

HOW TO WRITE AN OPERATIVE NOTE

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OBJECTIVES

- •Understand the purpose of the operative note
- •Know the essential components
- •Write clear, concise, and complete notes
- Avoid common documentation pitfalls

WHY IS THE OPERATIVE NOTE IMPORTANT?

- Legal document
- Communication tool with other healthcare providers
- Basis for postoperative care
- •Billing and audit requirements
- Teaching and research

TIMING OF THE NOTE

- Ideally written immediately after surgery
- Must be completed within 24 hours
- Procedure summary should be entered immediately post-op if delayed

STANDARD OPERATIVE NOTE FORMAT

- 1. Patient identifiers
- 2. Date & time of surgery
- 3. Pre-op & post-op diagnosis
- 4. Procedure performed
- 5. Surgeon & assistants
- 6. Anesthesia type
- 7. Findings





OPERATIVE REPORT

Date:		
Time Started:	Time Finished:	
Surgeon:	Anesthesiologist:	Patient ID Label
Surgeon Assistant:		
Scrub Name:	Type Of Anesthesia:	
Pre-Operative Diagnosis:	是我们的现在分词的现在分词是是一种的人的人的人的人的人的人的人的人的人的人的人的人的人的人的人的人的人的人的人	
Post-Operative Diagnosis /	Findings:	
5		
Type Of Procedure: ☐ Elective	□ Emergency	
Name Of Procedure:		
Operative Details:		THE RESERVE THE PROPERTY OF THE PARTY OF THE

STANDARD OPERATIVE NOTE FORMAT

- 8. Step-by-step procedure description
- 9. Specimens sent
- 10. Drains placed
- 11. Complications
- 12. Estimated blood loss (EBL)
- 13. Disposition & condition

Type Of Procedure: □ Elective	□ Emergency
Name Of Procedure:	
Operative Details:	
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Complications During Surgery:	
☐ Yes ☐ No If Yes Please Specify:	
Blood Loss:	
Blood / Blood Products Transfusion:	
☐ Yes ☐ No	
Specimens Sent For Pathology:	
□ Yes □ No	
Drains:	
☐ Yes ☐ No If Yes Please Specify:	
Medications:	
☐ Antibiotics ☐ I.V Fluids ☐ Analgesia	□ Other
Secondary Closure Of Wound Needed	
☐ Yes ☐ No , specify	
Re-Operation Needed	
□No □ Yes, specify	
esponsible Surgen's Name :	Signiture:



Supine Position



Trendelenburg Position



Reverse Trendelenburg
Position



Fracture Table Position



Lithotomy Position



Prone Position



Jackknife Position



Fowler's Position



Knee-Chest Position



Kidney Position



Lateral Position



Wilson Frame Position

TIPS FOR WRITING THE NOTE

- Be objective and factual
- Use standard terminology
- Write in past tense
- Be concise but comprehensive
- Always document complications or confirm absence

EXAMPLE: GENERAL SURGERY OPERATIVE NOTE

Patient: John Doe | MRN: 12345678

Date: 18/06/2025 | Time: 10:00 AM

Pre-op Dx: Acute Appendicitis | Post-op Dx: Same

Procedure: Laparoscopic Appendectomy

Findings: Inflamed retrocecal appendix, no perforation

Procedure: Step-by-step description

Specimens: Appendix sent to pathology

EBL: <50 mL | Drains: None | Complications: None

Condition: Stable, transferred to recovery

COMMON MISTAKES TO AVOID

- Missing post-op diagnosis
- Poor grammar or spelling
- •Incomplete findings or steps
- Not specifying roles of surgeon and assistants
- No mention of complications or absence thereof

SPECIAL SITUATIONS

- Emergencies: urgency, consent, intra-op decisions
- •Multiple procedures: clearly separate each
- Unexpected findings: always document
- Conversions (e.g., lap to open): state reason clearly

FINAL CHECKLIST

- •All essential elements included
- •Clear operative steps documented
- Complications addressed
- Grammar and clarity checked
- Signed and dated

CONCLUSION

- •Good notes reflect professionalism and protect legally
- Support continuity of care and improve outcomes
- Practice and feedback help improve quality

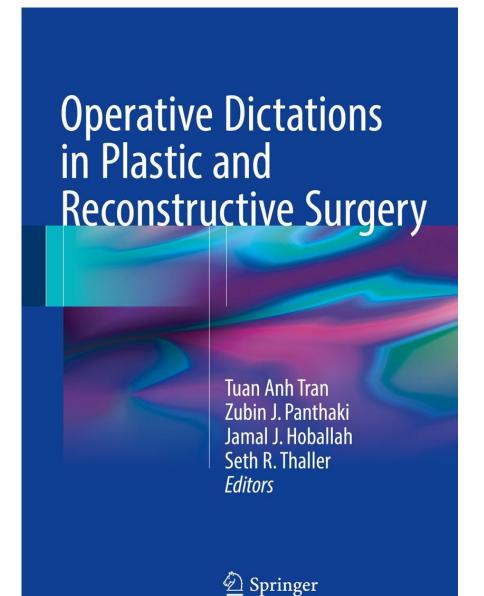
Jamal J. Hoballah Carol E. H. Scott-Conner Editors



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QUESTIONS & DISCUSSION