



Point of Care
User Manual ver. 5.5.4
–Spring 2017

Table of Contents

Point of Care Module (POC)

[Login to POC](#)

[Start a Case](#)

[Creating a Case from the Schedule](#)

[Create a Case](#)

[New Case Demographics](#)

[Case Tab](#)

[Pausing a Case/Discontinuous Case](#)

[Codes Tab](#)

[Patient Tab](#)

[Chart Tab](#)

[Printing the completed case](#)

[Parking a case](#)

[Closing a case](#)

POC

(Point of Care)

Login to POC

[Top](#)



This desktop icon is for the **POC** portion of the AneScan system. The **POC** icon is displayed partially in red to distinguish it from the **ACC** portion of the AneScan system. Double click or double tap this icon with the stylus or your finger to launch the program. Please allow a moment for the application to open. Below is a sample of the screen that is visible when the AneScan **POC** has been opened successfully.

The image shows the login screen of the AneScan POC application. It has a blue background with a dark grey login box. The box contains three fields: 'Facility' (a dropdown menu), 'User Name' (a dropdown menu), and 'Password' (a text input field). A 'Sign in' button is located at the bottom right of the box.

Select the correct facility and user name from the dropdown boxes provided. Enter the case sensitive password then select sign in near the bottom right corner of the box. If there is a problem with the password or with signing in the screen will “shake” signifying denied access. Several incorrect attempts may lock the account. If this occurs, you will see a lock next to your name as shown below.

The image shows the login screen of the AneScan POC application with the 'User Name' dropdown menu open. The 'Facility' dropdown is set to 'Winding Creak'. The 'User Name' dropdown menu is open, showing a list of user names: CallowayN, cburge, ClineLois, CohenD (with a lock icon), DalalN, danderson, DavisE, DeglerD, DillardA, and DMorrissey. The 'Password' field is empty.

Please contact a local AneScan administrator if problems continue with the login process.

Creating a case from the Schedule

Once logged in the screen below offers options including active and scheduled cases. Selecting a case from either the search, parked or scheduled list will open the case for processing. From a facility level the administrator can set which tab the users default to (i.e. Scheduled, Parked, My Parked or Search). Our system will also take you back to the previous tab you worked in.



MRN: Medical Record Number – used to search for a patient from any list if not quickly found.

Account Number- another way of searching for a patient.

Search - Retrieves all records stored and available on the current machine. This screen will show you the status of the record by the color orb to the left. Green is a completed case, orange is a case that is not complete and a red orb has a concurrency error that will need to be resolved before the case can be closed. To the right of the case there will be a small grey orb that you will let you know that this record has demographics.

 A screenshot of the ANESCAN software interface showing a table of patient records. The table has the following columns: Date, MRN, Account#, Patient, Surgeon, CRNA, and Anesthesiologist. Each row represents a patient case, with a colored orb (green, orange, or red) in the first column indicating the status of the case.

	Date	MRN	Account#	Patient	Surgeon	CRNA	Anesthesiologist
Green	2/29/2016	1863829	1852963	Edwards, Jennifer	Boon, Oleriao	Faison, Juergen	Sain, Yvetta
Orange	2/24/2016	128596	1482963	Baldwin, Tom		Beare, Rebekah Lynn	Rummage, Lenord
Green	2/22/2016	1245868	185296	Sandler, Adam	Boon, Oleriao	Greene-Lambutte, Rubab	Prater, Tripuranen
Orange	2/9/2016	1968526	18529363	Webber, Elizabeth	Carstarphen-Anderson, Mala	Gales, Amunet	Rummage, Lenord
Orange	1/21/2016	909890	24623425625	Smith, Bubba	Arden, Brent	Roosevelt, Nini	
Red	1/21/2016	098123	26351462	Bob, Jim	Arden, Brent	Roosevelt, Nini	

My Parked - Retrieves all the records created by or Parked by the current user.

Parked - Pulls up all records currently Parked (paused in progress waiting for completion) at the facility.

