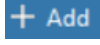## ANESTHESIOLOGISTS

Accessing Pre-anesthesia Evaluation

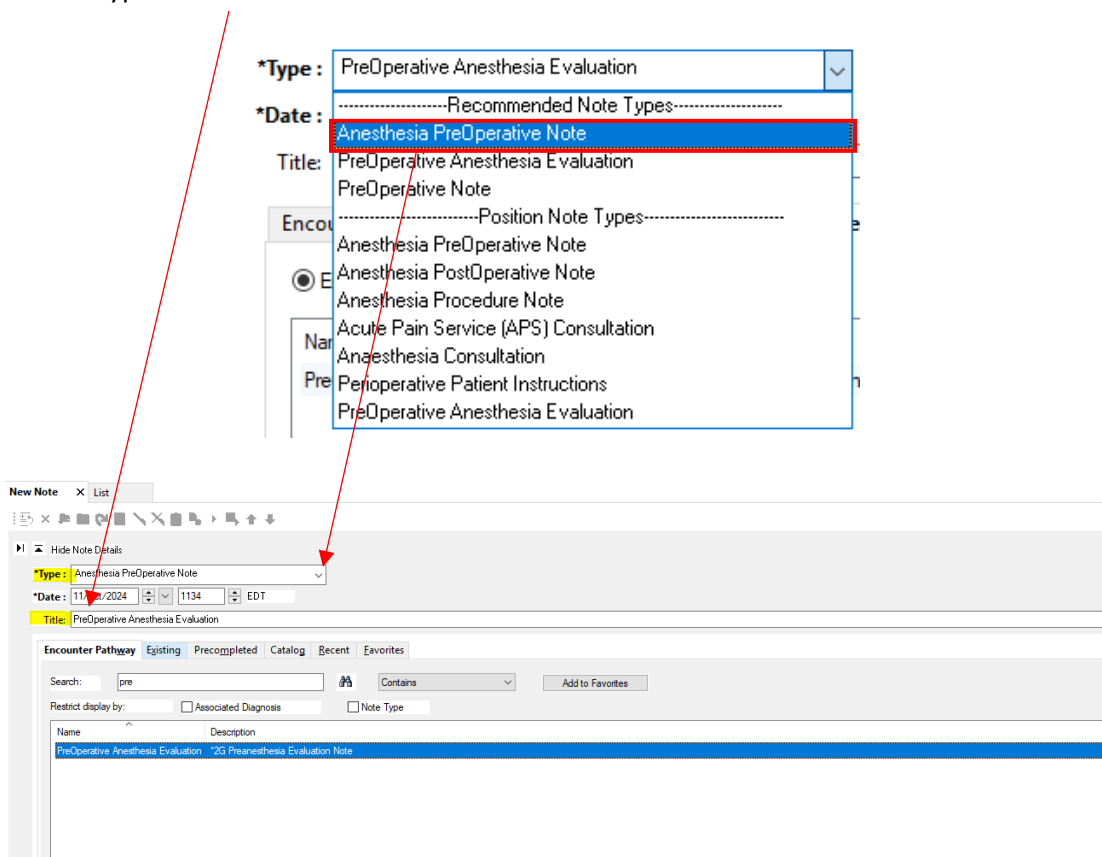1. Access patient's chart by double-clicking on [▶] located in the far-left section of patient rows.
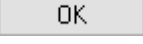
2. Navigate to Table of Contents (Blue Menu) and select [+ Add] next to Documentation.
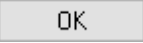
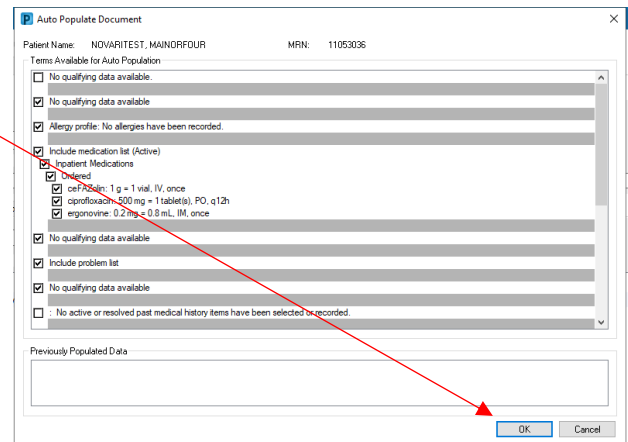3. In the Encounter pathway tab, search "pre" to populate the Preoperative Anesthesia Evaluation note in the Type and Title.
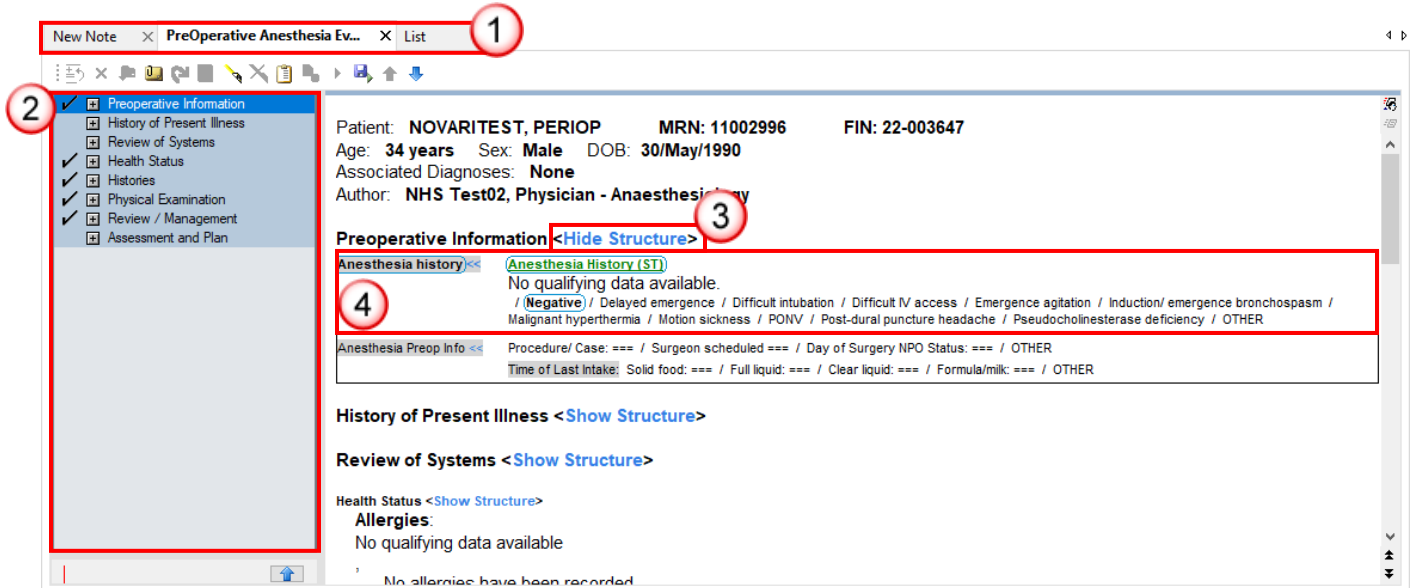

4. Select [OK] to open the Preop Anesthesia Evaluation.

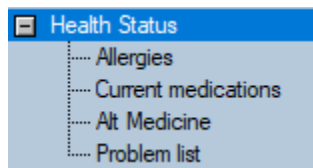5. Select [OK] within the Auto Populate Document dialogue box to start documenting.

Documenting Pre-anesthesia Evaluation

1. Tabs allow you to quickly switch between notes.
2. An overview of the note's sections, click ⊞ to review subsections

- The following symbol indicates the completion of a section: ✔

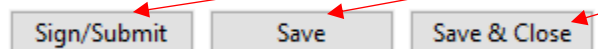3. <Show Structure> allows you to expand a section to review the details or add additional information as shown in the example above.
4. Edit the structures
   - Utilize ⧁ to see further choice of terms
   - Double-click on the sentences (e.g. No qualifying data available.) to open free-text box and edit them.

Signing/Saving Pre-anesthesia Evaluation

1. Use either of these buttons in the bottom-right corner to Sign and Submit, Save, or Save and Close the note: