Clinical Documentation – Phase I

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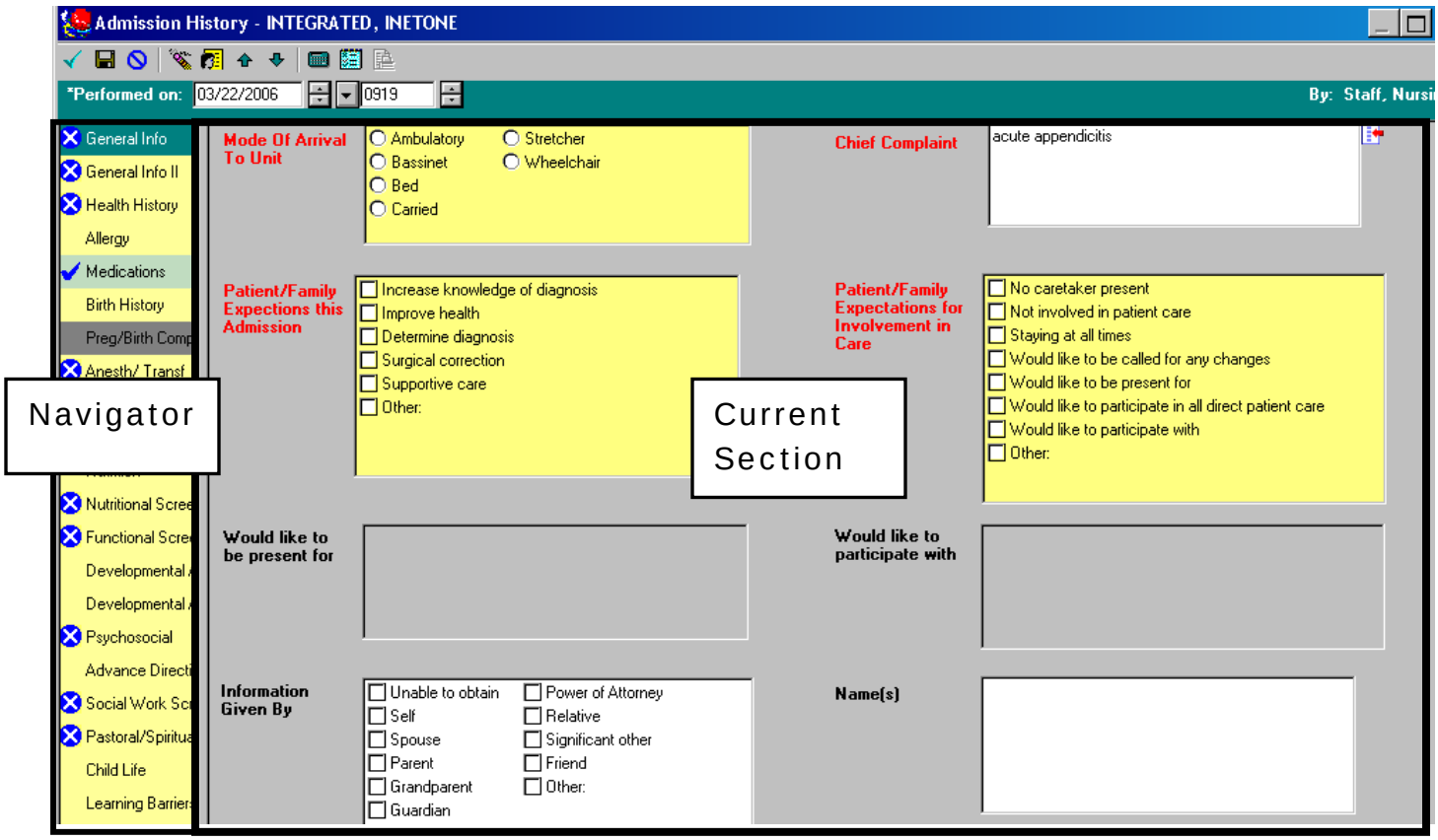
POWERFORMS

PowerForms are used to capture clinical data. PowerForms can be launched from various areas of the patient's chart, including Ad Hoc Charting, Patient Access List (PAL) and Task List. As a form is completed and its information is saved, the completed form displays in the Form Browser tab from where the form can be reviewed, modified or uncharted. Selected information that is charted on PowerForms also will display on the Results Viewing Specialty flowsheet for viewing.

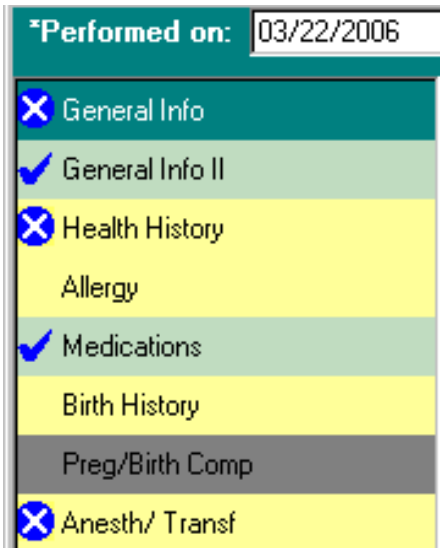
A PowerForm is comprised of one or more sections. A form contains a section navigator on the left and displays the current section on the right.



Navigator

The left side of the PowerForm is the Navigator. The navigator bar allows users to choose which section they wish to see. It also indicates the status of each section. The color of the section indicates whether the user has looked at that section yet. Yellow sections have not been displayed to the user yet, while light green indicates that the user has looked at that section. The dark green color represents the section that currently is being displayed to the user. The gray sections are based on conditional logic and become enabled based on the user's response in other sections of the form.

Form Navigator Sections



Sections with Dark Green Backgrounds
The section name with the dark green background is the section that is currently open. When you click the name in the navigator, the section opens in the large area on the right.

Sections with Light Green Backgrounds
Section names with light green backgrounds are available and have already been opened. You can reopen a section you have visited. When you click the name in the navigator, the background changes to dark green, and the section opens in the large area on the right.

Sections with Yellow Backgrounds
Section names with yellow backgrounds are available, but have not been opened yet. When you click the name, the section opens in the large area on the right. The background changes to dark green on the navigator until you close the section; then it turns light green.

Sections with Gray Background
Sections with gray backgrounds are disabled and cannot be accessed. These sections are based on conditional logic. The section becomes enabled or disabled based on the user's response in another section of the form. Once the section opens and is documented against, it will display with a light green background. The section can then be revisited.

Required Sections
If a section has one or more required fields, it has one of two possible icons next to its name:

- The blue circle with white X indicates that one or more of the required fields on that section are not properly completed.

- The blue checkmark indicates that all of the required fields on that section have a valid result.

Accessing Forms

A form is launched from the Task List, Ad Hoc Charting, or PAL. If more than one form at a time is selected, they are displayed one after another until all forms are displayed.

Tip: *It is more efficient to choose multiple forms at once because it allows the application to be loading information for the second form while the user still is looking at the first form.*

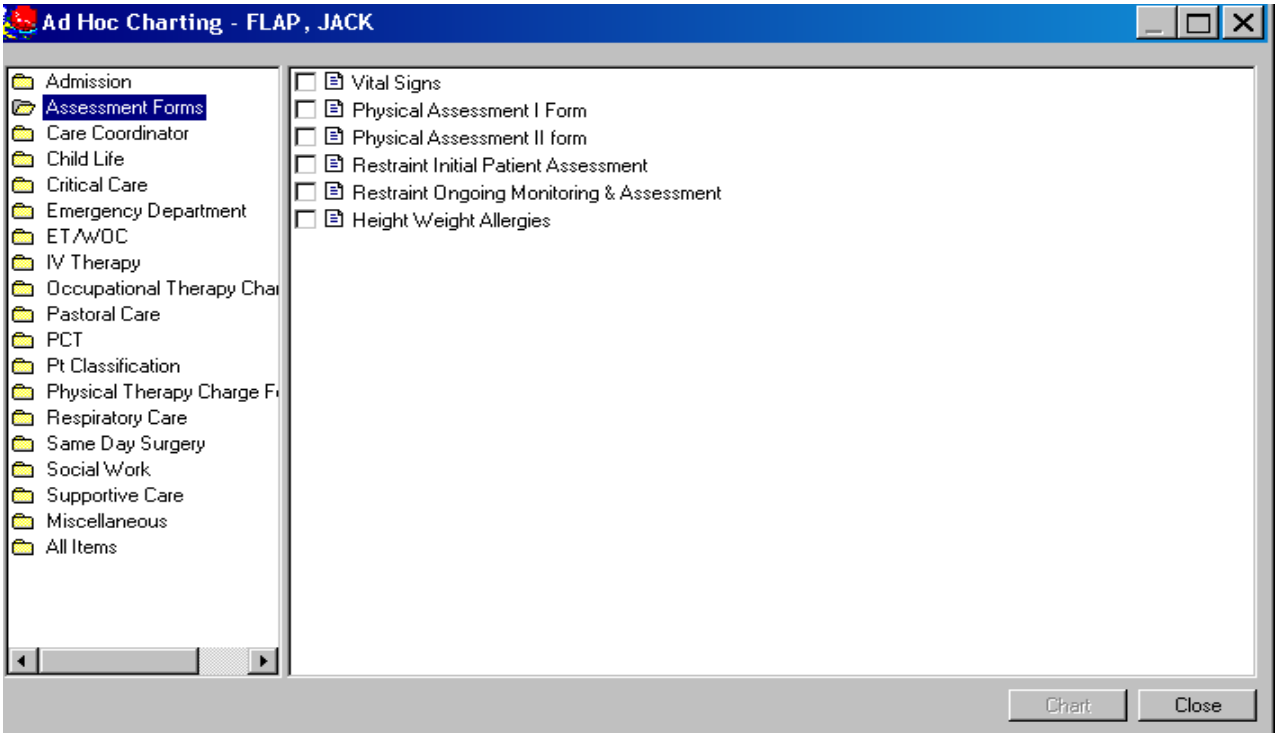
Accessing Forms via Ad Hoc Charting

Ad Hoc Charting opens a form that is appropriate for the type of information being documented.

To open a form:

Click the Ad Hoc Charting icon to display the Ad Hoc Charting window.

- In the Ad Hoc Charting window, the available charting forms are organized in a tree on the left. Double-click the category and, if necessary, the sub-category until a list of the forms available is displayed on the right.
- Select the specific forms
- Click Chart or double-click on the term
- The selected forms will open. (When choosing multiple forms, signing a form will populate the next form.)



Completing Forms

When charting from any view of the patient chart, you must complete all the required fields on the form by supplying information in the appropriate format. Required fields are highlighted in yellow.

To complete a form:

1. Open the appropriate form.
   Note: *If you are viewing a patient's flowsheet and select the Ad Hoc Charting command, you then must select a form by name from those available.*
2. In the information bar, confirm that the date and time are correct.
3. Complete all of the required fields and any optional fields as necessary.
   Note: *It is important to understand the format the field can accept. For example, if an element anticipates numeric data, you cannot enter letters.*
4. If a result needs to have a comment charted with it, right-click on the result and select Comment.
5. To clear all your entries and start over, right-click on a result and select Clear from the menu, or simply click the pencil-eraser icon .

Note: *Some forms have multiple sections. These are listed in the form navigator, which is the leftmost panel of the form. Select the next section from the navigator, or use the toolbar arrows to open the next or previous section, to continue charting. You can complete all of the sections before saving or signing your entries.*

6. If you are unable to complete the form, click , which saves your entries and returns you to the previous window where an In Progress status is displayed in the status bar at the bottom right of the form.
   - The results do not show on the flowsheet until the form is signed.
7. When you have completed the form, click to sign your entries.
8. To exit Ad Hoc Charting, click Close.

Some common types of fields that appear in the forms and how to complete them:

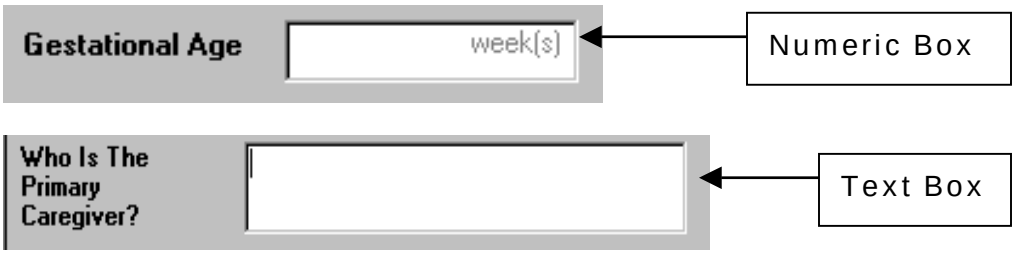
- **Grids**
  Grids can take entries of various types. The user completing the charting on the form clicks in the appropriate response cell on the grid causing an entry to be displayed in the cell.

	Rt Anterior	Lt Anterior
Clear	✓	
Rales		✓

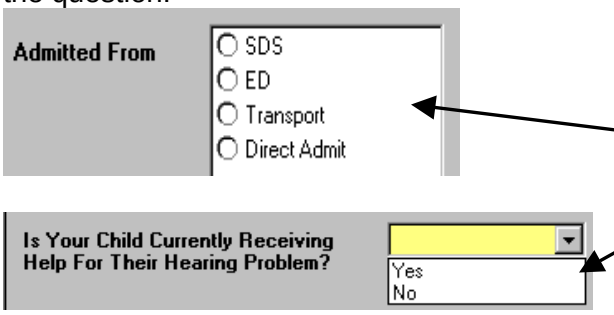
In grids that are like the above example, the user clicks on a cell to enter a checkmark in the appropriate column. To clear a checkmark, the user must click the same cell again. Below is an example of a grid that charts an X in the appropriate response cells.

	Yes	No
*Weight Loss/Failure to Grow Past 6 mo		X
*Pt Special Diet/Food Allergy/Restrict		X
*Patient NPO > 3 Days Prior To Admission		X
*Pt On Tube Feed or Parenteral Nutrition	X	
*Difficulty Swallowing/Chewing Or Eating		X
*Parent Request Nutritional Intervention		X

- **Numeric and text boxes**
  Numeric and Text boxes look alike, but numeric boxes do not accept alphabetic characters.
  Text boxes require the user to type (free text) a response in the field. Numeric boxes are fields on form sections for capturing numeric result values only.



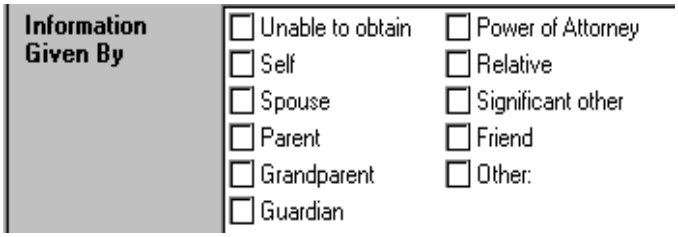
- **Single alpha response**
  Single Alpha responses require the user completing the form to supply one, and only one, answer to the question.



These are examples of Single Select Response Boxes. Single Select options have a round "radio button" in front of the response.
The user should make ***one*** selection from the list.

- **Multiple alpha responses**
  Multiple alpha responses may be listed as a set of check boxes. The user completing the charting can select one or more of the appropriate responses.

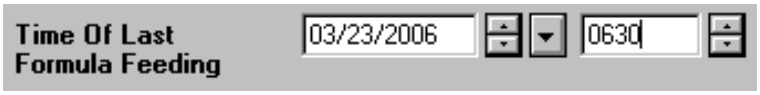
  Note: If **Other** is selected, a text box opens for additional information or a free-text comment.



Multi-select options have a square radio button in front of the response.

Select all answers that apply. Often the first selection precludes the rest of the responses. In this example; when you select Unable to Obtain, the rest of the choices are not available.

- **Date/time fields**
  A date/time field is designed specifically to capture a date and time of day, a date only, or a time only.



The Forms Toolbar

Components of the toolbar vary depending on which form is open. The Forms toolbar contains all or some of the following elements:

Sign Form. Charts the information that you have entered into the form. The completed form is accessible from Form Browser when the patient's chart is open. The selected information also is displayed in one or more cells of the Results viewing or specialty flowsheets.

Save Form. Saves your entries and returns you to the previous window. When you save a form, an **In Progress** status is displayed in the status bar at the bottom right of the form. The results do not show on the flowsheet until the form is signed. To complete an In Progress form, select form to modify in the Form Browser. Right-click on that form. Choose Modify option to open form. Complete as appropriate and Sign.

Cancel. Cancels the charting without saving any entered information.

Clear. Clears information from the form so that you can start over.

Result Information. Opens the Result Information window so that you can indicate who completed the form if different from the defaulted ID based upon login.

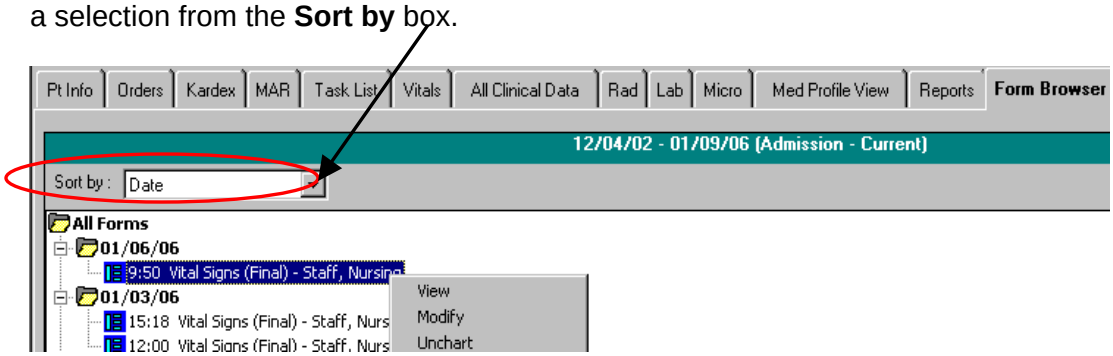
Previous. In a form designed with sections, opens the previous section. The sections are listed in order in the navigator or left panel of the form.

Next. In a form designed with separate sections, opens the next section. The sections are listed in order in the navigator or left panel of the form.

Clinical Calculator. Opens the Online Clinical Calculator window that allows you to calculate the answer to the selected formula.

Viewing Forms

The Form Browser is a view that displays a directory tree listing all the documented forms for the selected patient within a selected time frame. The tree may be sorted by form type, date, status, or encounter by making a selection from the **Sort by** box.



The actual form may be viewed by double-clicking or right-clicking the form you wish to access. The form can be displayed in read-only or modifiable modes. The form also can be uncharted; all of the results on the form are marked **In Error**.

- An icon displays to the left of the forms.
  A red icon indicates a required field was not completed
  A blue icon indicates that required fields are completed.
  A yellow icon indicates that the form was uncharted.

- To view a form:
  - Right-click the form you want to view
  - Select **View**. The completed form is displayed in the form viewer in a read-only format.
  - Click in the upper right corner to return to the previous window.

Uncharting a Form in Form Browser

To unchart an entire form:

- Right-click the form you want to unchart
- Select **Unchart** from the Options menu
- Enter an explanation as to why you are uncharting the form.
- Click to chart the information.
- The form will now display in the Form Browser as **In Error**.

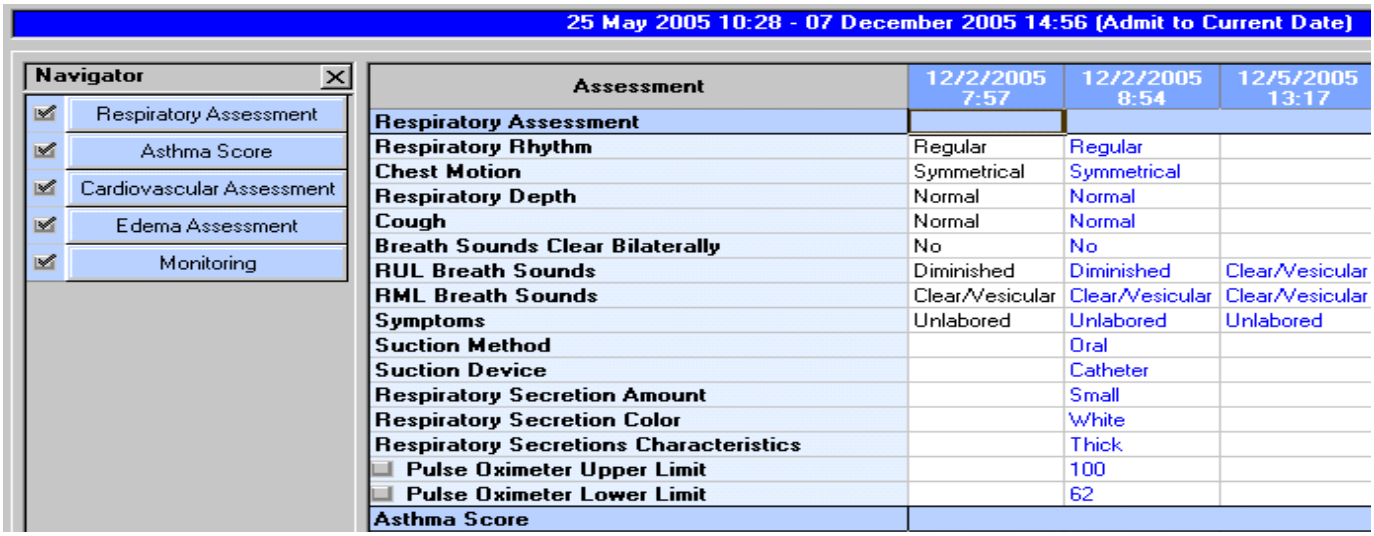
Modifying a Form in Form Browser

To modify information charted on a form or to complete an In Process form:

- Right-click the form you want to modify
- Select Modify from the Options menu to open it. The completed form as originally completed is displayed in the form viewer.
- Enter the necessary corrections
- Click ✓ to chart the information

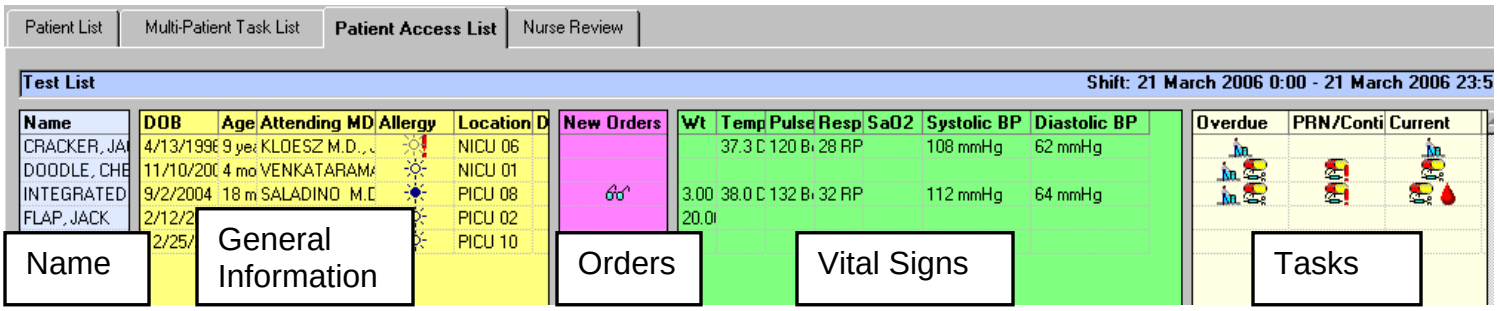
Viewing Results

Information that is documented on PowerForms will display on the Results Viewing/Specialty Flowsheet for viewing. Selected data documented on a form is tied to a type of result and will display in the appropriate cell on the flowsheet. To view select charted results, click on the All Data or Assess View tab in the patient's chart.



Patient Access List (PAL)

The PAL has been redesigned and includes new functionality. There are now five sections in the PAL: Name, General Patient Information, Orders, Vital Signs and Tasks.



Patient Name

Displays the patient's full name.

To open a patient chart from this column:

- Right-click on the desired patient's name
- Select **Open Chart** from the menu
- Select which section of the chart to open from the menu

General Patient Information

Displays the following patient-related information:

- DOB – date of birth
- Age
- Attending MD
- Allergy information – Users will be able to view and document allergy information from this section by clicking on the icon that is displayed.

  There are three different icons that may display:

  Patient has NKA (no known allergies).

  Patient has listed allergies.
  To view the allergy information in detail:
  - Double-click on the icon
  - The Allergy window opens.
  - Right-click in the white field area to make any changes to the recorded allergy information.

  Patient does NOT have allergy information recorded.
  To document the patient's allergies:
  - Double-click on the icon.
  - The Allergy window opens.
  - Right-click in the white field area and select **Add New** from the menu.
- Location – Displays the current admission location in the hospital
- Diet – Displays the current diet order
- Tube Feeds – Displays ordered tube feeds
- Precautions – Displays ordered precautions (VRE, MRSA, Seizure, etc.)

Orders

This column has three sections: New Orders, Labs and Radiology. If the patient has new orders, an icon will display in one of the sections.

Stat Order: Used to indicate that there is a stat order <u>needing review by the nurse</u>

Nurse Review: Used to indicate that there is an order <u>needing review by the nurse</u>

New Order: Used to indicate there is a New order that does not require Nurse review

To review the new orders:

1. Double-click the desired icon in the appropriate section
2. Right-click on the order to be reviewed
3. Select **Review** (**Review All** to review all orders simultaneously)
4. Verify the order information in the Actions Requiring Review window
5. Click the **Review** button

   <u>Note:</u> *The order will disappear when review is completed.*

6. Click the ☒ button to close the Orders window

Vital Signs and Weight

This column will display the most recently documented weight and vital sign information for the patient.

Tasks

The Task column will display an icon for Overdue, PRN/Continuous and Current tasks. You can document information associated with a task directly from the PAL by clicking on the icon.

Admission History – Opens the Admission History Form
OFC – Opens Measurement Form
Advance Directive

Nurse Collect task – Documents completion of task and prints label
Research blood – Documents completion of task
Type & Screen – Documents completion of task
Blood Product Administration – Documents completion of task

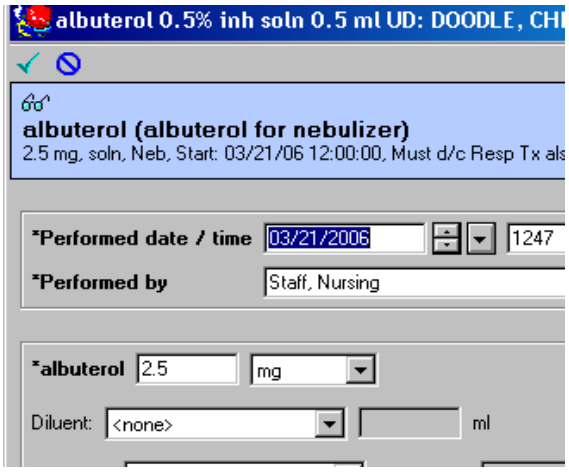
Medications – Opens window for documentation of medication administration
**Always verify last dose given prior to administering any medication.

Beds – Documents completion of task and places a charge for item
Braces – Documents completion of task
Restraints – Opens Restraint documentation form

To view task details and/or document completion of a task:

- Double-click on the icon
- Review the details in the Task window
- Click on the **Chart** button

Note: *If the task is associated with a form (Restraints, Admission History, etc.), the form will open automatically for documentation. If the task is associated with a medication order, the window for documenting the administration details will open automatically.*



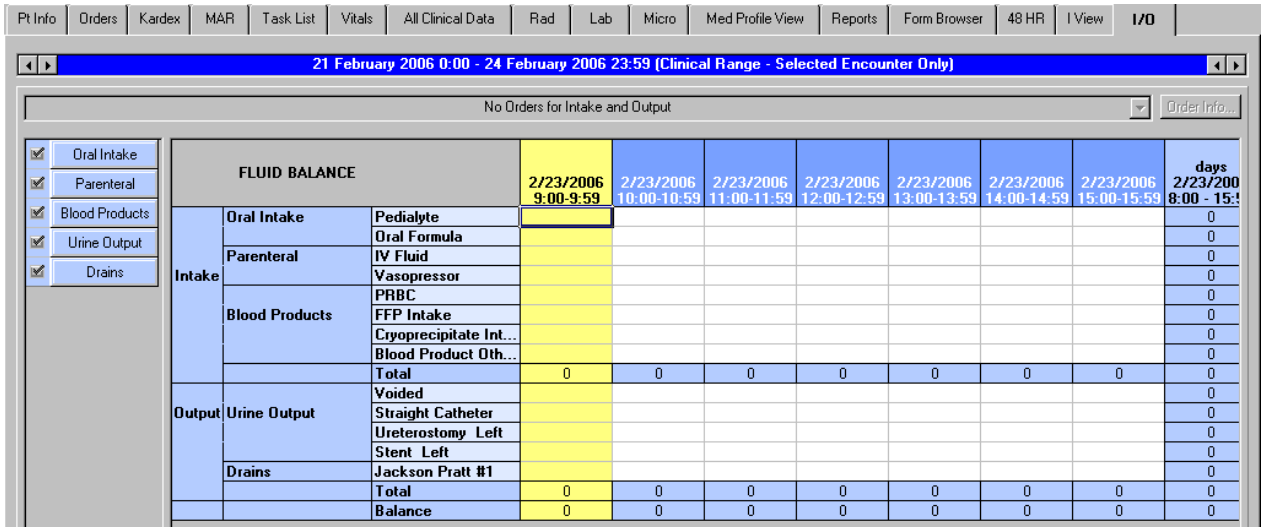
Note: *Tasks also can still be documented via the Multi-Patient Task List (MPTL) and the Single Patient Task List (SPTL).*

INTAKE & OUTPUT (I&O)

The Intake and Output (I&O) tab is a record of a patient's fluid intake and output for a specified time period. A graph is generated automatically and is displayed at the bottom of the window to give a visual representation of the fluids in and out and the fluid balance. Users can enter data directly onto the Intake and Output spreadsheet and save the entered data to the patient's record.

Viewing a Patient's Intake and Output Records

Open the patient's chart & click on the I/O tab



The display can be adjusted by any of the following methods:

- Hide a category of results (such as Drains or Blood Products) even if it contains results by clicking the check box in front of the category name in the Navigator panel on the left. To redisplay the category, click the check box in the Navigator again.

- To quickly scroll to a desired category's section of the I/O Display, click on the appropriate category in the Navigator panel.

- Remove a row that contains no data by right-clicking the row heading and selecting Remove. ***Note**: Once removed, the row heading is removed for anyone using the I&O flowsheet.*

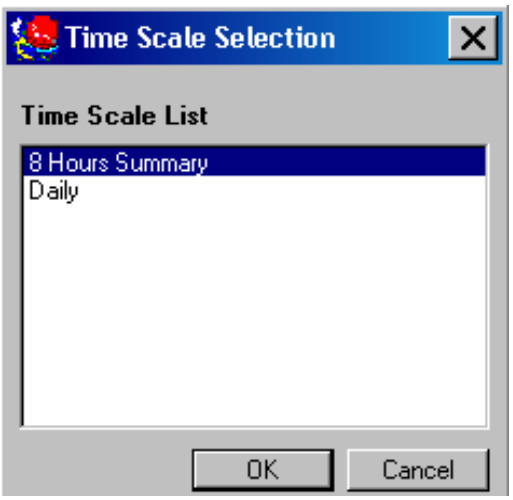
- From the Options menu, select Normalize View or Maximize View
  - Normalize View shows the Navigator and graph
  - Maximize View expands the data display area and hides the Navigator and the graph

- The Filter Bar displays the currently selected date and time range and indicates the type of data view displayed. Change the range by right-clicking the date and choose **Change search criteria**.

Adjusting the Total Columns

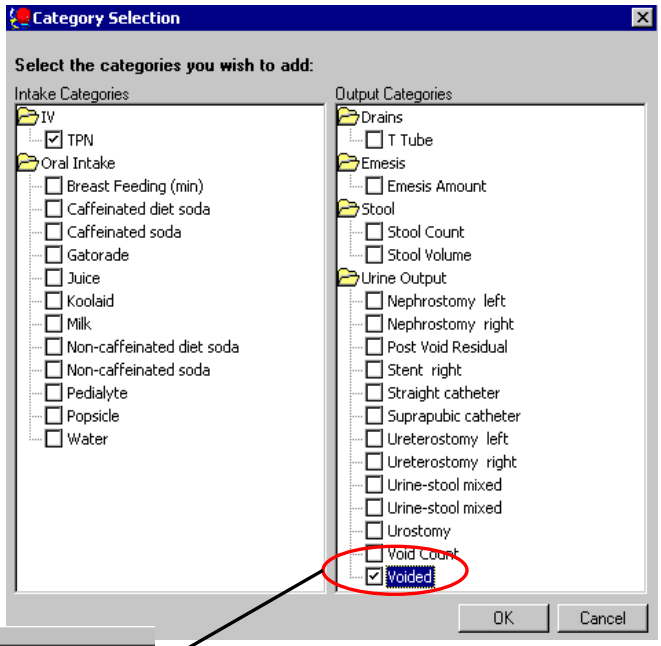
The total columns can be set for 8 or 24 hours. To adjust the columns:

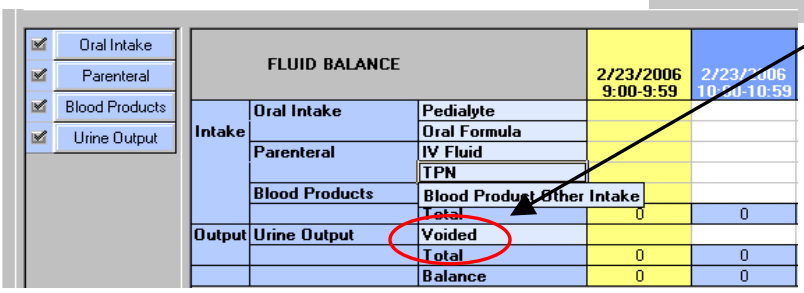
1. Click on the **Time Scale Icon**
2. The Time Scale Selection window will open
3. Select the appropriate time frame
4. Click OK.
5. The columns on the I/O display will adjust according to the selection



Adding an I/O Category to the Display

1. Click on the **Display Hidden Category** icon
2. The Category Selection window will open
3. Open the desired folder and select the appropriate category by placing a check in the box.
   Note: You can multi-select more than one category at a time.
4. Click **OK**.
5. The new category will be displayed under the appropriate title.

