

A dark gray background with a light gray grid. Several colored rectangular bars are scattered across the grid: a yellow bar at the top center, a white bar on the left, a green bar on the right, a red bar below the word 'SURGIMATE', a teal bar to the right of the red bar, a red bar below the teal bar, and a gray bar below the red bar.

# **SURGIMATE** on schedule.

Surgimate User Guide  
Quick Entry

# QUICK ENTRY

Surgimate’s Quick Entry feature allows the surgeon to create a template with pre-defined fields. These templates can be saved for future use by surgeons and surgical schedulers.

These features will be explained in the following pages:

Creating a Quick Entry template (MD login)	_____	3
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# CREATING A QUICK ENTRY TEMPLATE:

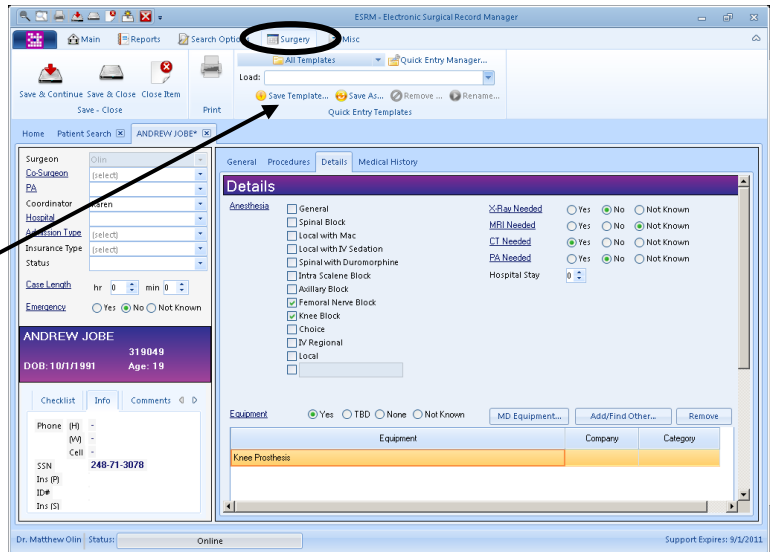
1

Enter all details that can be saved in the template. These fields are denoted by being underlined\*. Additionally, all details in the Procedure Tab (CPT, ICD-10 etc.) can be saved

\*Fields that can be saved:  
 CoSurgeon  
 Hospital  
 Admission Type  
 Case length  
 Emergency  
 Anesthesia  
 X-ray Needed  
 MRI Needed  
 CT Needed  
 PA Needed  
 Special Instructions  
 Equipment  
 Body Part  
 Modifier  
 Procedure Name  
 CPT  
 ICD-10

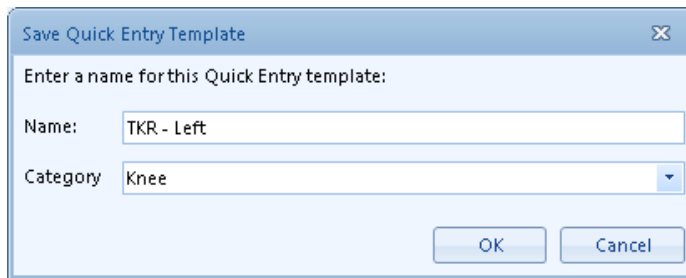
5

After all details have been entered, click on the "Surgery" tab and then click "Save Template" inside the "Quick Entry"

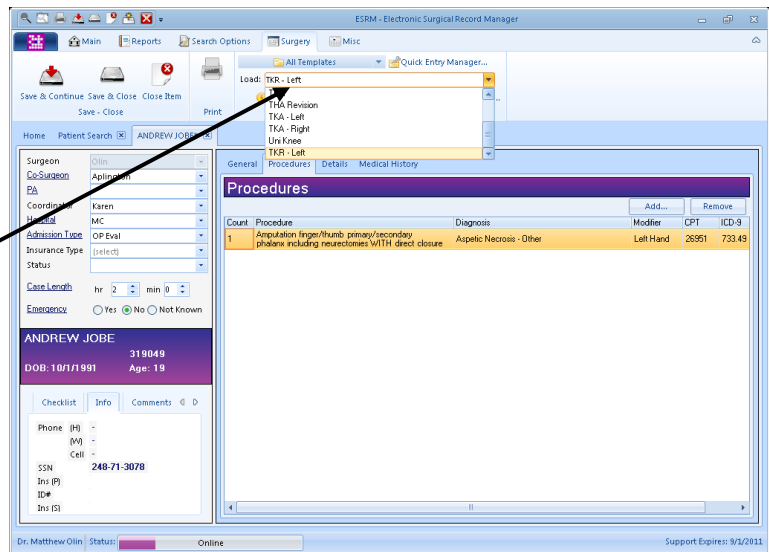


6

Enter a name for the template, select a category (if relevant) and press "OK":

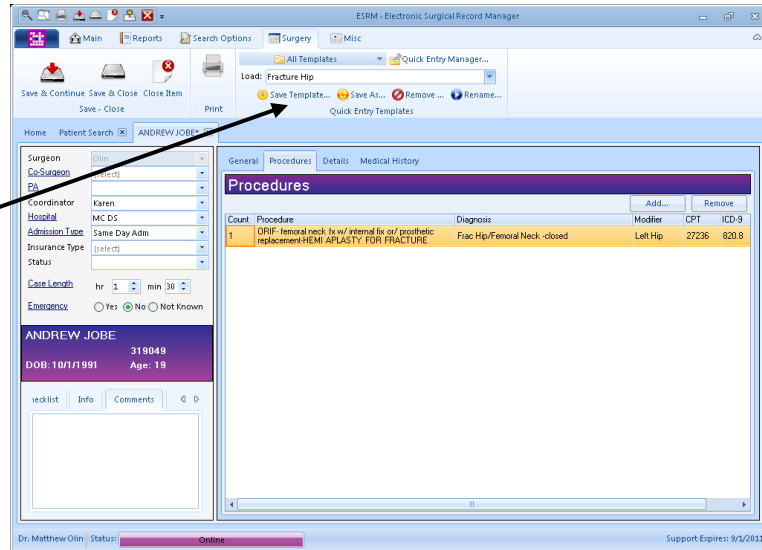


The template will then be stored for future use in the "Load" dropdown inside the "Quick"



## MAKING CHANGES TO A QUICK ENTRY TEMPLATE:

Load the existing Template from the “Load” dropdown; make the necessary change(s) and click “Save Template”



## “SAVE AS” BY ADJUSTING THE CURRENT TEMPLATE

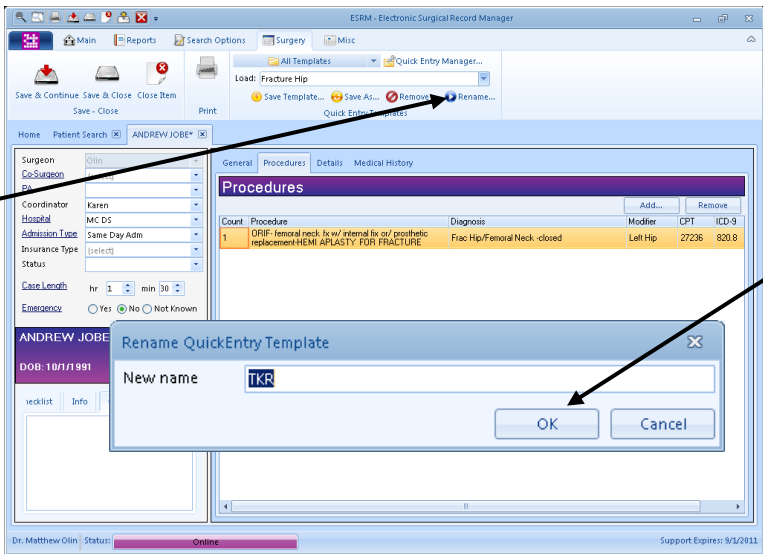
Some templates might be very similar, with only a few minor differences. For example Dr Abraham might perform a Total Knee Replacement and remove hardware at the same time. Users can open a template, and make the relevant changes, and then click on “Save As” to save the new template as a different name.

1 After changes have been made, click “Save As”

2 Enter a name for the template and select a category (if relevant) and click “OK”

## RENAMING A QUICK ENTRY TEMPLATE:

**1** Load the Template from the dropdown; Click on "Rename"

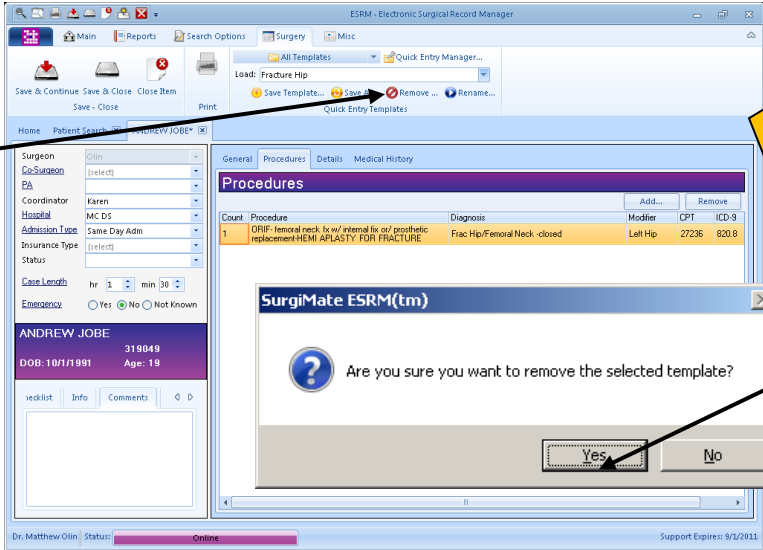


**2** Enter the new name for the Template and click "OK"

Count	Procedure	Diagnosis	Modifier	CPT	ICD-9
1	ORIF femoral neck, fx w/ internal fx or prosthetic replacement-HEMI APLASTY FOR FRACTURE	Frac Hip/Femoral Neck-closed		27236	820.8

## REMOVING A QUICK ENTRY TEMPLATE:

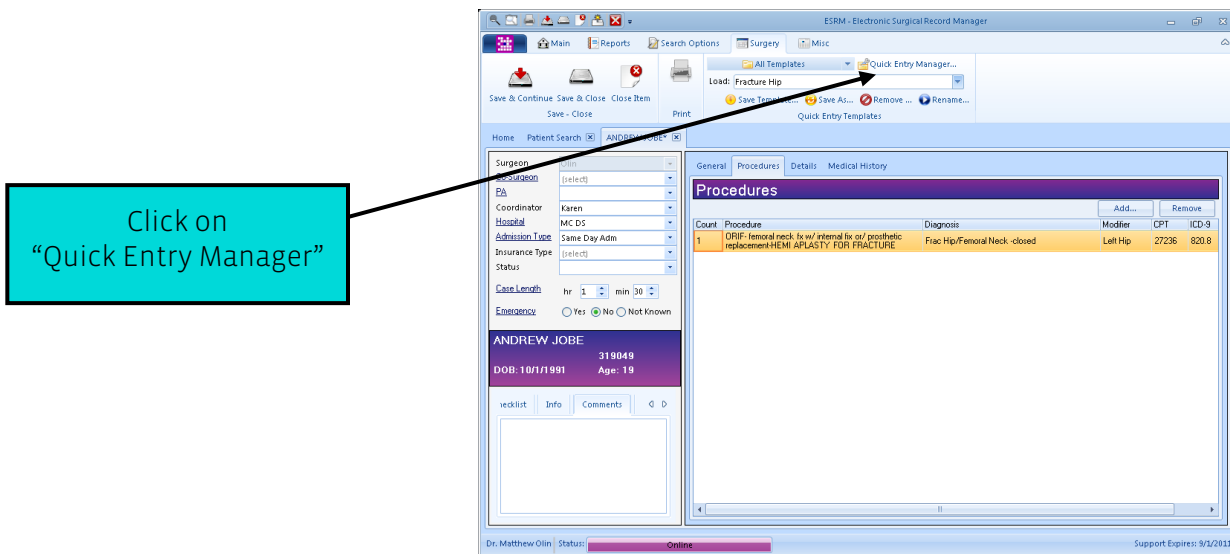
**1** Load the Template from the dropdown; Click on "Remove"



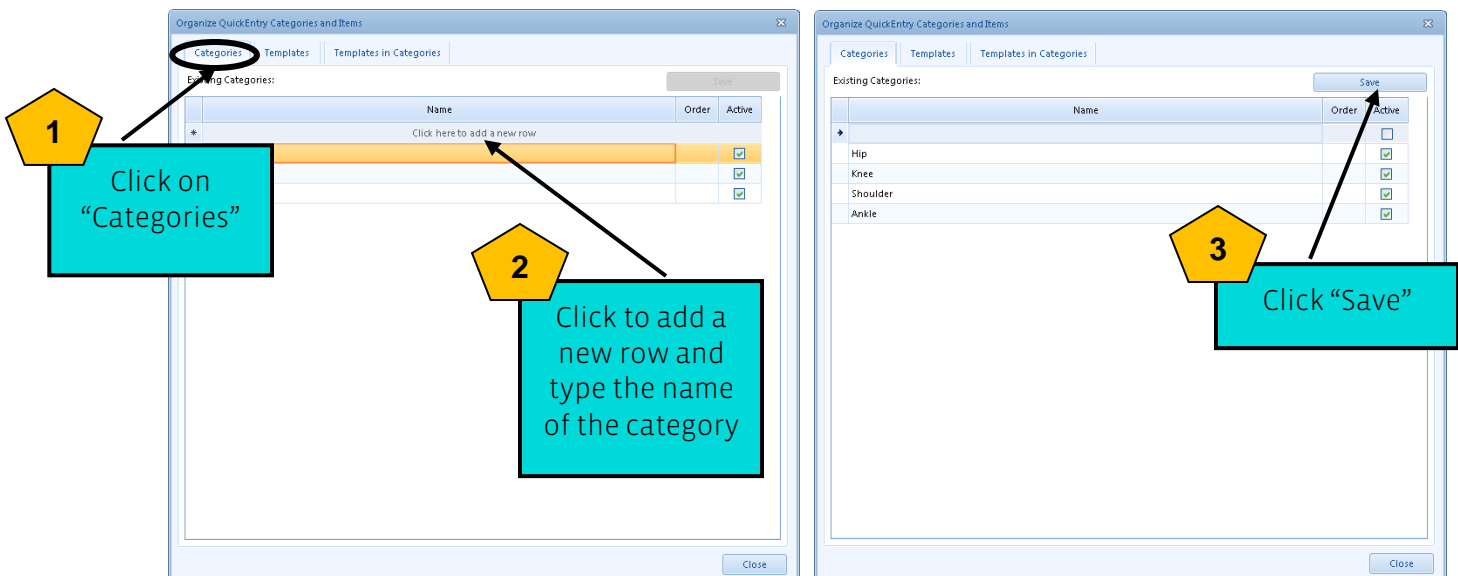
**2** Select "Yes" to remove the template permanently

# QUICK ENTRY MANAGER

The Quick Entry Manager allows surgeons to create different categories for templates, and assign templates to each category:



## CREATING A CATEGORY:



# ASSIGNING TEMPLATES TO A CATEGORY:

**1** Click on "Templates in Categories"

**2** Select a Category from the dropdown

**3** Highlight the unassigned Template(s) to be assigned to the Category and use the arrows to move the Template(s) into the Category

**4** Click "Save"

# MANAGING TEMPLATES:

**1** Click on "Templates"

The names of templates can be edited, made inactive, or deleted. Click "Save" after changes have been made

Name	Active
Amputation - toe	<input type="checkbox"/>
Injection Hip - Right	<input checked="" type="checkbox"/>
Injection Hip, Left	<input checked="" type="checkbox"/>
SALK with ACL Reconstruction & Allograft	<input checked="" type="checkbox"/>
SALK with ACL Reconstruction & Autograft	<input checked="" type="checkbox"/>
SALK with Cplasty	<input checked="" type="checkbox"/>
SALK with exc LM	<input checked="" type="checkbox"/>
SALK with exc Loose Body	<input checked="" type="checkbox"/>
SALK with exc MM	<input checked="" type="checkbox"/>
SALS with DCE	<input checked="" type="checkbox"/>
SALS with RCR	<input checked="" type="checkbox"/>
SALS with SAD	<input checked="" type="checkbox"/>
SARH with Labral Repair	<input checked="" type="checkbox"/>
SARK with ACL Reconstruction & Allograft	<input checked="" type="checkbox"/>
SARK with ACL Reconstruction & Autograft	<input checked="" type="checkbox"/>
SARK with Cplasty	<input checked="" type="checkbox"/>
SARK with exc LM	<input checked="" type="checkbox"/>
SARK with exc Loose Body	<input checked="" type="checkbox"/>

