Document and Associate a Blank Record
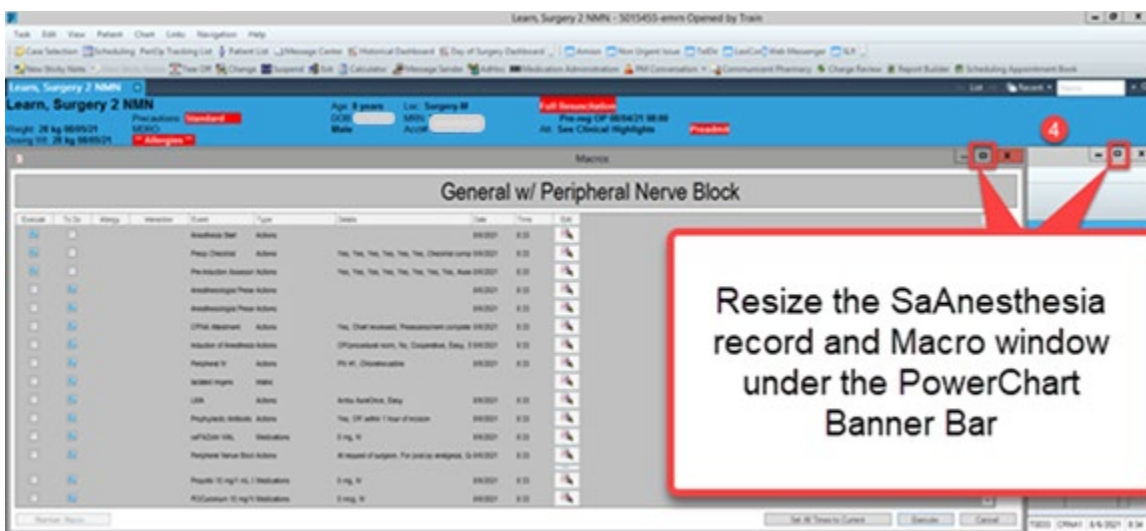
Create a Blank Record

1. Open the patient's chart in PowerChart.
2. From the **Select Case** Window in SaAnesthesia, click the **Create Blank Record** button.
3. Click the binoculars icon to select the record location. Match the record location to where the case is being performed. Click **OK**.
   Note: You can also add the patient's last name or MRN to the Record Description for easy identification during the record association process.
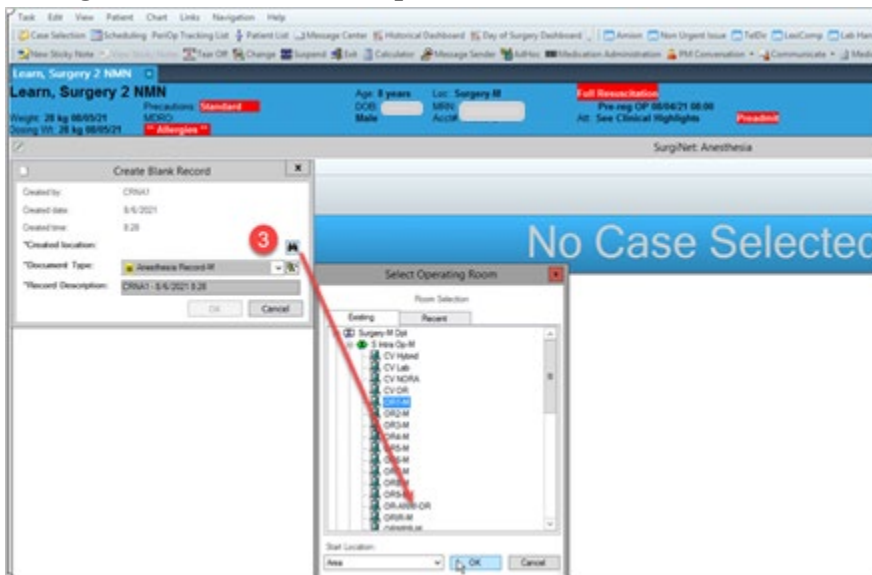
4. Select the appropriate macro. Reduce the macro window size to allow the PowerChart Banner Bar to be visible for patient weight and allergy data.
5. Click **Set All Times to Current**. Click **Execute**.

6. Associate the blank record to the rescheduled case.

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Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally

Associate a Blank Record to a Procedure

When the patient has been scheduled, the blank record can be associated to the case.

1. Click **Task -> Associate Case to Record.**
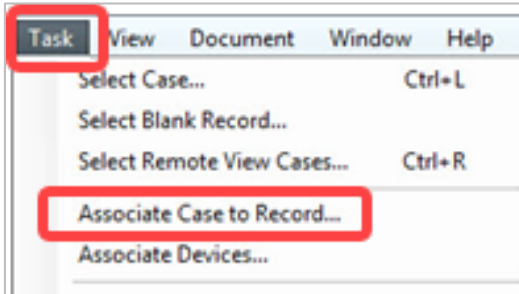
2. The **Select Case to Associate** window displays. Only cases that do not have an associated record are displayed in this window. Highlight the case to associate and click **OK**.

3. If this is the correct case, click the green checkmark to associate the record to this case. If this is not the correct case, click the red X and select the correct case.