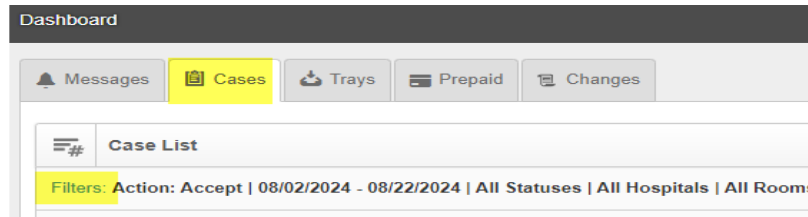
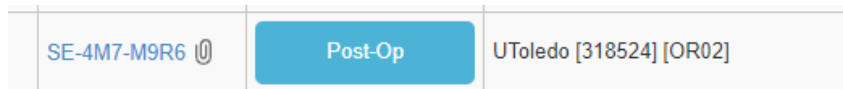


# Surgery Exchange-Add Attachment and Reviewing Usage

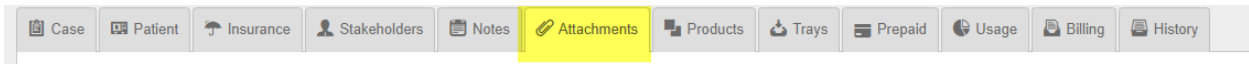
1. Click on the Cases tab to view specific cases. .



2. Select the case with status of Post-Op



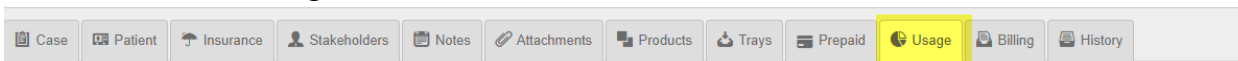
3. Click on the Attachments tab to add the procedure sheet.



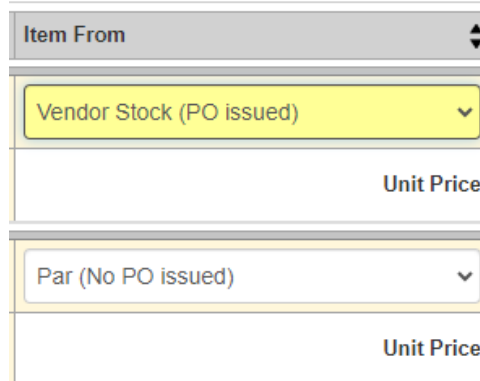
4. Click Add Attachment



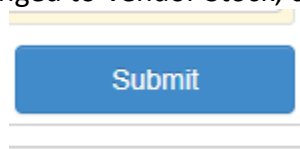
5. Click on the Usage tab



6. Review usage – Items that have been sent from Epic as being used in the case will be listed here. If they are part of the bill only, change the “Item From” drop down to Vendor Stock (PO Issued).



7. When all usage is reviewed and changed to Vendor Stock, click Submit.



## Surgery Exchange-Add Attachment and Reviewing Usage

8. Click in finalize circle. Check the I acknowledge box. Click Finalize.

Usage Submit Actions ✕

How would you like to submit usage?

Store Changes *(Save for Later, Could be Replaced by Automated System Imports)*

Finalize *(No More Changes Can Be Made)*

I acknowledge there are **Par Items (No PO issued)** and wish to proceed with finalization of this manufacturer.

### **ISSUES**

Not Showing in Usage- Contact Service Team Lead

Not the correct quantity- Contact Service Team Lead

Not the correct part number-Contact Service Team Lead

Not the correct Price-Contact Purchasing – Patty Dreisbach: [patricia.dreisbach@utoledo.edu](mailto:patricia.dreisbach@utoledo.edu)

Surgery Exchange Support [Support@surgeryexchange.com](mailto:Support@surgeryexchange.com) 770-674-4696