


EPIC Training

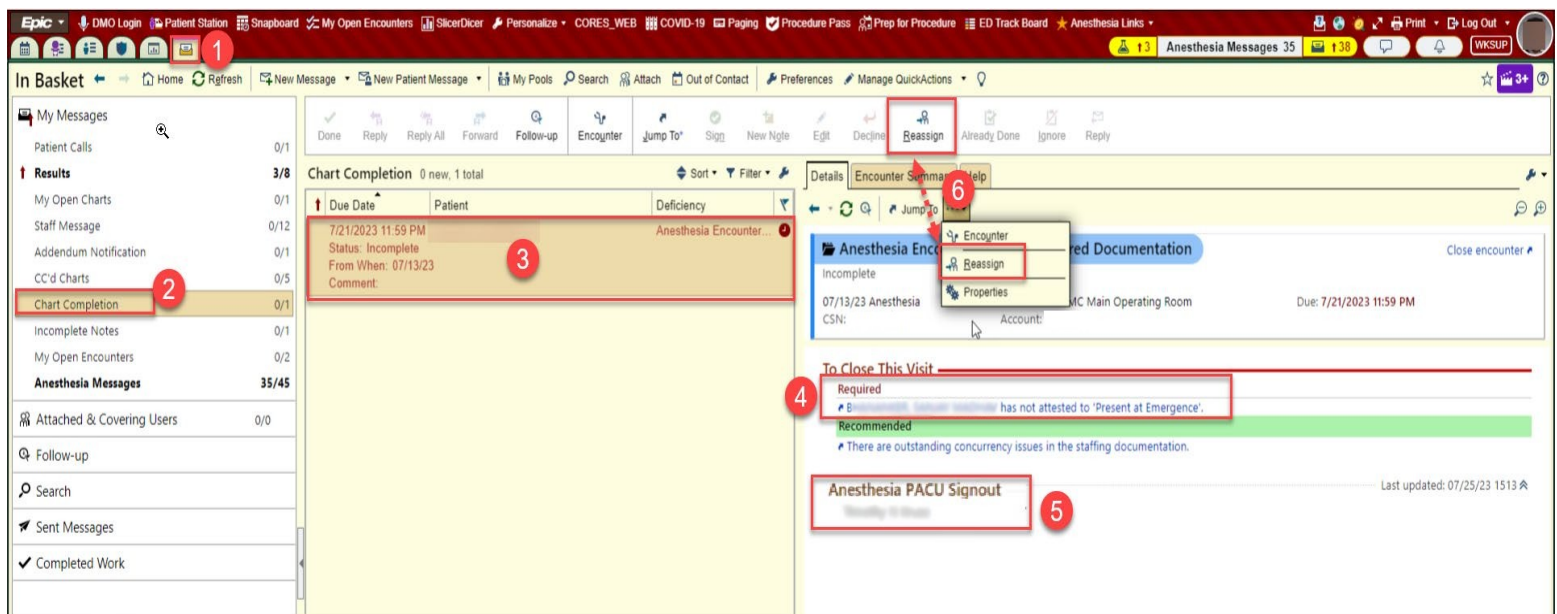
Reassigning Anesthesia Case Deficiencies from InBasket

Application | Anesthesia

This tipsheet outlines the steps to reassign Anesthesia case deficiencies to other Providers within InBasket.

Step Actions:

1. Click InBasket  button on the global toolbar.
2. Select **Chart Completion** from the list of message types (on the left).
3. **"Single-click"** on your case. (Note: Double-clicking will open the record).
4. Review required and recommended items to determine what is still needed.



5. ***NEW*** - If another provider signed your patient out of PACU it is noted in the Anesthesia PACU Signout section.
 - a. The listed provider will also receive an In-Basket request to fill out a post-op note if there is not one already written.
 - b. Reassign the case to the listed provider if you are unable to write a post-Anesthesia evaluation.
6. Click the **Reassign** button on the toolbar above your patient list. This option is also available using the three dots.
7. A new window displays allowing you to select a new provider and write a brief note.







Reassign

7

Provider

Provider, Edward

Comment





«Insert SmartText»

Hi Ed,

The pre-eval attestation in this patient needs to be done to finalize the visit. Thanks

Sanjay|

 Accept

 Cancel