

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.

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.

tecsys
Home > Cases > Search
Cases
Search Criteria Save Field Values + More
Procedure Date Case Physician Patient Account ID Procedure Status Created On
1 Create

2 Hospital 101000
Vanderbilt University Adult Hospital
3 Case PB-APPENDECTOMY
Procedure Date mm/dd/yyyy hh:mm
Planning Rule 1 - Automatic
Planning Schedule
4 Continue

Procedure
Multiple Procedures No
5 Procedure PB-1000232
Procedure Date 09/22/2121 **6**
Preference Card Number
7 Physician EMERG_CART
Unit
Room

Patient
8 Patient Account ID EMERG_CART_P
Full Name
Date of Birth
Status
Status Planning in Progress
9 Hold Yes
Pick List Printed No

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

10 Save

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

12. Select **Add**.

Case Details
11 Requested Item 148373
Input Quantity UOM 1 EA
Location
12 Add

QUESTIONS?

Please email BusinessEducation@vmc.org