

OptiFlex - OR POU: OR Work Flow

Updated 05.08.13

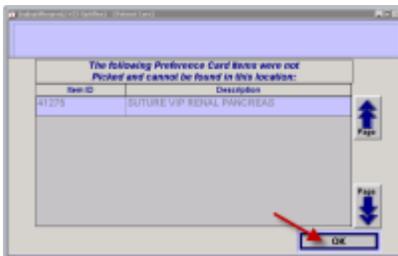


Optiflex

- Click on **OR POU Icon** - Scan OR location bar code (yellow sticker located on CWS monitor) or select “List of All OR Rooms by Site” to choose the appropriate OR.



- Scan **OR Case ID** (barcode) from top right of the OR Case Pick List **^^OR-POU Barcode^^**. Type in the seven-digit case number +OR***** as an alternate choice.
- The first screen may display items that are listed on the DPC but do not have a specific bin location. Simply click “**OK**” to move past this page, if applicable. If this screen does appear, user must click **OK** to generate the case ID to show on the CORE monitor.



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- By default, Optiflex SS opens to the **Supplies tab** at the top of the screen. This list reflects the items listed on your DPC card.



- Select “**SUPPL**” from the “Filter Supplies Tab” on the right hand side of the screen to filter out the Instruments from the view.
- Scan any “**Available**” items you are opening, and any **additional supplies** not on the OR Case List to be issued to the patient.
- As supplies are used and scanned throughout the case do one of the following:
 - For items listed on the Case Card **verify that the quantity used is correct**. These items appear in the top section of the screen in each tab. (Note: **AVL** means HOLD ITEM, **QTY** means items used).
 - For items not on the Case Card, **scan the manufacturer bar code** or OptiFlex shelf label to add the item to patient issues. These items will appear on the bottom section in each tab, the most recently scanned item showing at the top of the section.
 - If item does not appear in POU after rescanning then take package with barcode on it to the CORE and notify them the item is not on file in POU. The CORE will “cross reference” items as needed.

- To **Decrease** quantity, click the **Left** side of the item to be adjusted located in the Grp column.
- To **Increase** quantity, click the **Right** side of the item to be adjusted located in the Qty column.
- Click the Item in the Description column and a key pad appears to key multiple items. Be sure to “**Save Adjusted Quantity**”.

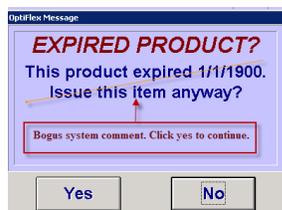
Credit Return Options

- Select the item from the description row to open the key pad prompt.

- Adjust the quantity and select the reason for the return. Choose from **Return, Defective, Expired, Recalled, Waste** and **Other**. Select **OK** when completed.

Tissue Implants

- Scan implants with barcodes in POU or type in the Item number.
- A pop-up box will appear that will read *Expired Product?* with a date of 1/1/1900. The date is a bogus system comment used as a reminder to prompt the nurse to check the expiration.
- Scan or type in the Lot or Serial number as applicable. At times the number may not match or read the bar code appropriately, simply click OK to continue. The data from this OR POU field is not used as part of the permanent record. ***The data entered in the VPIMS implant tab and Tissue Tracker must be accurate and is part of the patient medical record.***



Search for an Item Number

- This feature allows the user to locate a PMM item number without having to switch to a different application to find the item number.
- At times an item will not scan appropriately for a variety of reasons, so the user can use the new search field to find the item number and manually key in the number to add it to supply screen.

Search for:

- Model/Ref #
- Description
- Item #

9355

Go

Type model/catalog number here

6 Items found

Item #	Model/Ref #	Description
907	9355	HALF SHEET
86854	88935535	SCREW 5.5 X 35 MM 88935535
68072	935525	SCREW 5.5X25MM DANEK
88343	88935530	SCREW MAS 5.5MM ROD 5.5X30 TI
81574	88935540	SCREW SILO MULTI AXIAL 5.5 X 40 88935540
81575	88935545	SCREW SILO MULTI AXIAL 5.5 X 45 88935545

- Any **item** or **implant** can be added by simply typing the PMM number on the supply screen. Hit the enter key to populate the supply in the field and adjust the quantities as desired.

Grp	Item	Description	Qty
	ADDED ITEM (907)		

Search Feature Steps:

1. Decide if you want to search by the Model number or Description.
2. Click Model/Ref# or Description button.
3. Type the catalog number and or a short description for the appropriate button selected.
4. Click the Go button or hit the Enter key on the keyboard.
5. Use the item number that populates to manually enter it on the Added Items line in OR POU. Adjust quantity as needed.

Hints:

- Type in a partial search of a catalog number (i.e.. last four digits) to locate an item.
- Search field is available at all times on the screen without opening a case if the user needs to look up an item or view a description.
- Click on the number at the bottom to advance to view the next search field data.

46800	250-070-408	SUCTION LONG
46989	50-7011	SUCTION LONG 50-7011

1 2 3 4 5 6 7 8 9 10 ...

VPIMS Intraop Chart

Continue to document the hardware implants in VPIMS under the implant tab as usual. This includes Tissue Tracking documentation using the Scan Tissue button to document the Tissue Tracking info.

This is the POU item number

Del	Type	Lot No.	Serial No.	Model No.	Item No.	Manufacturer	Implanted	Used not Imp.	Tot. Used	Wasted	Comment	Detail
X	PUTTY DBX DBM 10.0ML...	55449		038100	55449	MUSCULAR ...	1	0	1	0		
X	SCREW CANC 6.5MM X ...			216.035	15558	SYNTHE LT...	0	0	0	0		

Final Checks in Optiflex:

- Verify the supply quantity usage in the **Supplies** and **Dressings** categories is correct.



- Record any Items that would not scan on your **DPC** for billing.
- Select **“Done with Patient”** located at the bottom left of screen.



A screen pop-up will display **“Case Finished- Are You Sure?”**- Select **“Yes”**.

Re-Opening Optiflex to Add a Supply or Implant after closed

- Scan case barcode if available or enter the seven-digit case number +OR*****
- A warning message will appear on the screen. It will alert you that the case is posted and line items cannot be changed. Click **OK** to reopen.



- Scan missing item(s) and it will be added to the bottom section.
- To add or subtract from the Quantity Used, it will show a +1 or a -1 in the bottom section.
- If adding an implant, remember to update the implant log in VPIMS and lock/close the case.
- Click **Done with Patient** to reclose the OR POU session.

To Change Users:



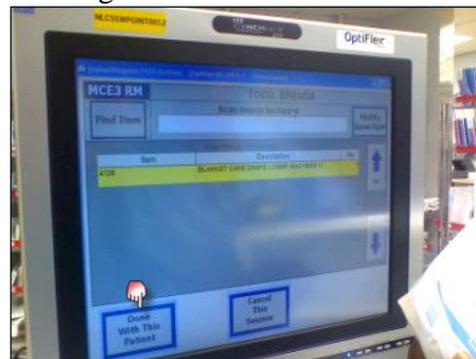
- To close the session to the OR POU application, click the **RED X** in the upper right hand corner of the browser window. Log off of the computer.
- When the relief person logs back into POU, the case data will not be lost. User can continue the OR POU session.

To Scan Items in the Core:

- Retrieve the additional items from core for case.
- Go to touch screen monitor and select the OR room with current patient's name on screen.



- A new screen will appear allowing you to scan the item(s) using the wireless scan gun. The item will appear on the screen. If necessary, you can take the scan gun to the bin to scan the barcode.



- When finished scanning all the items, simply click “**Done with Patient.**”
- The supplies will auto-populate to the OR POU application running in the OR room. It will show under the “Added Items” in the supply tab.

Core: Yellow Labels

- Certain supplies in the core will denote a **yellow sticker** versus the white scan label.
- These items do not have to be scanned. Simply take what you need for the case.