Introduction:
When cases happen on an emergency basis, they will be still be registered by the Admitting Staff. The house supervisor or nurse will then schedule the case in order to begin documentation.

Scheduling an Emergency Case

Step 1
From within Surginet click the Surgical Case Manager icon.

NOTE: If the icon is not showing the dropdowns to show additional icons.

Step 2
Click the white paper icon to search for your patient. Search using the FIN if you have it. Otherwise complete as many fields as are known. Click Search.
**Step 3**

Complete the procedure details. Yellow fields are required the rest are optional.

*Always click the *Add On Case* checkbox so that the list will print.*

**Step 4**

Use the *Add* button to search for the correct procedure(s).
Step 5

To select a procedure:

- Begin to type the **procedure** into the Procedure dropdown to select the correct item
- When you tab to the next field, the other fields should auto-complete
- Click the checkbox next to Primary Procedure
- Select any appropriate procedure modifiers
- Click **OK**
- Repeat as needed for any additional procedures

Step 6

Once all the procedures have been added, click **Apply** then **Ok**. Close the *Surgical Case Manager* window by clicking the red X.
Modifying Procedures

You can modify a procedure, if it was scheduled through *Surgical Case Manager*, without having to cancel an reschedule.

**NOTE:** To modify, a case needs to have been scheduled through *Surgical Case Manager* and not be checked in.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Click on the <strong>Open Case</strong> folder from <em>Surgical Case Manager</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
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</table>

<table>
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<tr>
<th>Step 2</th>
<th>Select the case you want to modify from the <em>Select Case</em> window. Click <strong>Ok</strong>.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><img src="image2.png" alt="Image" /></td>
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</tbody>
</table>
Steps 3-5

Case information will populate into *Surgical Case Manager*. Select the procedure you need to modify. **Click Modify.** Make the necessary modifications from the *Surgical Procedure* window. **Click Ok**, then **Apply.**
Cancelling Procedures

**NOTE**: You can cancel a procedure *ONLY* if it was scheduled through Surgical Case Manager.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Click on the <strong>Cancel Case</strong> blue circle from <strong>Surgical Case Manager</strong>.</th>
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<th>Step 2</th>
<th>On the <strong>Cancel Case</strong> window, fill in the requested information. Click <strong>Ok</strong>.</th>
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