

OPERATING ROOM GUIDELINE GENERAL

Guideline: Patient charging

Policy Number Superseded:

Responsibility: All OR personnel

Purpose of Guidelines: Patient charges shall be generated from the resource maps (aka case cards) for each procedure completed by exception. The goal is to provide an accurate and consistent method for tracking and documenting use of OR supplies.

Procedure:

1. Each resource map (aka case card) should be reviewed prior to setting up the case for accuracy.
2. During each procedure, any changes of supply items or quantity should be noted in the electronic medical record (EMR).
3. Items used that are not typed on the resource map will be added to the EMR by the circulator with the item name, catalog number, and quantity used.
4. It is the circulator's responsibility to maintain an accurate accounting and record of supplies used during a procedure.

Approved by:
Kurt Kless, MSN, MBA, RN, NE-BC
Chief Nursing Officer

Initial effective date:
July 2002

Review/Revision Date:
July 2005
July 2008
October 2011
October 2014



Guideline:
Patient charging

2

Review/Revision Completed by:
Operating Room Management
Reviewed by Policy & Standard
Committee: 2/2016, 2/2019,
12/2022

February 2016
February 2019
December 2022

Next review date: