

## OR ROOM CHANGE

*Update the OR Room when a case has moved.*

### Prior to Procedure

1. Launch the **Cases** resource.
2. Open the case.
3. Within the Procedure window, select the **Execute Lookup magnifying glass**.
4. From the Rooms window, in the Search Criteria section, enter the correct Hospital and Unit for the case.
5. From the list of results select the correct room ID. The OR Room will update within the case.
6. Select the **Create** button from the bottom right of the page.

Flip Card

## **During a procedure within CDUI. (Intraoperative)**

1. Within CDUI, open the case that needs to be altered.
2. Select the **Room** **hyperlink** that shows the room that is currently scheduled location in Tecsys.
3. Update the Room. In the Search Criteria section, enter the correct Hospital and Unit for the case.
4. From the list of results select the correct room ID. The OR Room will update within the case.
5. Select the **Create** button from the bottom right of the page.