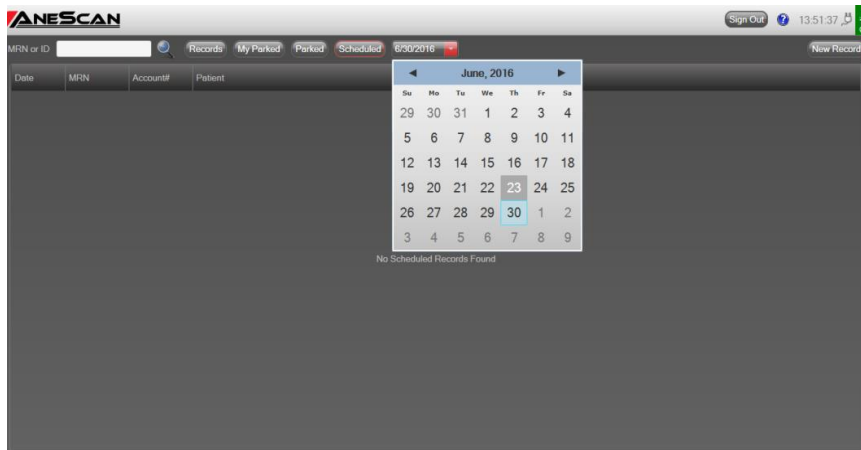
Schedule - Certain facilities will have patient data fed directly to this tab.

Sign Out - This will log the current user out of the system.

New Record - Initiates the process of creating a manual record.

Pre-Op a case

Our system now has the ability from the schedule tab to see cases in the future. Providers can pre-op cases that have been put in the schedule and add information about the patient and park the case until the procedure.



Create a New Case

[Top](#)

In the event a case is not found in active or scheduled cases a new case can easily be started by clicking new record.

The Patient MRN field requires a minimum of 5 digits to start a case manually. After successfully entering a MRN and selecting ok you will be presented with one of three options; 1) If the patient MRN does not exist in the system you will be presented with a form to enter basic patient demographics. If there is an existing patient with the MRN entered, there are two scenarios to consider. If the MRN already exists for the given facility, the system checks whether a parked record exists for the date of service. 2) When a parked record exists, it will prompt the user if they would like to open the parked record instead of creating a new case. 3) If no parked record exists, the system will then add new case with all the patient details pre-populated -first name, last name, and DOB / Gender if it has been entered previously.

New Case Demographics

[Top](#)

Enter the patient demographics for the new case. Once all the fields have been populated select ok to proceed to the case tab.

Case Tab

[Top](#)

The case tab includes many of the data entry points that are transposed digitally to the charts and forms for each case. Each of these can be reported data points can be reported on using the AneScan web base Administrative Control Center (ACC). This is the first screen the provider will see after creating or opening a case.

Park – Pauses and saves the record in its current condition allowing it to be accessed later.

Close – Produces the option to End, Discard Changes or Delete Record. Discard changes will erase anything added since the last time the record was parked. This is particularly useful if the wrong case is inadvertently opened and adjusted.

Date – This section will allow the provider to choose the date of service from **Now** or allow them to add a date they choose.

Location – The area in the facility the procedure will be performed.

Anesthesia Start/Stop - The time the anesthesia is started followed by the actual procedure.

Procedure Start/Stop – The time the procedure is started followed by the actual procedure.

ASA – The classification system for assessing the fitness of patients before surgery.

Method of Anesthesia – Methods vary by location. Please do not be alarmed if the diagram does not show yours.

Post-Op Pain Blocks – Options such as Axillary, Femoral, Interscalene etc.

PQRS – Physician Quality Reporting System.



PQRS Measure	Status	Info Icon
44 - PreOp Beta Blockers CABG > 17Yrs	Not Recorded	Yes
76 - CVC Placement	Sterile Technique Followed	Yes
404 - Smoking Abstinence	Not Recorded	Yes
424 - Body Temperature Management	Not Recorded	Yes
426 - Transfer of Care PACU	Not Recorded	Yes
427 - Transfer of Care ICU	Checklist Used	Yes
430 - PONV Therapy > 17Yrs	Not Recorded	Yes

Surgeons, - Use the dropdown to select the surgeon performing the case. If the surgeon is to be changed select the individual in the surgeon's section and click remove. Select a different surgeon from the dropdown box or press **New** to insert a surgeon not included in the staff pool for the current facility.



Surgeons

Dropdown menu: [Empty] [New]

List of Surgeons:

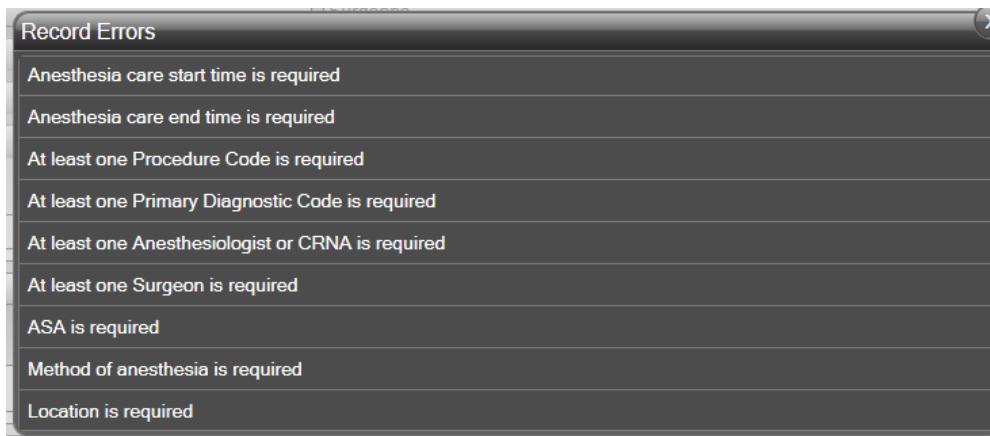
- Tomas, Isabella W

Anesthesia Staff – Adding an **Anesthesiologist, CRNA** to the case can be done by pressing the appropriate button and selecting the individual from the dropdown box. Press new if the provider desired is not available on the list. To remove any or all providers from the case highlight their contribution and click remove.

If a handoff is necessary, select the appropriate button again. Select the individual from the dropdown box and enter a time. Selecting now will use the current time. New allows for staff members not already in the system to be directly entered if necessary.



Orange to Green Orb Progression - At the onset of each case the orb to the left of the patient's last name will be displayed in orange. Clicking on the orb itself will offer all missing components that are required to complete the record. As elements, such as CRNAs, times, methods, signatures and procedure codes are incorporated into the case they are removed from the orb list until none remain. Upon completion of all portions the orb color will change from orange to green. In the event a physician exceeds the allowed number of simultaneous cases; the orb will begin to pulse red signifying a concurrency alert. When the physician is removed from the additional case the orb will return to its orange or green color respectively. There can also be concurrency alerts if an anesthesiologist or CRNA performing on two records at the same time, or if an anesthesiologist is performing personally and supervising at the same time. Adjustments can be made on the case screen.



If a concurrency occurs the flashing orb can offer additional information by dragging the cursor over the warning and selecting it. The list of required components will display the concurrency highlighted at the top of the discrepancies.



Selecting the details button will offer additional information about the alert.

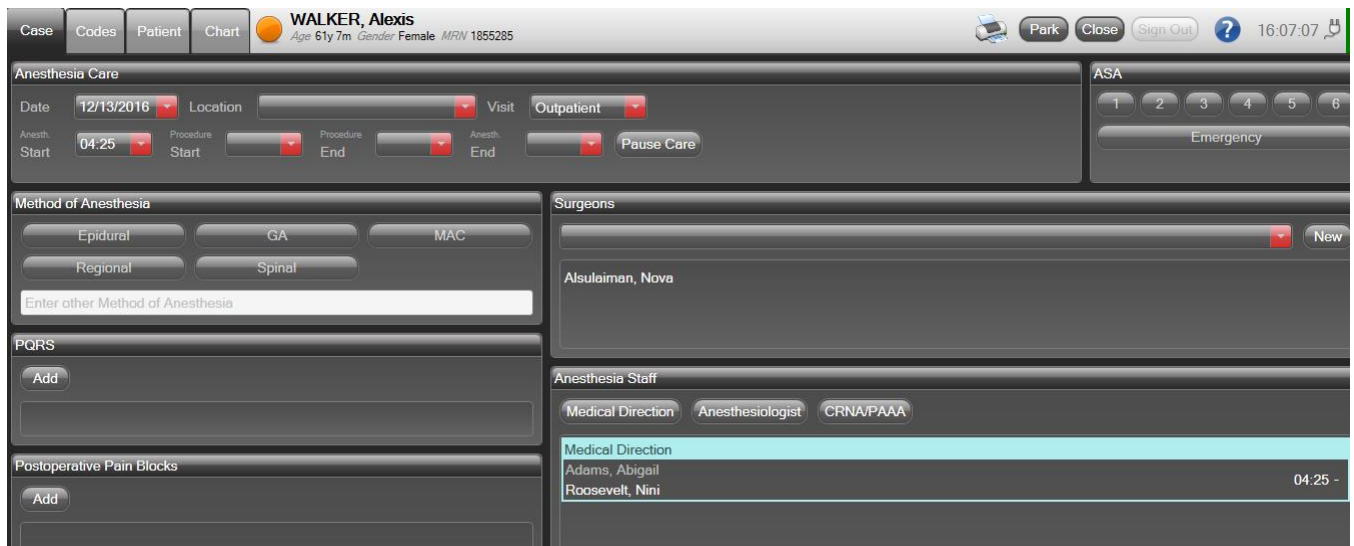


A dialog box titled "Record Errors" with a "Back" button at the top left. It contains a table with the following data:

Start	End	Location	MRN	Patient
12:15	15:15		117451	McCarron, Albert
12:15	15:15		4520789	Bortells, Brandon
12:15	15:15		1142355	Case, Jennifer

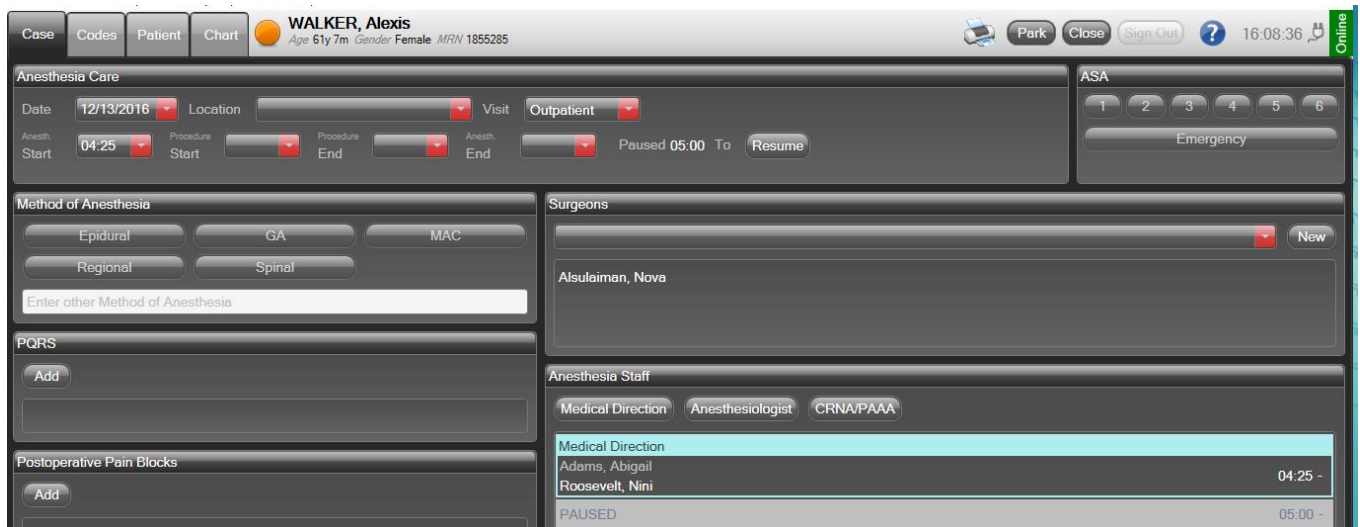
Returning to the case where the error is contained and making corrections will revert the orb to its proper resting color. Green if the case has all the required fields satisfied and orange if the case details are still incomplete. Entering a start or end time incorrectly can trigger this effect in some cases, so review these elements first when troubleshooting.

Pausing a Case / Discontinuous Care



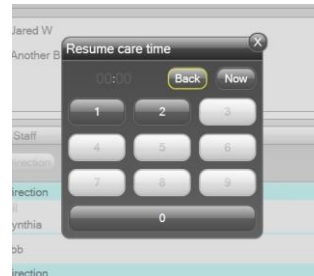
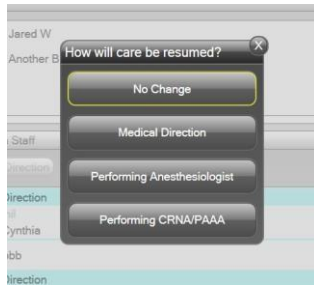
The screenshot shows the "Anesthesia Care" interface for patient WALKER, Alexis. The "Anesthesia Care" section includes fields for Date (12/13/2016), Location, Visit (Outpatient), Anest. Start (04:25), and Procedure Start/End. A "Pause Care" button is visible. The "Anesthesia Staff" section shows "Medical Direction" selected, with staff members Adams, Abigail and Roosevelt, Nini listed. The "Surgeons" section shows Alsulaiman, Nova. The "ASA" section shows a scale from 1 to 6 and an "Emergency" button.

AneScan offers an optional feature that will make it possible to pause care. The button is in the anesthesia care portion of the case tab (as shown above). After the anesthesia staff, has been selected the button will be available for selection. This will come into play usually with OB cases.

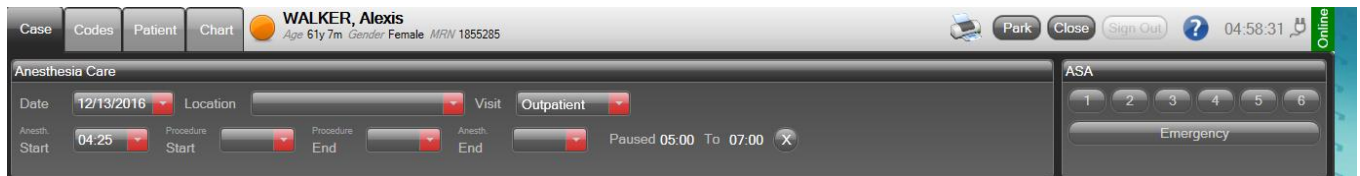


The screenshot shows the "Anesthesia Care" interface for patient WALKER, Alexis, with the "Pause Care" button now labeled "Paused 05:00 To Resume". The "Anesthesia Staff" section shows "Medical Direction" selected, with staff members Adams, Abigail and Roosevelt, Nini listed. The "Surgeons" section shows Alsulaiman, Nova. The "ASA" section shows a scale from 1 to 6 and an "Emergency" button. The "Paused" status is highlighted in the "Anesthesia Staff" section.

When the case is paused the system, clock will automatically put a timestamp on it that corresponds with the other elements of the case. Press the resume button to restart the case. At that time the system will inquire what providers will be continuing the procedure. If there are no changes to the team, selecting no change will advance the user to the resume care time screen. If any member of the team *is* to change, a dropdown box will be available for selecting the new individual/s.

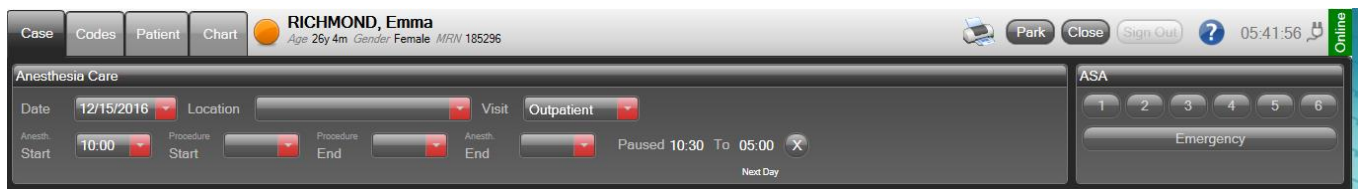


In the event the pause was unintended there is a "X" to the right of the paused time that the provider can select. A confirmation screen will be displayed. Selecting yes will remove the break from the case. It may also remove providers entered after the break occurred or during the break period.



After the provider determines there is to be a pause, the system requires (5) five minutes to pass before the case can be resumed. If a user attempts to end the pause before that, an error will be displayed.

This will probably only occur with OB cases. If an epidural is started on a Thursday night paused and goes into Friday. When the case is resumed, it will now allow you to put in the next day end time without error.



Codes Tab

[Top](#)

This tab will be used for Special Procedures, Procedures, Primary Diagnosis, Surgeon's top codes, and Comorbidity Diagnosis.

Case Codes Patient Chart **SCOTT, Hannah**
Age 24y 3m Gender Female MRN 1285963

Special Procedures
Add
Arterial Line Hartley, Gabrya B

Procedures
Add About
62311 Injection(s), of diagnostic or therapeutic substance(s) (including anesthetic, antispasmodic, opioid, steroid, other solution), not including neurolytic substances, including needle or catheter placement, includes contrast for localization when performed, epidural or subarachnoid, lumbar or sacral (caudal)

Primary Diagnosis (ICD-10)
Add
M54.16 Radiculopathy, lumbar region

Comorbidity Diagnosis (ICD-10)
Add Add Common

Special Procedures – The system provides prompts to assure all the components of a special procedure are conducted and accounted for. If the user makes an error while selecting, the back button located at the bottom of the selector window will return them to the previous screen.

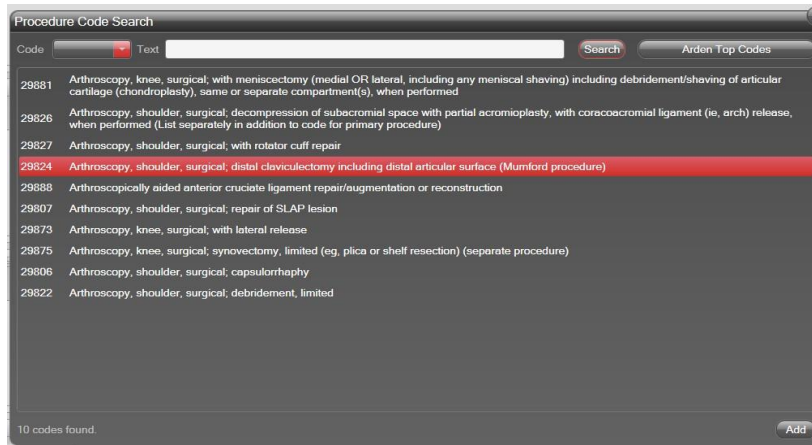
Add Special Procedure: What?
Central Line
Arterial Line
Peripheral IV
TEE
Swan
TAP Scope
Other

Add Special Procedure: Who?
Anesthesiologists CRNA's
Hallowes, Chris Donham, Jared W
Back

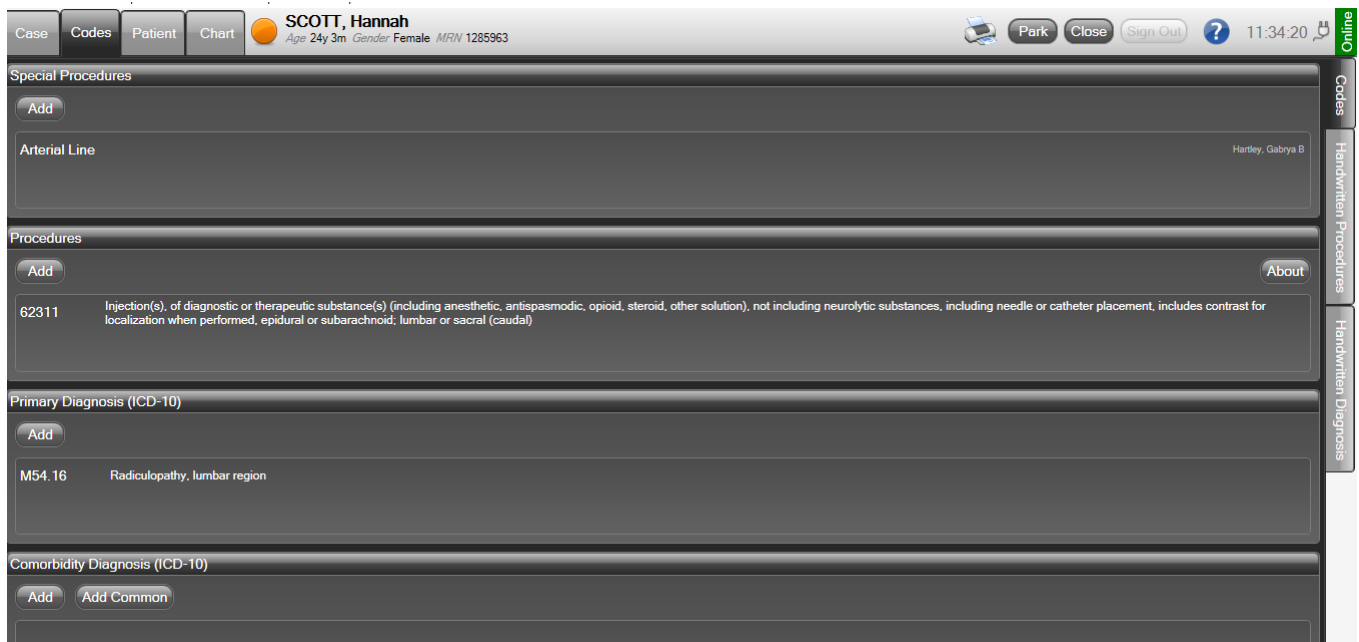
Add Special Procedure: Who?
Anesthesiologists CRNA's
Baines, Tyrone
Benson, Greg
Bliss, Robert
Boozer, Timothy
Dalal, Niloofer
Garrett, Michael
Hallowes, Chris
Donham, Jared W
Back

Procedures - To add a procedure code, click add, highlight the procedure double click or choose the add button. If the procedure isn't listed, you have several search options. As seen in the picture you can type in the code using the number pad, type keywords to find the code or you can choose a surgeon top code.

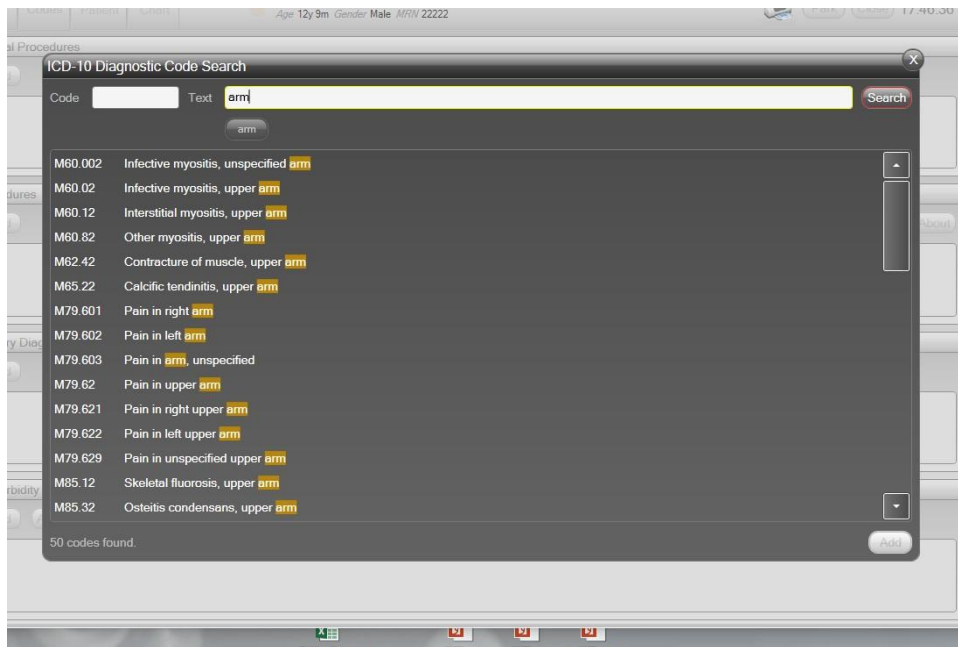
Surgeon's Top Codes -The top right corner of this tab features the surgeon's top codes and will populate with the most frequently performed procedure occurring at the top. AneScan learns Surgeons top codes and displays them in ranked order. Diagnosis are also learned as related to a procedure. Also, acronyms and abbreviations can be entered to speed up searches. If the procedure is not in the list, either use the number pad to enter a known code or type a key word into the search area. The system will remember searches and word buttons will appear beneath the search. Double click or highlight the code and click the add button when you find the procedure code needed.



Handwritten CPT & ICD-10 - If the codes the provider is searching for are not contained within the system they may exercise the option to handwrite them. Some facilities will have tabs for CPT and ICD-10 others will need to exercise the handwritten notes section.



Primary Diagnosis - - To add the primary diagnosis, click add, highlight the procedure double click or choose the add button. If the procedure isn't listed, you have several search options. As seen in the picture you can type in the code or type a short description or abbreviation to find the diagnosis.



Comorbidity Diagnosis

When one diagnosis is insufficient to account for all symptoms a comorbidity can be added using either the Add or Add Common buttons. The add button will present the diagnosis entry screen shown above. The Add Common button can be used where the provider can drill down by system and choose multiple comorbidities.



Patient Tab [Top](#)

The screenshot shows the 'Patient' tab selected in a navigation menu. The patient information is for Hannah Scott, Age 24y 3m, Gender Female, MRN 1285963. The interface includes a 'Patient Actions' section with 'Edit Patient' and 'Change Patient on this Record' buttons. A 'Misc' section contains an 'Account#' field. A large 'Comments' area is visible below.

Edit Patient - Should you need to add a DOB, edit a misspelled name, gender or change patient on the record.

Account Number – A case specific number is available on the far left of the patient screen. This field will accept both alpha and numeric characters for better identifying an exact case.

Comments - Patient notes and comments are listed here. The provider has an option to add additional information in this section. Selecting the empty space below the comments heading will produce a cursor designating the system is ready to receive input.

Chart [Top](#)

The facility specific anesthesia chart and forms are located under the chart tab. From here the provider can select any chart required to complete the case. From this screen, it lists all the forms available. Each form has a status bar to tell you if all requirements have been met for that form.

The screenshot shows the 'Chart' tab selected in a navigation menu. The patient information is for Emma Richmond, Age 26y 4m, Gender Female, MRN 185296. The interface displays a row of seven chart thumbnails: 'Anes Rec P1', 'Anes Rec P2', 'Anes Rec P3', 'PreAnesAssmt', 'QA' (which is highlighted with a yellow bar), 'VenThrom Assess', and 'Notes'.

The chart below is an example of an Anesthesia record. These forms will vary by facility.

Wellford Medical Center ANESTHESIA RECORD

Patient Identification: Name: Wiesenfeld, Melvyn; MRN: 22222; Gender: Male; DOB: 12/24/2002; Age: 12y 9m; Date of Service: 9/30/2015

PRE-PROCEDURE

MONITORS AND EQUIPMENT

ANESTHETIC TECHNIQUE

AIRWAY MANAGER

Time:	Oxygen (L/min)	N ₂ O (L/min)	Sevoflurane (%)	TOTALS	NOTES
Propofol / Etomidate mg				mg	
Succinylcholine mg				mg	
Vecuronium / Rocuronium mg				mg	

On each of the forms you have a side menu that you can move between forms with one click. The progress bar is also available on this screen.



This is the selectable forms list button. It allows you to go from form to form from this screen. You also have a status bar to see if you have met all the requirements that the form needs. The status bar will turn green when completed.



The second button is the requirements list button. This button allows you to see what specific items need to be completed for the chart to be completed.

General Hospital

DATE OF PROCEDURE: 12/13/2016

MONITORS

INDUCTION

AIRWAY

AGENT	UNIT	AMOUNT	TIME	TOTALS	NOTES
OXYGEN	L/M				
N ₂ O / AIR	L/M				
SEVO / DESFLURANE	ET %				
PROPOFOL	mg				
LIDOCAINE	mg				
FENTANYL	mcg				

Please sign the lower signature pad on the chart

Requirement List

Printing the completed case

[Top](#)

Once the case is complete and the orb has turned from orange to green, the chart is ready for printing. Select the icon that looks like a printer located next to the park button. Each page that has content will automatically be selected for printing. Other pages may be selected now for printing as well. It is possible to print at any time throughout the case so long as a first and last name have been provided, but waiting until the conclusion will reduce the chance of missing information and redundant copies.



Parking a Case

[Top](#)

If you create a case or pull a case from the schedule you can pre-op and park it. That case will be saved and remain on the park screen until you are ready to work the case. You can park the case as many times as needed until you complete and close the case. You can also see the status of the case by the color orb to the left of the record.

The park button is in the upper right hand corner of the open case.

The screenshot shows a software interface with a search bar for "MRN or ID" and several filter buttons: "Records", "My Parked", "Parked", and "Scheduled". The "Parked" button is highlighted. Below the filters is a table with the following data:

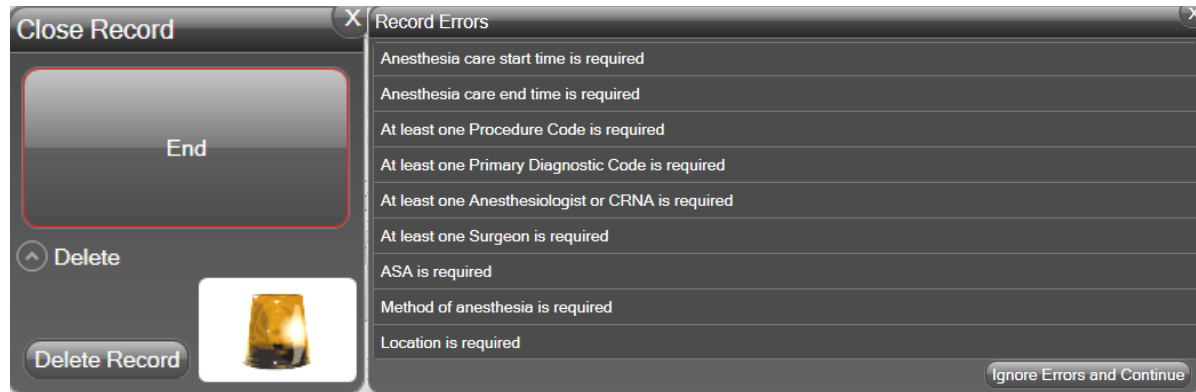
	Date	MRN	Account#	Patient	Surgeon	CRNA	Anesthesiologist
	2/24/2016	128596	1482963	Baldwin, Tom		Beare, Rebekah Lynn	Rummage, Lenord
	2/22/2016	1245868	185296	Sandler, Adam	Boon, Oleriao	Greene-Lambutte, Rubab	Prater, Tripuranen
	2/9/2016	1968526	18529363	Webber, Elizabeth	Carstarphen-Anderson, Mala	Gales, Amunet	Rummage, Lenord
	1/21/2016	909890	24623425625	Smith, Bubba	Arden, Brent	Roosevelt, Nini	
	1/21/2016	098123	26351462	Bob, Jim	Arden, Brent	Roosevelt, Nini	

Closing a Case

[Top](#)

The closed record screen garners a couple of options. The close button is in the upper right hand corner of the open case screen. End will be the option regularly selected as it will conclude the record and forward it on to the ACC portion of the system and it will become viewable by the billing department. Delete Record will discard the record entirely after confirmation.

If the provider determines the record is complete, they may opt to end the record before all the required information has been entered. This will send the record to the administrative portion of the system.



If the provider decides to return to this record for completion, they may do so by entering the MRN or using the search function.

If the delete record is chosen, a confirmation prompt will afford a final opportunity to exit before discarding the record in its entirety. Once confirmed, this action cannot be undone at the user level. The administrator will need to contact their AneScan representative to attempt the recovery of a deleted case.

We have a link (blue question mark) for you to click in our software that will take you to our client help page. On this page, you will be able to view our POC manual, FAQ and enter a support ticket.



For Software Support please call 1-844-AneScan