Medic*plus*
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PROCEDURES

How to enter procedure notes on medicplus

Every ordered procedure has a unique 'Procedure ID' which can be used to view and enter procedure notes e.g RQ16/06/0005.

To access an ordered procedure, simply go to the *'Procedures'* tab and select the 'Procedure ID' of the required procedure.

There are several components used to capture details of a procedure and they include:

1. Notes/findings
2. Resources
3. Materials
4. Nursing services
5. Medical Report
6. Regimen
7. Pre-procedure List
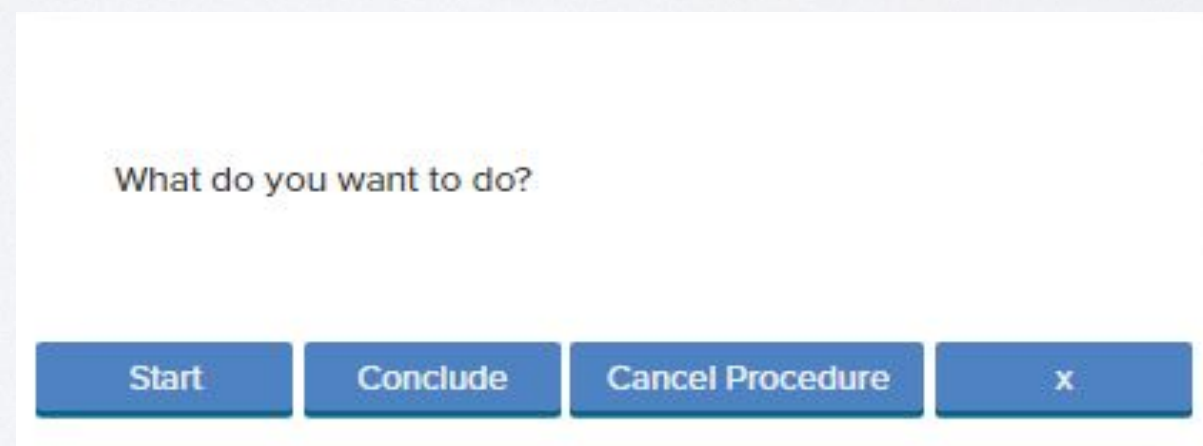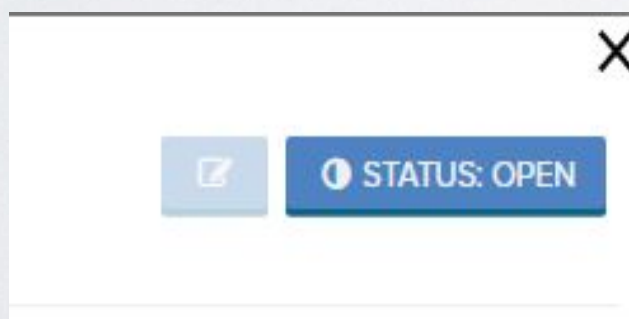
Procedure Status

Procedure Status: This feature is used to update the status of the procedure. There are three options available as the procedure status: Open, Start, Conclude, and Cancel procedure.

- **Open:** When a procedure is ordered, the status of the procedure is 'open' by default.
- **Start:** This is used to indicate that the procedure has begun
- **Conclude:** This feature indicates that procedure is completed and all notes have been captured.
- **Cancel procedure**: This is used to cancel the procedure

How to update a procedure status:

1. Go to the procedure tab

2. Select the procedure request ID to view procedure details

3. Click on the feature 'STATUS:OPEN'

4. Select a status e.g 'Start' (to begin the procedure), 'Conclude' (to indicate completion), 'Cancel Procedure' (to cancel the procedure), and 'X' (to close the current display page).

When a procedure is completed and all notes updated, simply update the procedure status to 'conclude' to indicate so.

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How to enter procedure notes:

- Go to notes/findings, then click '**add a note**'
- Select your specialty e.g surgeon
- Select a template, if available or as required (optional)
- Select the note type (pre-procedure, post-procedure, findings)
- Enter notes in the space provided
- Save note

Creating a new procedure template: Procedure templates are preloaded templates that can be built and saved on Medicplus for easy retrieval during documentation to ease the documentation process.

How to create a new template:

- Open a procedure note
- There is a link above the 'template' field with the option 'add to list'. Select this feature.
- Enter template content and use the formatting tools to format template (if necessary), then save.

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Pre-procedure list: The pre-procedure checklist can be used to populate several pre-procedure checklists. Several checklists can be preloaded and checked before a procedure.

How to create a pre-procedure checklist:
- Go to the required procedure by selecting the procedure 'Request ID', then select '**pre-procedure list**'
- On the top right of the template field, select 'add to list'
- Enter the required template (use formatting tools if necessary e.g bold, italics, underline, table, etc).
- Click 'add' to save. Follow these steps o create numerous checklists

How to use a pre-procedure checklist:
- Open the required procedure (select procedure Request ID)
- Open the 'Pre-procedure List', select 'add list item'
- Enter checklist details or select a template from the list of templates
- Click 'Add' to saveto the pre-procedure

Note: A further verification step or approval is done by ticking the boxes beside every pre-procedure list selected.

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Resources: This is used to add the names of participants of the procedure e.g surgeon, scrub nurse, etc.

Attachments: This feature is used to upload attachments for the procedure such as *consent forms*, photos, and videos.

Materials: Used to select/capture the different consumables used for the procedure and their quantities e.g surgicel.

Nursing services: This is used to add a nursing service charge (if required)

Medical report: This is used to write a medical report on a particular procedure. Preloaded templates can be used here as well.

Regimen: This is used to write a procedure prescription (e.g anaesthetic drugs).

Note: The status of the procedure has to read '**started**' before the above features become active for documentation.