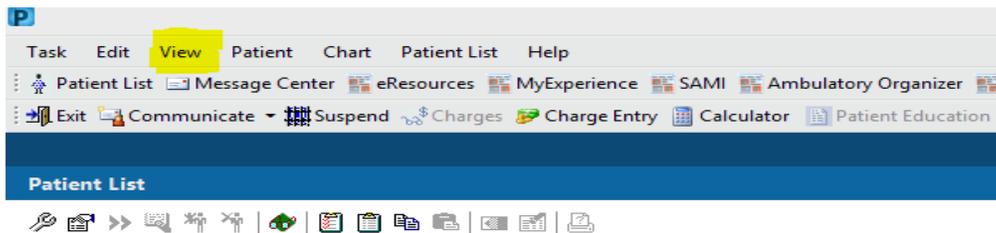


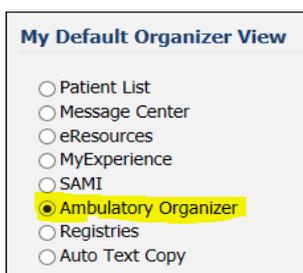
## Surgical Procedure Orders and PowerPlans Workflow for Affiliated Users

The following is recommended and only needs to be done one time for the changes to be saved for future use:

Click on the **View** button at the top of the screen

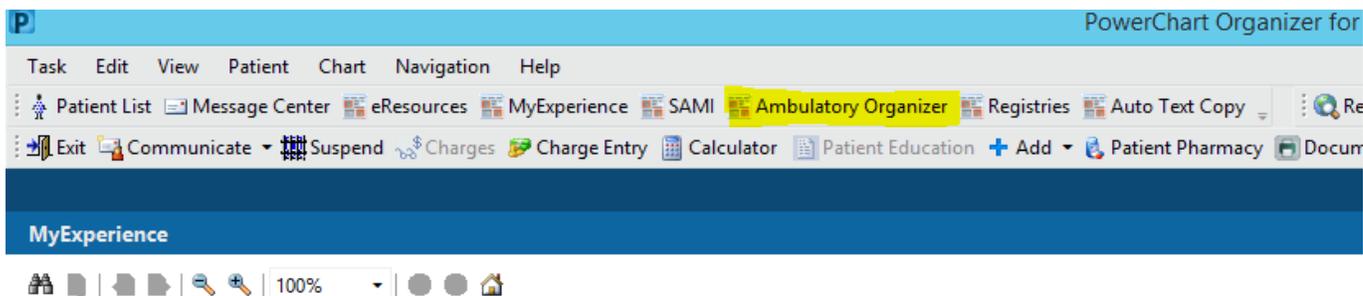


Select “My Experience” from the drop-down menu, and then select “Ambulatory Organizer” to be your default Organizer View.

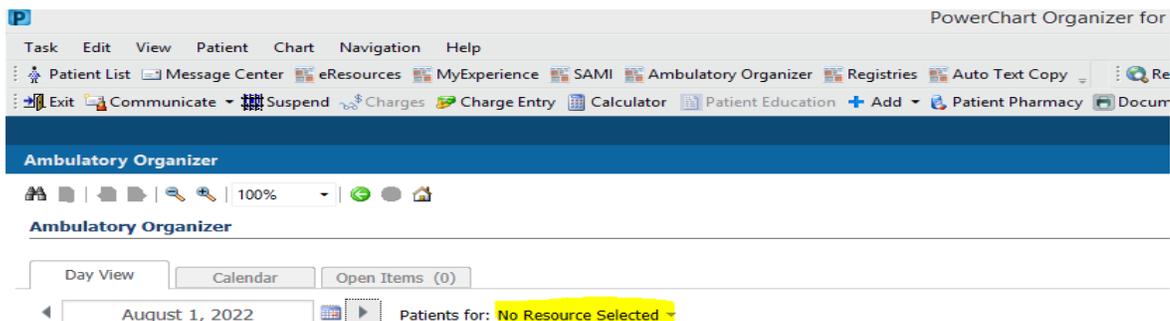


And click on the **Save** button on the bottom right hand corner of the screen to save it.

Now click on the “**Ambulatory Organizer**” component near the top of your screen:



The top of your screen should now look like this:



Click on the words “**No Resource Selected**” and enter the Last Name of the Provider(s) you work with (one at a time if you work with more than one). Click the box next to their name and click on the **Apply** button to apply.

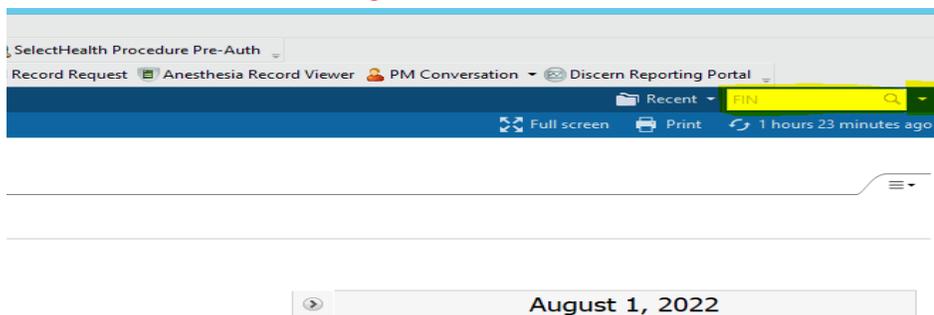
You should be set up now to view the surgery schedule of your provider(s) simply by changing the calendar date to reflect the date of past and/or future surgeries performed by your provider(s), assuming they've been entered into Powerchart already, and Ambulatory Organizer should now be your default screen each time you log back in.

### Entering Surgery Orders into iCentra/Powerchart:

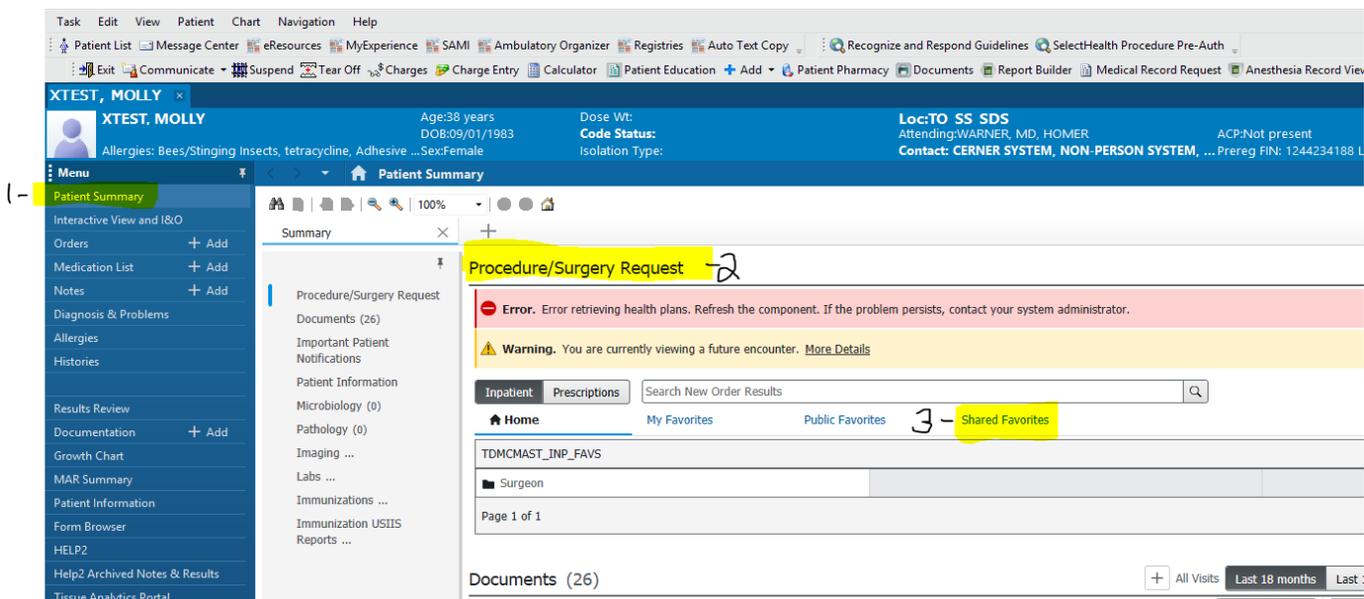
Each patient being scheduled for surgery needs to have their own unique Surgery FIN (Prereg or Preadmit). Prereg are typically used for outpatient surgeries, and Preadmit are typically used when patients will be admitted into a bed within the hospital following surgery.

To obtain a FIN (Financial Identification Number = encounter number) for your patient, call the Intermountain Pre-Registration Hotline at **(801) 906-7440**. You will need to provide some patient information like phone number, name, DOB, CPT Code, Attending Physician, and Intermountain facility where the surgery will be performed.

Once you have a FIN number, you will be able to open the patient's chart by entering the FIN number into the Search box located in the upper right corner of your screen. **You may need to click on the small drop-down arrow on the right side of the search box to change the search from "Name" to "FIN"**.



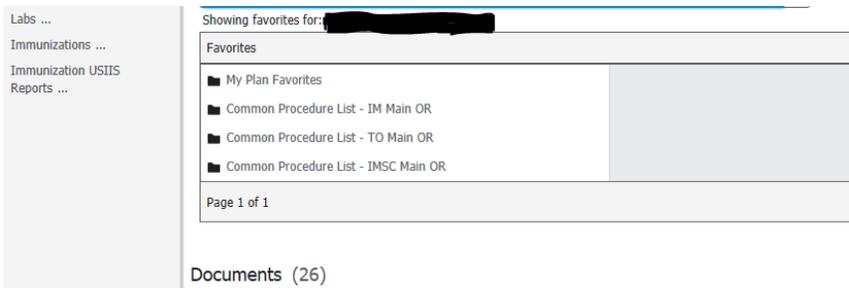
Once the FIN number has been entered, press "Enter" on your keyboard. You will now be taken into the patient's chart.



Along the **Blue Banner Bar** toward the top of your screen you should see patient information. Please confirm this information is all accurate.

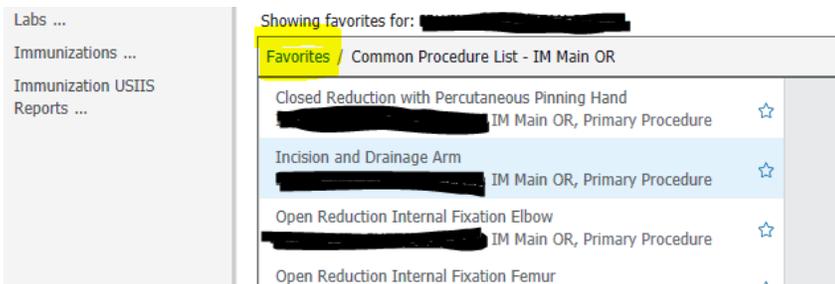
Please confirm you are in the **1 - Patient Summary**, and working in the **2 - Procedure/Surgery Request** section. After you click on the **3 - Shared Favorites** link, a "Provider Last Name, First Name" search box will appear immediately below. Enter the Last Name and First Name of the surgeon performing the surgery in this search box.

You should now see folders show up below the providers name. One will be a **“My Plan Favorites”** folder, and you should also see at least one **“Common Procedure List - ?? Main OR”** folder. (?? = Intermountain Surgical Location) IM=IMC Main, IMSC=IMC Surgical Center, PC=Primary Children’s AV=Alta View, LD=LDS, AS=Avenues, TO=TOSH, LG=Logan, LH=Layton, MK=McKay, SG=St. George, CC=Cedar City, PK=Park City, HV=Heber Valley, RV=Riverton. Click to open the appropriate **“Common Procedure List”** folder for the surgical location you need. **Select the desired procedure order from within that folder.**



When the “Ordering Physician” window pops up, enter your providers last name, first name. The procedure order will be sent directly to the OR scheduling office so they can block time on the OR schedule for the patient. Your provider will still need to co-sign the procedure order, which will be in your providers Inbox in their Message Center within iCentra.