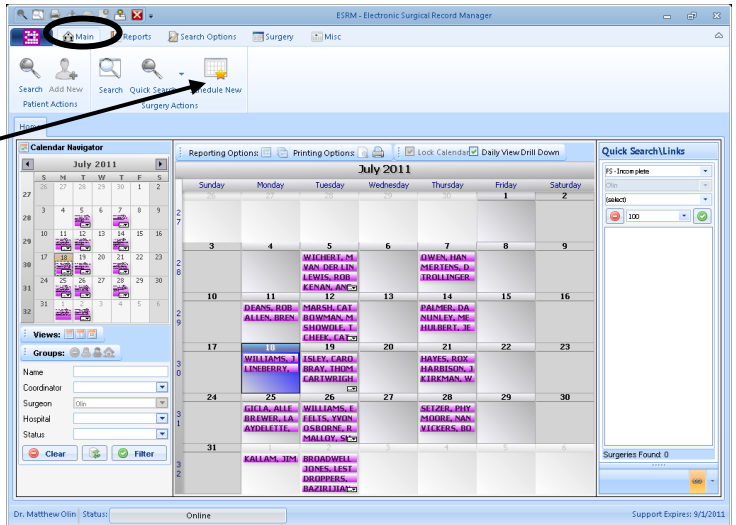


# LOADING EXISTING QUICK ENTRY TEMPLATES:

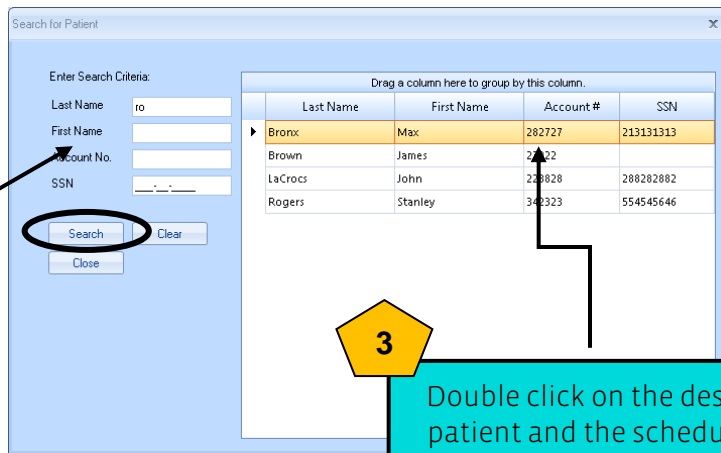
(From the MD's screen)

Users log in and begin adding a new surgery:

1  
In the "Main" tab, click on "Schedule New"



2  
Enter search criteria and then click on "Search"



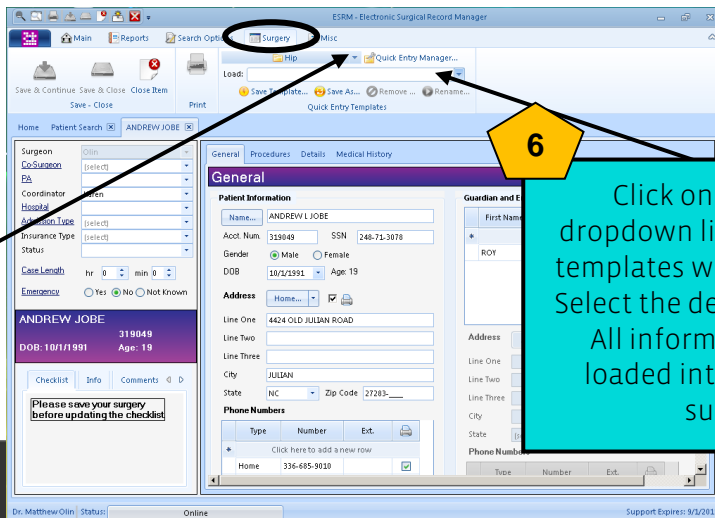
WARNING: If a surgical scheduler is booking the surgery, a surgeon must be selected in order to access the appropriate templates (see page 10)

3  
Double click on the desired patient and the scheduling screen will open

The new surgical record will open:

4  
Click on the "Surgery" Tab

5  
Select the Category of Templates from the dropdown (if relevant). "All Templates" are displayed by default



6  
Click on the "Load" dropdown list; the relevant templates will be displayed. Select the desired template. All information will be loaded into the current surgery

# LOADING EXISTING QUICK ENTRY TEMPLATES:

(From the Surgical Scheduler's screen)

Users log in and begin adding a new surgery:

**1** Select a surgeon

The screenshot shows the ESRM interface with the 'Surgery' tab selected. The 'Surgeon' dropdown is set to 'Aplington'. The patient information for 'CLARENCE ABRAM' is displayed, including SSN 333696WC, DOB 11/27/1959, and address 2800 MANOR HOUSE CT, GREENSBORO, NC 27407. The 'Load' dropdown in the top right is set to 'All Templates'.

**2** Click on the "Surgery" Tab

**3** Select the Category of Templates from the dropdown (if relevant). "All Templates" are displayed by default

**4** Click on the "Load" dropdown list; the relevant templates will be displayed. Select the desired template. All information will be loaded into the current surgery

The screenshot shows the ESRM interface with the 'Surgery' tab selected. The 'Surgeon' dropdown is set to 'Alustio'. The patient information for 'SUE KEITH' is displayed, including SSN 53151, DOB 2/3/1940, and address 200 N. BENBOW RD, GREENSBORO, NC 27403. The 'Load' dropdown is set to 'All Templates'.



Stumped? Questions? Problems?

Contact Us!

[www.support.surgimate.com](http://www.support.surgimate.com)

Phone: 1-877-78-SURGI