CARE4 MODULE NAME: PCS/SUR
## New Birthing Unit Processes

Overview

This document provides instructions on how to document the application of cautery for C-Sections, closure of an OR case using the SUR Module, as well as the process for activation of the Medical Directive Newborn in the PCS Module.

How to document application of cautery in the SUR module.

- Open your patient's chart and on the right-hand margin select **Intraoperative**
- The worklist will default, click the **Intraoperative** button

- Scroll down on the OR record until you find Equipment and click the carrot.


- From the pop-up list find the Cautery Unit that you are using and click in the box and click OK. The Cautery Unit will be populated on the screen, note a page icon next to it.
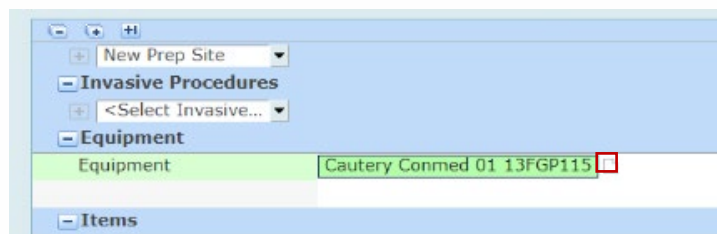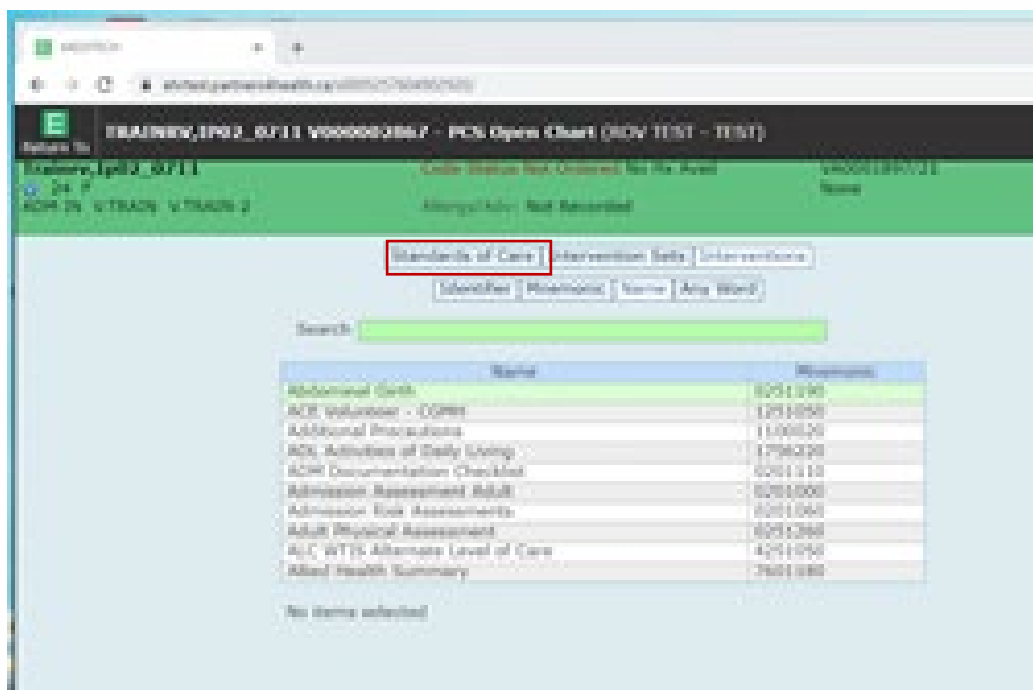

- You must click this icon and document on the leg pad that you have applied and click OK.

Adding Standards of Care to your worklist (SOC PACU and SOC PACU Obstetrical).

- From the worklist, click **Add** from the footer.
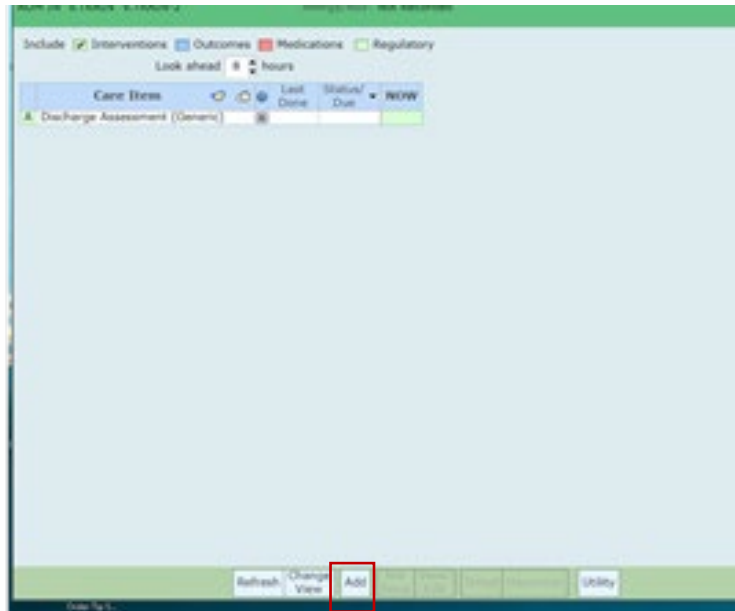
- Click on Standards of Care, click next from the footer until you find **SOC PACU** and **SOC PACU Obstetrical** in the list.

- Click on **SOC PACU** and **SOC PACU Obstetrical** and both will populate a box with a checkmark below. Click **Save**. You will return to the work list and the interventions will be added.

Closing the OR Case.

- On the Main Menu screen, select Surgical Services and **Biller Desktop**

- Enter the timeframe for the surgical case(s) you want to close in the **From Date** and **Thru Date.** On left-hand column, choose **Selected** and select **Birthing Unit** to only see cases from that surgical area. Then select **Compile** at the bottom of the screen to show selected cases

- Place a checkmark beside the case(s) you need to close and on the right-hand column, select **Close Case**.

- Certain documentation requirements during the intraoperative and Phase I (PACU) phases need to be completed prior to closing a case. If any of those requirements are unmet, they will be listed in the corresponding phase of care and you will be unable to close the case.
- Once all requirements are met, you will be able to close the case. Select **Save** on the bottom of the screen to close the case.