Close the Common Procedure List folder by clicking on the word **“Favorites”**, which will be **blue** and directly under your provider’s name.

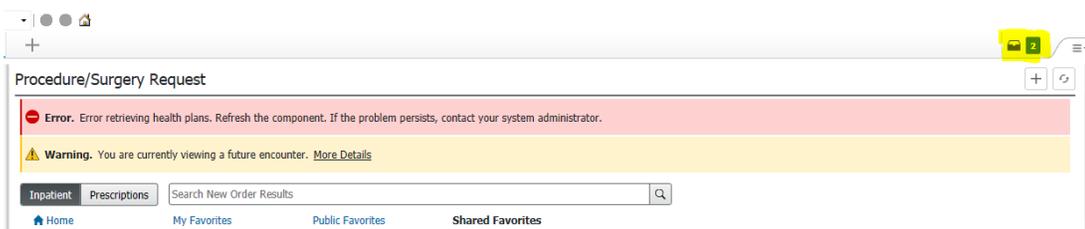


Now click to open the **“My Plan Favorites”** folder and select the appropriate surgical PowerPlan order (aka: pre-op order set). If you’re unsure, please ask your provider(s), as they should be able to tell you which PowerPlan they want you to select.

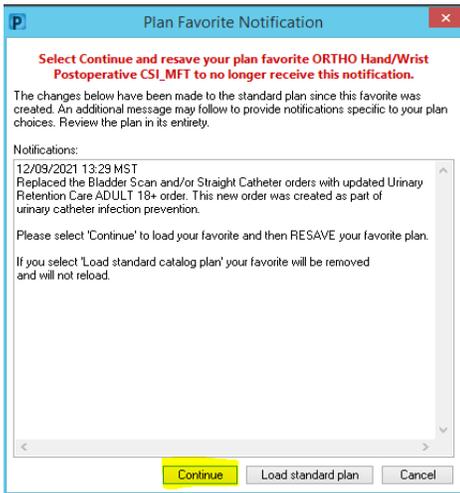
In general, patients having Outpatient/Same Day Surgery, please select a PowerPlan with the word(s) **“Same-Day”**, **“SDS”**, and/or **“Phased”** in the title.

In general, patients who will be admitted or will have a 23-hour stay, please select a PowerPlan with the word(s) **“Periop”**, **“Hospital”**, and/or **“Phased”** in the title (these Powerplans have the Patient Status Order (PSO) built into them).

You should now have **2** items in your little **green** orders box (aka the shopping cart) located toward the upper righthand corner of your screen (1 Procedure order and 1 PowerPlan order).

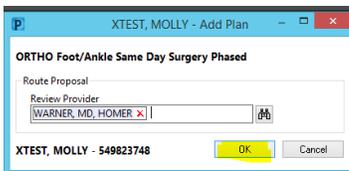


Click on the **green** orders box and confirm the orders you selected are there and correct, then click the **“Modify Details”** button. If you see a **“Plan Favorite Notification”** pop-up box appear, make sure to select the **“Continue”** button at the bottom. You should let your provider know that they need to go into iCentra and update their PowerPlan and re-save it, so their PowerPlan is as up to date as possible. Once they’ve re-saved their PowerPlan, this pop-up notification will go away.

