

Finalizing a Case

Anesthesiologists

Navigating the Finalize Window

The screenshot shows the 'Finalize' window with the following sections:

- Deficiencies**: A table with columns 'Type' and 'Description'. It contains one entry: 'No Signature' with the description 'Supervisor signature required for the action - Medical Direction'. There are 'Edit' and 'Ignore' buttons for this entry.
- Required Documentation**: A table with columns 'Name' and 'Ignore'. It contains one entry: 'Emergence'.
- Personnel**: A section titled 'No Running Personnel'.
- ToDo List**: A table with columns 'Event', 'Details', and 'Ignore'. It contains one entry: 'Anesthesia Stop'.
- Signatures**: A table with columns 'Name' and 'Date'. It contains one entry: 'Connors MD, Anne' with the date '4/30/2024 14:46'. There is a 'Sign' button below this table.

At the bottom of the window, there are buttons for 'Print record', 'Finalize', 'Select Charted Values', 'Charge Preview', and 'Close'.

Records need to be finalized at the end of a surgical procedure in order for the data to be written to the patient's record. It also gives the anesthesia provider an opportunity to print the record and complete the details of any medications, fluids, or actions.

From the Finalize window, complete the following steps:

1. Review any documentation deficiencies.
2. Review all required documentation.
3. Review personnel, or documented providers that are not assigned to a stop time.
4. Review your to-do list.
5. Click **Sign** to sign the case record and mark it as complete. Enter your *Cerner Millennium username and password* and click **OK**.
6. Select the **Print Record** option to print the record when it is finalized.
7. Click **Finalize** to finalize the document. Requiring Signatures

Finalizing a Case

Anesthesiologists

Requiring Signatures

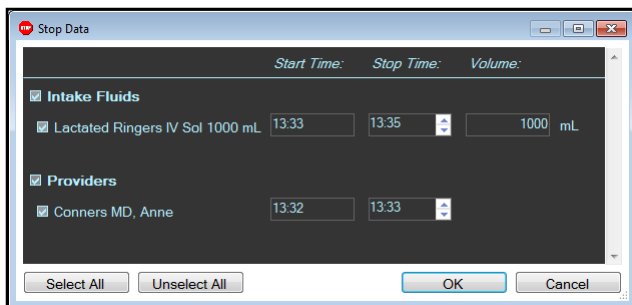
When the Supervisor Signature Required setting is enabled, at least one documented Supervisor is required to sign the record prior to finalization.

The supervisor signature status button located at the bottom of the screen defaults to Requires Supervision when the case is opened.



Entering Stop Data


If there are any current tasks or administrations being conducted on the anesthesia record that finalizing the record is interrupting, the Stop Data dialog box is displayed.



Select the check box next to any task that should be stopped and click **OK**.

Printing the Record

To preview the record online before sending it to the printer, complete the following steps:

1. From the Task menu, select **Print Preview**. This opens the Print Preview window with numerous controls in the lower left hand corner.
2. Click the buttons to zoom in or out, or to move between pages.
3. Click the **View Thumbnails**  button to bring up a thumbnail view of each page in the record.
4. Click **Print Setup** to make changes to the format.
5. Click **Print** to send the record to the printer, or click **Close** to close the Print Preview window without sending the record to the printer.

To print the record without using the Print Preview function, complete the following steps:

1. From the Task menu, select **Print** to print the record without modifying any settings. The Print dialog opens.
2. Select the appropriate printers.
3. Click **OK** and the document is printed using the designated printer. More than one printer can be selected, if appropriate.

