

## Anaesthetist: Pre Admission Clinic (PAC) Tracking Board – Set Events

### Quick reference guide

The *Set Events* function is used to communicate to other clinicians that the patient has been seen by the Anaesthetist in the Pre Admission Clinic (PAC).

### Perioperative Tracking

*Perioperative Tracking* boards are accessed from the *PowerChart* toolbar. They display patient lists dependent upon patient location and status, and can be filtered to refine search criteria. The *Pre Admission Clinic* tab displays the patients scheduled for PAC today.



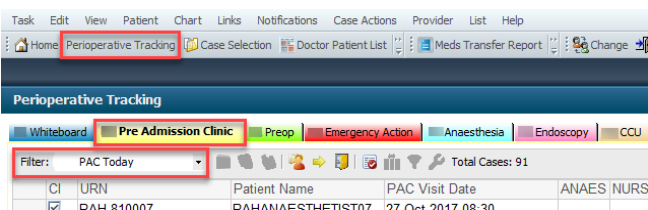
Orientation to the *Perioperative Tracking* toolbar

The *Open Patient Chart* icon allows you to open the selected patient chart

The *Set Events* icon allows you to communicate progress or status updates to other clinicians.

The *Properties* icon allows you to update the locations available within the filter menu

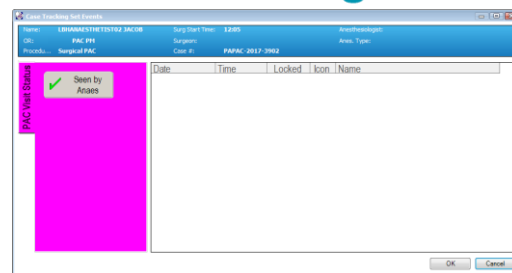
1. To access the list of patients scheduled for PAC, click the *Pre Admission Clinic* tab from the *Perioperative Tracking* board.



2. Ensure the filter is set to *PAC Today* (alter the drop down *Filter* if required)
3. Locate the patient and click to highlight their name
4. Click the *Set Events* icon in the *Pre Admission Clinic* tab toolbar

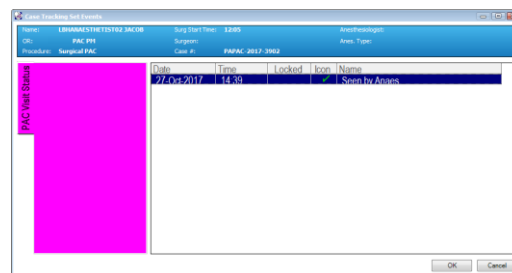
Filter: PAC Today

The *Case Tracking Set Events* window is displayed



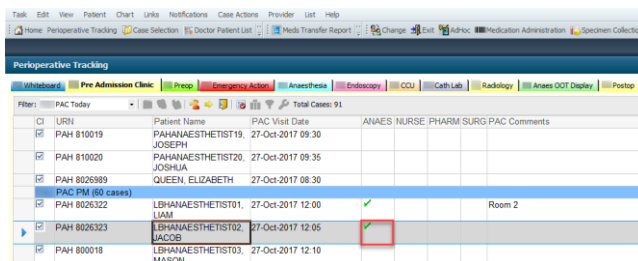
5. Click to select *Seen by Anaes* button

Note the current *Date* and *Time* has populated the appointment section of the pane.



6. Click *OK*

This action populates the *ANAES* column with a green tick to communicate you have/are seeing the patient.



7. Note that the *PAC Comments* column can be clicked into and a free text comment made as required. In the screenshot below the location of the patient has been recorded.

