BRG Surgery Document Upload Tool

About the BRG Surgery Document Management Application

Overview of BRG Surgery Document Management Application:

The **BRG Surgery Document Management Application** was developed specifically for the Baton Rouge General to provide an easy, intuitive way to manage preoperative/preprocedural documents. This tool allows all BRG credentialed Surgeons and their staff to upload and view documents in one centralized location. These documents are then electronically tracked by the BRG Preoperative Anesthesia Evaluation (PAE) Department as they assist in prepping the patient and the medical record leading up to the day of the procedure.
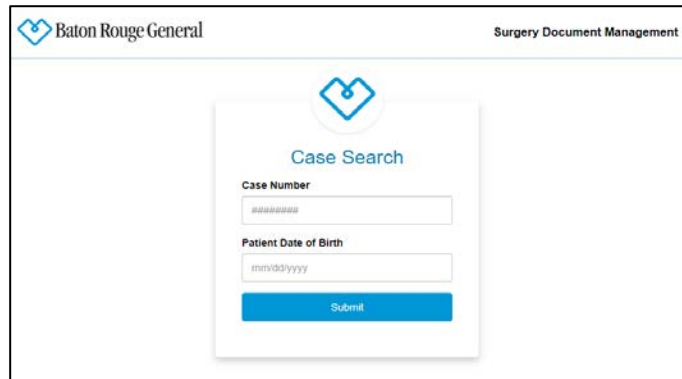
How to log into the BRG Surgery Document Management Application:

When a surgery/procedure is scheduled with the Baton Rouge General, the Resource Scheduling office will provide:
- (1) A link to access the application
- (2) The Case Number

To access the ***BRG Surgery Document Management Application***:
- (1) Click on the application link
- (2) Input the Case Number and patient's Date of Birth
- (3) Click **Submit**.

How to upload and submit documents:

- (1) Open the ***BRG Surgery Document Management Application***
- (2) Click on the **+ Upload File** button for the appropriate category
- (3) Click into the center of the popup window that appears
- (4) Navigate to the file you want to upload. Select the file and click **Open**.
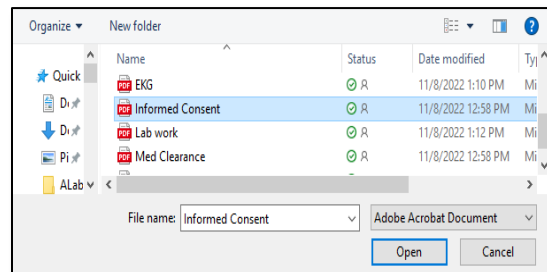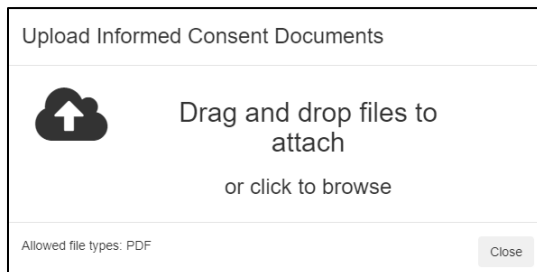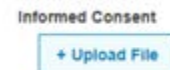
Note: Alternatively, you can drag and drop files to be uploaded onto this popup window.
Note: Only PDF file types can be uploaded.

- (5) The following message will display, and a **View Files** button will now appear next to the **+ Upload File** button for the category you uploaded documents.

> File uploaded succesfully   X

- (6) Click on the **Submit** button. The following confirmation message will display at the top of the screen.

Your forms have been submitted.   ×

(7) Repeat the above steps if you need to upload additional documents.
Note: You can upload documents to multiple categories and then click the **Submit** button to send all documents at the same time.
Special Consideration: Clearance Category
- o If Clearance is not warranted for a patient, click the box that precedes 'N/A' option and then click the **Submit** button. This will send communication to the PAE staff, so they are aware.
- o If Clearance is necessary, type the Surgeons name and any information pertinent to the Clearance (e.g. Doctor, Service, and appointment Date) and then click the **Submit** button.

How to delete documents:

Document within the **BRG Surgery Document Management Application** can be deleted before they are submitted. Once the Submit button is selected, only the PAE staff can delete a document. If you have not submitted and need to delete:

(1) Click on the **View Files** button in the ***BRG Surgery Document Management Application*** that you want to delete.

Informed Consent

[+ Upload File] [View Files]

(2) Click on the blue circle with a white X icon for the file you wish to delete.
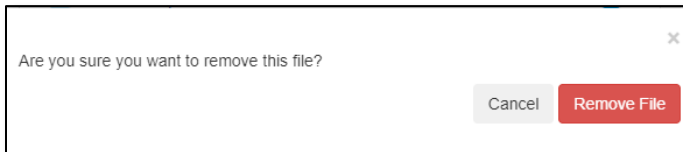
📄 Braud H&P.pdf   ⊗

(3) Acknowledge the question verifying that you want to delete the file by clicking **Remove File** button.

Are you sure you want to remove this file?   ×

[Cancel] [Remove File]

How to view documents after submitted:

The **BRG Surgery Document Management Application** allows you to view documents that have been uploaded and submitted. You can view documents that you have submitted as well as documents submitted by others such as the PAE staff.

(1) Open the ***BRG Surgery Document Management Application*** for the patient you wish to view documents.
(2) Click on the **View Files** button.
(3) Click on the name of the document you want to view, and it will open.

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