



## SurgiNet Quick Reference Guide OR Nurse

### PART I DOCUMENTATION

Need more help?

Look in your area for a Super User or  
call the ORMA Project Office

253-968-5562  
pager: 253-591-2301

#### Application Logon

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1. **Double-click** the desktop shortcut icon for SNSURGINET.
2. Enter your username and password.
3. **Click** OK.

#### Changing Your Password

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1. **Open** application.
2. **Click** Task, and then select Change Password.
3. Enter your old password.
4. Enter your new password, and then retype your new password.
5. **Click** OK.

#### Case Documentation

1. **Open** SNSurginet Organizer.
2. Ensure the correct surgical location displays (MAMC or NHB Surgery) on the Case Selection window.
3. Search for the correct Case.  
*Note:* You have the option of searching by date, person, case number, provider or MRN.
4. **Click** Retrieve.
5. Select the correct case and **click** Open to select the correct encounter. If doing retrospective charting, make sure you set the date and times to the actual surgery date. Be sure you select the correct encounter. Do NOT use any encounter in which a "C" is before the FMP/SSN. This is a CHCS dummy encounter. **Click** OK.
6. Choose the correct Document Type and **Click** OK.
7. Complete all necessary information using preference card documentation defaults where available.
8. **Click** Next.
9. When the last segment is complete, a Last Segment message displays. **Click** OK.
10. **Click** Finalize.

11. If deficits are detected, complete the required fields and discontinue fields that no information is documented on, then **click** Finalize.
12. **Click** OK to confirm the Finalize action.

*Note:* Click "Yes" to print the document to the default printer.

*Note:* You can navigate through the document using the tab or the mouse. As you complete each segment, the exclamation point next to the segment will change to a check mark. Exclamation point means segment is required; check mark means segment is complete.

*Note:* Documentation is automatically saved when moving to a new segment.

#### Adding a Segment

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1. **Right-click** a segment heading or in the toolbar select "document" and select Add Segment.
2. Select the appropriate segment from the available list.
3. **Click** arrow button.
4. **Click** OK.

*Note:* If you want to add all remaining possible segments, select the top level on the left and click Move.

#### Discontinuing Segments

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1. **Right-click** the segment that is no longer needed and select Discontinue.

*Note:* if you do not need a segment for your case documentation, discontinue it.

*Note:* To activate a segment, right-click the dithered (gray) segment and select activate.

## Terminating a Document

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1. **Open** SNSurginet Organizer.
2. Open the document to be terminated.
3. Select Document and select Terminate Case.
4. Select the correct Termination Reason from the list.
5. **Click** OK.

## Viewing and Adding Comments

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1. **Open** SNSurginet Organizer.
2. Search for Case.
3. Document Case.
4. **Click** Segment Text Comments.
5. *To view comments* – Comments added while documenting the case will display in the section to the right.
6. *To add comments* – Type your comment in the section on the right.

## Documenting Item Usage

1. **Open** SNSurginet Organizer.
2. Search for Case.
3. **Click** the Pick List tab.
4. To fill all open quantities in the pick list at once, **right-click** and select All. Then, **right-click** and select Fill.
5. To document that you used all items, *right-click* and select Use.
6. To change the quantity for one item, **click** the Used Quantity of the item and enter the correct number. **Press** Enter.
7. **Click** Save when finished documenting changes to the pick list.

## Adding an Item to the Pick List

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1. **Open** SNSurginet Organizer.
2. Search for Case.
3. **Click** the Pick List tab.
4. **Click** the procedure name on the left.
5. **Click** the ellipsis at the top to search for an item.
6. Conduct a search for the item.
7. Locate the item in the search results.
8. **Click** OK.
9. **Click** Add.
10. **Click** Save.

## Deleting Items from a Pick List

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1. **Open** SNSurginet Organizer.
2. Search for Case.
3. **Click** the Pick List tab.
4. Select the item to delete.
5. **Right-click** and select Delete.
6. Confirm the action.
7. **Click** Save.

## Printing Documentation and Pick List

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### *To Print a document:*

1. **Open** SNSurginet Organizer.
2. Search for Case.
3. **Click** the Documentation tab.
4. **Click** Task and then select Print.
5. Choose the document you would like to print on the Document Types tab.
6. Select the correct printer.
7. **Click** OK.

### *To Print the pick list:*

1. **Open** SNSurginet Organizer.
2. Search for Case.
3. **Click** the Pick List tab.
4. **Click** Task and then select Print.
5. Choose the Intra-Op on the Document Types tab, and the format for the pick list on the Pick List Parameters tab.
6. Select the correct printer.
7. **Click** OK.

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