

POLICY TITLE Changes to CPA Scripts or V-Forms

AUTHORIZATION

AIMS Working Group

DATE APPROVED

DATE REVISED

1. **Purpose:** To provide documentation regarding the steps to be taken when a change is required to a CPA script or V-Form.

2. **Responsibilities:** (Anesthesiologist, Surgery Information Systems, etc.)
 - Anesthesiologist to identify the change to the script or v-form and send to the site department head of Anesthesia.
 - Department head of Anesthesia sends the proposed change to the AIMS working group.
 - The working group approves or denies the request for change.
 - SIS completes the request for change if approved.

3. **Procedure:**
 - Anesthesiologist to identify the change to the script or v-form and the rationale for the change and send in writing to the department head of Anesthesia at his/her site.
 - Department head of Anesthesia forwards the request for change to the AIMS Working Group (Dr. Ramsden, Dr. Smecher and Dr. Kelly).
 - Working group reviews the request for change and approves or denies the request.
 - If approved, the working group forwards the request for change to Surgery Information Systems Support. Surgery Information Systems will assess the request for system complexity, determine resources required and complete the request as resources are available.
 - If the request is denied, the working group communicates with the site department head.
 - Once the change is complete Surgery Information Systems sends out notification to the working group that the change is complete.
 - Working group notifies the department head of Anesthesia and cc Surgery Information Systems Support.
 - Surgery Information Systems will make the change at the beginning of the next working day after the communication has been sent out before the start of the day's slate.