



Creating a Chart (Cases After Hours) – SUR

The Create Chart function from SUR Tracker enables OR nurses to create a chart for emergency surgical cases outside of OR Booking hours.

Instructions:

1. From within the SUR Tracker, select “Create Chart” (right hand side).
2. You can search a patient by name (last,first),account number, medical record number, or health care number.
3. A list of accounts will display from your search. There may potentially be multiple accounts that populate.

Note: Ensure you select the right account (patient visit).

4. If the patient has already been admitted by registration you will see under the account “Type” column ADM IN. You can also verify with the date that it is the correct visit. Date will show when the patient was admitted.

	Name	Birthdate	Account Num	Type	Date	Location	Med Rec Num
i	P.I.,Magnum	01/12/1983	GN0000283/22	ADM IN	28/04/2022	WGH2300	M000001980

5. For a patient in the ED that has not yet been admitted, you can select their ED account. The Type column will show REG ER. Verify that it is the correct date. When Registration admits the patient, the chart you have created will automatically switch to the admitted account.

	Name	Birthdate	Account Num	Type	Date	Location	Med Rec Num
i	Caesar,Julius	05/07/1964	GT0000672/22	REG ER	01/11/2022	WGHED	M000000502

Note: Do NOT select an account Type that starts with DEP or DIS. These are previous visits that are no longer active.

6. If the patient has a scheduled surgery, but has come in to have the surgery early, you may see an account type PRE SDC or PRE IN. Registration may not be aware of these accounts, so don't select these unless verified by Registration. It is better to wait for Registration to admit an account as they may use a whole new account. Use the account they admit.

Note: Do NOT select the account on top. It may or may not be the correct account. Look to the Type and Date to ensure you have the right account. Call Registration and ask for the account number if clarification is needed.

7. Once the patient is selected, fill in the other information as required (Surgeon, Procedure, etc.) Then Save.

If a gap is identified

Additional tip sheets and training guides can be requested from the 1Health team. Any on-site created tip sheets are to be submitted to 1Health for review and approval. Once approval process is complete the requesting user will be notified, and sheet will be posted on the 1Health Yukon website and linked to MEDITECH for end-user accessibility.