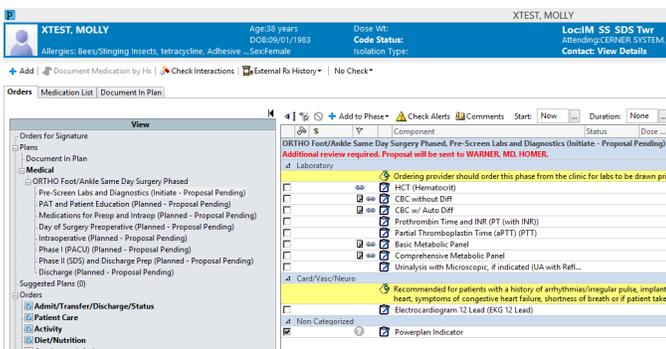


When the **“Ordering Physician”** window pops up, enter your providers name so the PowerPlan (order set) order will be sent directly to your provider, who will need to sign the order, preferably at least 48 hours before the surgery date. This order will be in your providers Inbox in their Message Center within iCentra.

One final pop-up box will appear just confirming the patient and the PowerPlan being routed to your provider. Click **“Ok”**.

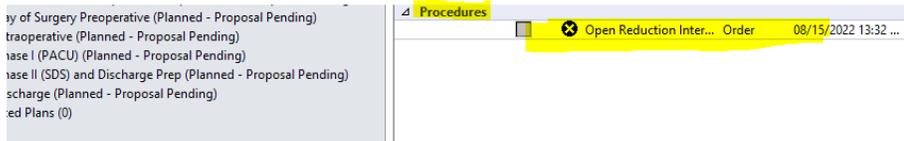


The next screen should be colorful, often with **red, yellow, blue,** and **gray**. This is all of the sub-sections and orders contained within the PowerPlan.



It is best practice to leave the PowerPlan exactly as your provider saved it and not add or delete any orders. Simply click the **“Orders for Signature”** button in the lower right corner of the screen.

Next, the procedure order, which you selected earlier, will now be viewable in the main part of your screen.



Click on the Procedure Order, the **blue** circle with the white X or the button (  ). This will open the order details form.

Each of the fields highlighted in yellow on your screen are required to be filled in before you can sign. The two fields (**Authorization Number** and **Order Comment(s)**) are optional, but often used to enter additional and pertinent details about the procedure, *like Lens Power for Cataract Surgeries, special requests for equipment being needed, or to alert the OR folks that a vendor might be bringing extra equipment and/or supplies.*

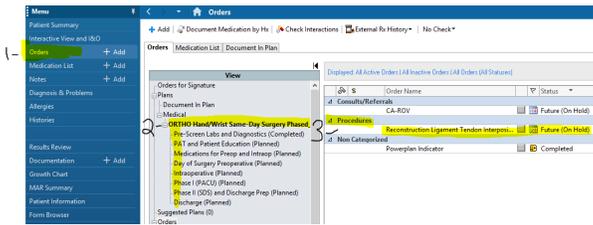
When completing the “Surgical Procedure Code (CPT code)” field, enter the CPT code and press “Enter” on your keyboard. This will open up a separate pop-up box where you will be able to select the appropriate item and click the “**OK**” button. If multiple CPT codes need to be entered, enter each separately and individually, following the same steps.

Complete the Procedure Order form, **including** adding any diagnosis under the **Diagnoses** tab.

Click in the search box and enter your diagnosis code. Then click on the appropriate diagnosis and press “Enter” on your keyboard. If multiple Diagnosis codes need to be entered, enter each separately and individually, following the same steps.

Once ALL required fields in both the “Details” tab and the “Diagnosis” tab are completed, click “**Sign**” in the lower right corner of the screen. You should now be done and be taken back to the original screen within the patient’s chart.

To check on the orders you just sent/proposed, choose the Orders (**1 – Orders**) section in the **Blue Menu** on the left side of your screen. You should see the PowerPlan (**2 – PowerPlan name**) listed in the View pane and the Procedure Order (**3 – Procedures**) listed in the main part of the screen.



Once the Hospital OR scheduler pulls the Procedure Order out of the queue on their end and puts the case on the OR schedule, you will be able to see it on your provider's OR schedule, viewable in the **Ambulatory Organizer**. You can find this in the tool bar at the top of your screen or in the dropdown menu under VIEW at the top of your screen. Add your provider as a resource in the Ambulatory Organizer to see his or her OR schedule, if you haven't already done so.