



Operating Room Management Application

SurgiNet Quick Reference Guide OR Nurse

PART II PREFERENCE CARDS & UPDATING PICK LISTS

Need more help?

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

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

Preference Cards

Locating Preference Cards

1. **Open** the Preference Card Maintenance application.
2. Select MAMC Main OR or NHB Surgery for the Area and the appropriate Document Type.
3. Type partial procedure name (preceded by M <specialty abbreviation> for MAMC, N <specialty abbreviation> for NHB and a space) in the procedure box and select correct procedure name from the list.
4. Enter the provider name.
5. Select the specialty of the provider indicated.
6. **Click** Find to see if the preference card already exists.
7. If it does not, **click** Create.

Building Preference Care Pick List

1. **Select** the new card from the Preference Card List box.
2. **Click** the Pick List tab.
3. **Click** Find all items (ellipsis button).
4. Type item in the Search For field and click Find Now.
5. **Double-click** item to add it to the preference card pick list.
6. Repeat steps within the Find All Items window to add additional items to the preference card pick list.
7. **Click** the Save icon when all items have been added.

To remove pick list items:

1. **Click** the Pick List tab.
2. **Right-click** the inventory item you want to remove from the Pick List and select Delete.
3. **Click** the Save icon.

Associating Segments With a Preference Card

1. **Open** the Preference Card Maintenance application.
2. Search for preference card.
3. **Click** the Segment tab.
4. Select segments from the right side of the window and **click** the arrow.
5. **Click** Save.

Building Documentation Defaults

1. **Open** the Preference Card Maintenance application.
2. Search for preference card.
3. **Click** the Segment tab.
4. Select the Patient Positioning segment from the right side of the window and **click** the arrow.
5. **Double-click** Patient positioning displayed in the selected box under the associated preference card.
6. The SN-Patient Positioning window displays.
7. Enter "default description" as the default name.
8. Enter the default information for the patient's position.
9. **Click** Add.
10. **Click** OK.
11. **Click** Save.

Enter Preference Card Comments

1. With the preference card open, **click** the Comments tab.
2. Select Preference Card Comments.
3. Enter comment and save work.
Note: These comments will print on the pick list for this preference card.
4. Select Surgeon Comments.
5. Enter comment and save work.
Note: These comments will print on the pick list for all the surgeon's cases.

Locating Existing Preference Card for Copying

1. **Open** Preference Card Maintenance.
2. Select MAMC Main OR or NHB Surgery.
3. Select the appropriate document type.
4. Select appropriate procedure.
5. Locate all the procedure preference cards associated with the selected area by clicking Find. NOTE: If the (MORE) button becomes active be sure and click (MORE) to make sure you get All of the preference cards. You can select the “procedure” heading to sort alphabetically.

Note: Leaving the Procedure, Provider, or Specialty field blank when conducting a Find brings up all available preference cards according to what search criteria were set.

6. Select the correct surgeon’s preference card.

Copying Preference Cards Using Copy Wizard

1. Locate the existing preference card for copying.
2. **Click** the Copy To toolbar icon.
3. **Click** Next to copy all components of the preference card.
4. Enter the procedure.
5. Enter the correct surgeon as the provider.
6. Specify the specialty.
7. **Click** Find to see if this card already exists.
8. If the card does not exist, **click** Create.
9. Select the preference card you want to copy to and **click** Next.
10. Review copy options and **click** Next.
11. Review the details of the new card and **click** Finish.
12. Close the copy wizard.

Verify Information Copied to New Preference Card

1. Enter the search criteria for the new card.
2. **Click** Find to locate the new card.
3. Select the card.
4. **Click** the Segments tab.
5. **Double-click** a segment with defaults built (starred).
6. **Click** OK.
7. Save changes.
8. Close the application.

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