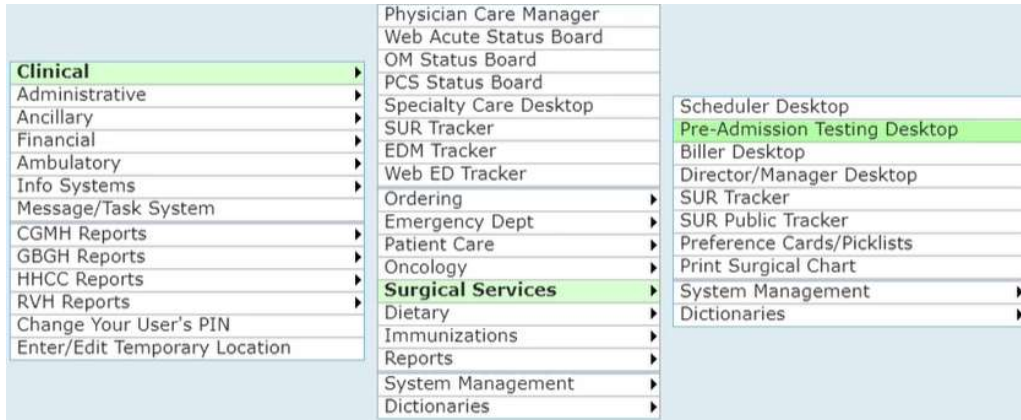


## Accessing Pre-Admission Testing Desktop

- To access the Pre-Admission Testing Desktop, the pathway from the Main Menu is:  
**Clinical – Surgical Services – Pre-Admission Testing Desktop**



- Select **Appts** below the calendar to ensure you are seeing Pre-op Clinic In-person appointments. The Calls tab is for OR Booking Office to screen patients. The calendar (1) allows you to select a day to view that day's scheduled PAC appointments and information regarding the patient's scheduled surgery on the status board below (2).

The screenshot shows the Pre-Admission Testing Desktop interface. At the top, there is a calendar navigation bar with tabs for Sun 15/08, Mon 16/08, Tue 17/08, Wed 18/08, Thu 19/08, Fri 20/08, and Sat 21/08. Below the calendar, there are tabs for 'Calls' and 'Appts', with 'Appts' selected and highlighted in a red box. Below the tabs, there is a link for 'All Appointments'. Below this, the title 'Pre-Admission Appointments for Monday 16 August 2021' is displayed. A table of appointments is shown below, with columns for Reg Status, Appointment, Acct # SUR Case #, Name Age/Sex, Surveillance, Preferred Sx Date/Time, ANA Consult, Surgeon Procedure Date/Time, Call Status, Orders/Hold Q, Labs, and Patient Updates. The table contains four rows of appointment data.

Reg Status	Appointment	Acct # SUR Case #	Name Age/Sex	Surveillance	Preferred Sx Date/Time	ANA Consult	Surgeon Procedure Date/Time	Call Status	Orders/Hold Q	Labs	Patient Updates
PRE CLI	Pre-Op Clinic RN	WC0000346/...	OFFICESTAFF,ELEVEN 31 F								
PRE CLI	Pre-Op Clinic RN ANA	VC0001401/... 3130	Sur,Ten 96 M				Vennettilli,Marco Cl... Arthroplasty rev/tot... 16/08/2021 09:05	Completed	Yes		
PRE CLI	Pre-Op Clinic Day Care	WC0001402/... 3129	OFFICESTAFF,SURFOUR 22 F				Westman,Gregory John Extraction wisdom te... 06/09/2021 08:10	Pending			
PRE CLI	Pre-Op Clinic RN	WC0000353/...	officestaff,two 31 F								

The **Orders/Hold Q** column will show pre-op tests and day of surgery tests or medications. These orders will be placed in the Hold Queue (Hold Q) the day before clinic visit. You will only need to activate the orders that need to be done in the pre-admission clinic.

**Patient Updates** column is for communication. IE: patient with Pharmacy, patient in lab, Patient gone for ECG (this is activated by clicking on the area).

# Open Chart

## Summary Tab

1. Open the patient's pre-admission visit from the status board by either selecting the first column on the status board (folder icon) or selecting the patient to highlight in green and select Open Chart from the right-hand column.
2. Once in the chart, select **Summary** from the right-hand column.

