![tecsys logo] VANDERBILT UNIVERSITY MEDICAL CENTER

DESKTOP: EMERGENCY CASE CART TEMPLATE

Templates are created ahead of time and then copied to create placeholder cases, which are used for emergency cases.

Follow the steps below to create an emergency case cart template.

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SET TEMPLATE VALUES

1. After launching the **Cases** resource, select **Create** to begin the template.

2. Enter your **Hospital** code or search for your hospital by selecting the magnifying glass.

3. **Name the Case** using the prefix **"PB-"** to differentiate the pre-built template from existing cases.

4. Select **Continue**.

5. **Name the Procedure** using the prefix **"PB-"** to differentiate the pre-built template from existing cases.

6. Set the **Procedure Date** to **100 years** in the future.

7. Set the **Physician** field to **"EMERG_CART"**.

8. Set the **Patient Account ID** to **"EMERG_CART_P"**.

9. Set the **Hold** status to **"Yes"** to prevent the template from being planned and used in error.

10. Select **Save** to begin adding items to the template.

11. In the **Case Details** section, scan **Requested Items**.

12. Select **Add**.

QUESTIONS?

Please email BusinessEducation@vumc.org