over a date range, enter a value In the Number of Last Days box.



5. Click Save to add the cases to the report.



6. To view open cases created in a specific OR, click  to open the Select Operating Room dialog box. Select the OR and click OK to add the cases to the Created In list. Click Save to add the cases to the report.



7. To view cases opened by specific providers, enter the provider name in the Provider box, or search for the provider by clicking  to open the Provider Selection dialog box. Enter the name of the provider in the Provider Selection window and click Search



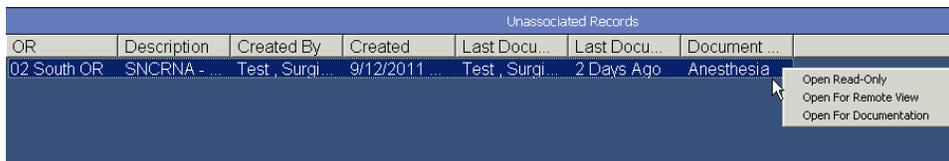
8. Select the provider and click OK to return to the *SurgiNet* Anesthesia Record Viewer window. Click  to add the provider to the Opened By list. Click Save to add the cases to the report.



9. Select the case from the Open Cases list. The case details are displayed in spreadsheet format. To expand the lists, click the plus sign to view the details in that list.



10. To view more information on the open case, right-click the case in the Open Cases list and select Open for Documentation to open *SurgiNet* Anesthesia. You also can open the record in read-only or remote view in *SurgiNet* Anesthesia from the context menu.



11. To print the report, click Print Open Cases on the toolbar.

## Viewing Unassociated Cases

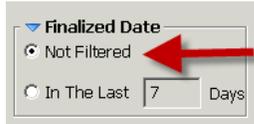
You can view all blank records that have not been associated to a surgical case in *SurgiNet* Anesthesia Record Viewer using various filtering methods or in a comprehensive list. Unassociated records can be filtered by Document Type.

To view open cases, complete the following steps:

1. From the All Panels list, select Unassociated Records.



2. To view all unassociated records in the system, select the Not Filtered option.



3. Click Save to add the records to the report.

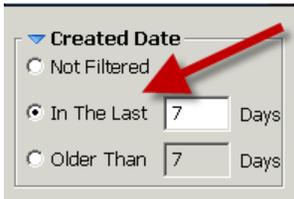


4. To view unassociated records created in a specific OR, click  to open the Select Operating Room dialog box.

5. Select the OR and click OK. Click Save to add the records to the Created In list. Click Save to add the cases to the report.



6. To view unassociated records over a date range, enter a value in the number of last days box, or in the number of older days box, select that option, and click Save to add the cases to the report.



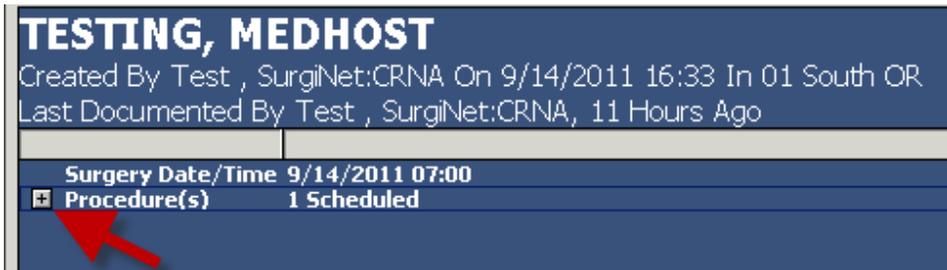
- To view records opened by specific providers, enter the provider name in the Provider box, or search for the provider by clicking  to open the Provider Selection dialog box. Enter the name of the provider and click Search. Select the provider and click OK to return to the SurgiNet Anesthesia Record Viewer window. Click  to add the provider to the Created By list. Click Save to add the records to the report.



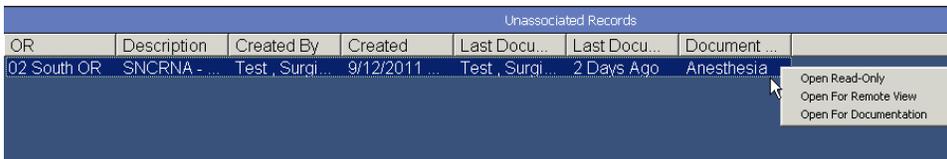
- Select the record from the Unassociated Records list and the record details are displayed in spreadsheet format.



- To expand the lists, click the plus (+) to view the details in that list.



- To view more information on the record, right-click the record in the Unassociated Records list and select Open for Documentation to open *SurgiNet* Anesthesia. You also can open the record in read-only or remote view in *SurgiNet* Anesthesia from the context menu.



- To print the report, click Print Unassociated Records on the toolbar.