The screenshot displays the 'SUR, Marianne MA0000611/21 - SUR Open Chart (ROV TEST - TEST)' interface. The patient's name and ID are at the top. Below the patient information, there are several sections: 'Special Indicator', 'Active Problem', 'Resolved/Inactive/Ruled-Out (R/I/R) Problem', 'Patient History' (with sub-sections for Medical, Surgical, Family, and Social), 'Allergy/AdvReac', 'Active Medication', 'Home Medication', and 'Implantable Devices'. Each section has an 'EDIT' button. The right-hand navigation menu includes 'PAT Desktop', 'Select Visits', 'Summary' (highlighted), 'Pat Messages', 'Clinical Panels', 'Vital Signs', 'I & O', 'Medications', 'Laboratory', 'Microbiology', 'Blood Bank', 'Reports', 'Patient Care', 'Refresh EMR', 'Clinical Data', 'Plan Of Care', 'Worklist', 'Write Note', 'Orders', and 'Amb Orders'.

3. Based on available patient information and hospital/organizational policies, complete or update notable areas such as Special Indicators, Patient History (Medical, Surgical, Family, or Social), Allergies/Adverse Reactions, Home Medications, and Implantable Devices.

Any of these areas can be accessed through the **EDIT** button beside the corresponding section. Each section in the Patient History will also have a **Reviewed** button if the history data listed is correct and verified with the patient.

## Plan of Care

1. To add the appropriate Pre-Admission assessments to the worklist, select **Plan of Care** from the right-hand column, then select **ADD** button on the footer of the screen.
2. Select **Standards of Care**, select **Any Word**, and begin searching **Admission**. Results includes:
  - SOC Pre Admission Clinical – Adult
  - SOC Pre Admission Clinic – Paediatrics
  - SOC Virtual Pre Admission Clinic - Adult

Previous Accts Care Plans Critical Paths Problems Standards of Care Intervention Sets Interventions

Identifier Mnemonic Name Any Word

Search admission

Word	Mnemonic	Name
Admission	SOC.PACA	SOC Pre Admission Clinic - Adult
Admission	SOC.PACBU	SOC Pre Admission Clinic OBS
Admission	SOC.PACP	SOC Pre Admission Clinic - Paediatrics
Admission	SOC.PACUV	SOC Virtual Pre Admission Clinic - Adult

1 Selected Items

Description	Mnemonic	Start Dt/Tm	Type
<input checked="" type="checkbox"/> SOC Pre Admission Clinic - Adult	SOC.PACA	12/08/2021 13:10	SoC

3. Select the name of the correct Standard of Care to add, which should show as 1 selected item. The select **Save** on the bottom right to add the selected Standard of Care.

## Worklist

1. Once the appropriate PAC Standard of Care was added, select **Worklist** from the right-hand column to view the Worklist assessments.
2. From the Worklist, complete the required assessments by placing a checkmark in the **NOW** column. Note: by placing checkmarks in Now column for multiple assessments (seen below), you can document multiple assessments on one screen. Select **Document** on the bottom footer to complete the assessment documentation that have checkmarks.

Include  Interventions  Outcomes  Medications

Look ahead 8 hours

Care Item	Last Done	Status/Due	Today 13:10	NOW
A Falls Risk Assessment	ONADM	-12m	⌚	✓
A Height and Weight	ONADM	-12m	⌚	✓
A Infection Prevention & Control Screening	ONADM	-12m	⌚	✓
A Pre Anesthetic Interview/Instructions	ONADM	-12m	⌚	✓
A Vital Signs	ONADM	-12m	⌚	✓
A Malignant Hyperthermia	PRN			
A Smoking Cessation Assessment Screening	PRN			

Refresh Change View Not Done View/Edit Detail Document

## Write Note

1. If you need to write a note regarding the PAT visit, from the right-hand column, select **Write Note**. Choose Nursing as a note type and you can begin writing the details of your note.

## Accessing PAC and Reviewing Hold Queue Orders

- To activate PAC orders and review day of surgery orders from the Hold Queue, return to the **PAT Desktop**. These orders need to be accessed from the **Hold Q** column on the status board to ensure the correct account is select. Please do not access orders from right hand column of the open chart, it will produce a different account.
- From the PAT Desktop, select Yes under the Orders/Hold Q orders column. If prompted, select the Hold Queue orders.

Sun 08/08	Mon 09/08	Tue 10/08	Wed 11/08	Thu 12/08	Fri 13/08	Sat 14/08
	Calls: 0 Appts: 2	Calls: 4 Appts: 2	Calls: 1 Appts: 1	Calls: 6 Appts: 0	Calls: 0 Appts: 1	

Calls Appts

**RVH Pre-op Screening**

Pre-Admission Calls for Wednesday 11 August 2021

Reg Status	Appointment	Acct # SUR Case #	Name Age/Sex	Surveillance	Preferred Sx Date/Time	ANA Consult	Surgeon Procedure Date/Time	Call Status	Orders/Hold Q	Labs	Patient Upd
REG SDC	Arthroplasty total knee BlkRmPre-op	VS0001005/... 3082	Willingdon, Trent 33 M				Vennetilli, Marco Cl... Arthroplasty total k... 11/08/2021 15:25	Pending	Yes		

- To Activate and enact on Pre-Admission Clinic orders, select + sign to expand the hold queue orders. Place a checkmark beside the Pre-op Clinic order hold queue event and then select **Activate** from the bottom right footer. This will activate the PAC orders.

Current Orders		Transfer Orders		Hold Queue		History	
<input type="checkbox"/>	<b>Hold Queue Events</b>	Category	Ordering Provider	Start	Stop		
<input type="checkbox"/>	+ Pre-Op Orders (Day of Surgery)-Surgeon				30/07/2021	i	
<input type="checkbox"/>	- Pre-Op Orders (Day of Surgery)-Anesthesia				30/07/2021	i	
<input type="checkbox"/>	+ Pre-Op Day of Surgery Meds						
<input checked="" type="checkbox"/>	- Pre-Op Clinic (PAC)				12/08/2021	i	
<input checked="" type="checkbox"/>	- Hold Queue Orders						
	Complete Blood Count Routine	Lab	Poulter, Ty, MD	Upon Activate			
	RAD Chest 2 vws Urgent	Radiology	Poulter, Ty, MD	Upon Activate			

- To review Hold Queue orders for the day of surgery, select the + sign beside the **Pre-op Orders (Day of Surgery)** to expand and show the hold queue orders for this patient.

Current Orders		Transfer Orders		Hold Queue		History	
<input type="checkbox"/>	<b>Hold Queue Events</b>	Category	Ordering Provider	Start	Stop		
<input checked="" type="checkbox"/>	+ Pre-Op Orders (Day of Surgery)-Surgeon				30/07/2021	i	
<input type="checkbox"/>	- Hold Queue Orders						
	POC Capillary Blood Glucose	Assessment	Castillo, James, MD	Upon Activate			
	NPO Diet (V)	Diet	Castillo, James, MD	Upon Activate			
	ECG 12 Lead Urgent	ECG	Castillo, James, MD	Upon Activate			
	Complete Blood Count Routine	Lab	Castillo, James, MD	Upon Activate			
	Type and Screen Routine	Lab	Castillo, James, MD	Upon Activate			
	Peripheral IV/ Saline Lock (Ins./Maint.)	Lines/Tube	Castillo, James, MD	Upon Activate			
	acetaminophen [Tylenol] 1,000 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	ampicillin 2 g IV ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	ceFAZolin [Ancef] 3 g IV ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	cefotaxime [Claforan] 2 g IV ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	dexamethasone [Decadron] 8 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	gabapentin [Neurontin] 300 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	LORazepam [Ativan] 1 mg SUBLINGUAL ONCE PRN	Med	Castillo, James, MD	Upon Activate	Upon Activate 23:59 max 1 dose		
	meloxicam [Mobicox] 7.5 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	sodium chloride 0.9 % [NaCl 0.9%] 1,000 ml IV CONTINUOUS	Med	Castillo, James, MD	Upon Activate			
	pantoprazole sodium [Pantoloc] 40 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			
	Antibiotic Stocking	Treatment	Castillo, James, MD	Upon Activate			
<input type="checkbox"/>	- Pre-Op Orders (Day of Surgery)-Anesthesia				30/07/2021	i	
<input type="checkbox"/>	- Pre-Op Day of Surgery Meds						
	HYDRomorphone [Hydromorph Contin] 6 mg PO ONCE ONE	Med	Castillo, James, MD	Upon Activate			



## Updating Patient Status

- To update the patient's status (In MI, lab, etc.) return to the **PAT Desktop** and insert an update under the **Patient Updates** column.

Sun 08/08	Mon 09/08	Tue 10/08	Wed 11/08	Thu 12/08	Fri 13/08	Sat 14/08
	Calls: 0 Appts: 2	Calls: 4 Appts: 2	Calls: 1 Appts: 1	Calls: 6 Appts: 0	Calls: 0 Appts: 1	

[All Appointments](#)

**Pre-Admission Appointments for Wednesday 11 August 2021**

Reg Status	Appointment	Acct # SUR Case #	Name Age/Sex	Surveillance	Preferred Sx Date/Time	ANA Consult	Surgeon Procedure Date/Time	Call Status	Orders/Hold Q	Labs	Patient Updates
REG CLI	Pre-Op Clinic In Person	MC0000432/... 3050	SUR, NINTY ONE 45 M				Collings, Darryl Edwa... Insertion IM nail hi... 12/08/2021 08:15				In MI