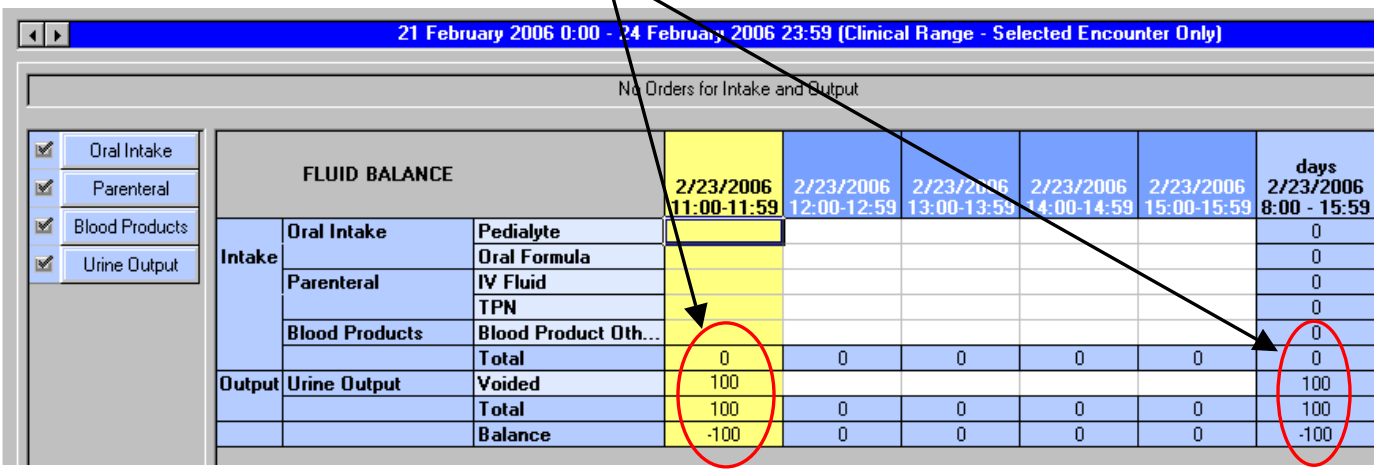




Documenting in the I/O Display Area

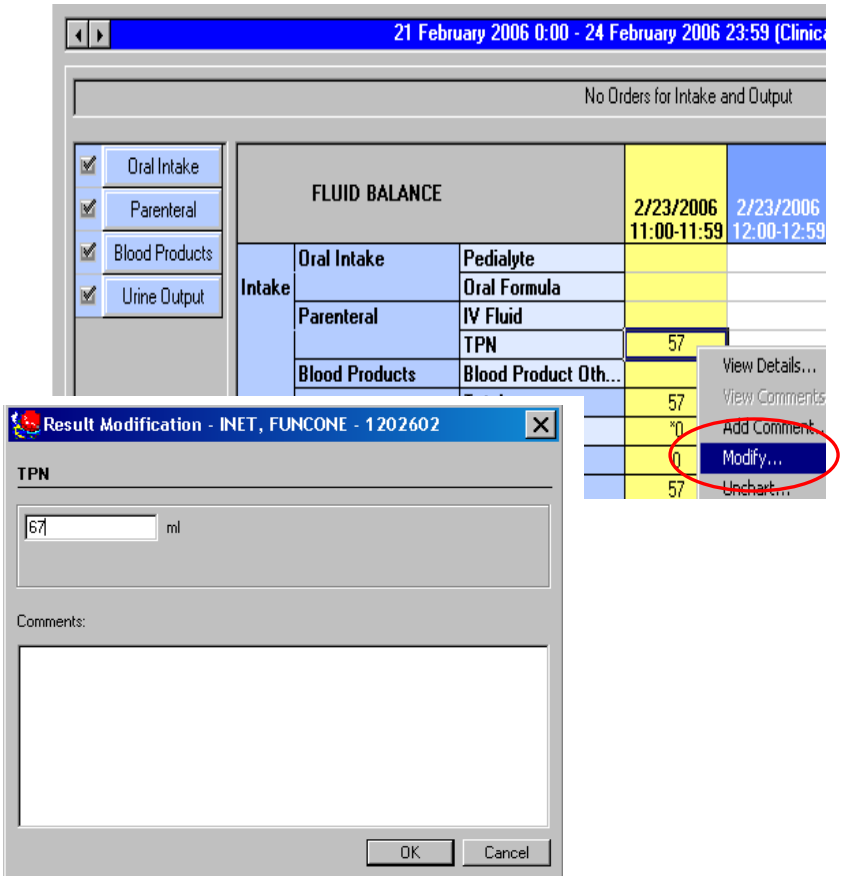
To Chart Results:

1. To begin documenting, click on the **Start Charting** icon
2. Select the field or fields to be charted.
3. Enter data into the appropriate cells
4. Click the Sign Charting icon when completed
5. The charted values are saved
6. The appropriate totals are calculated automatically



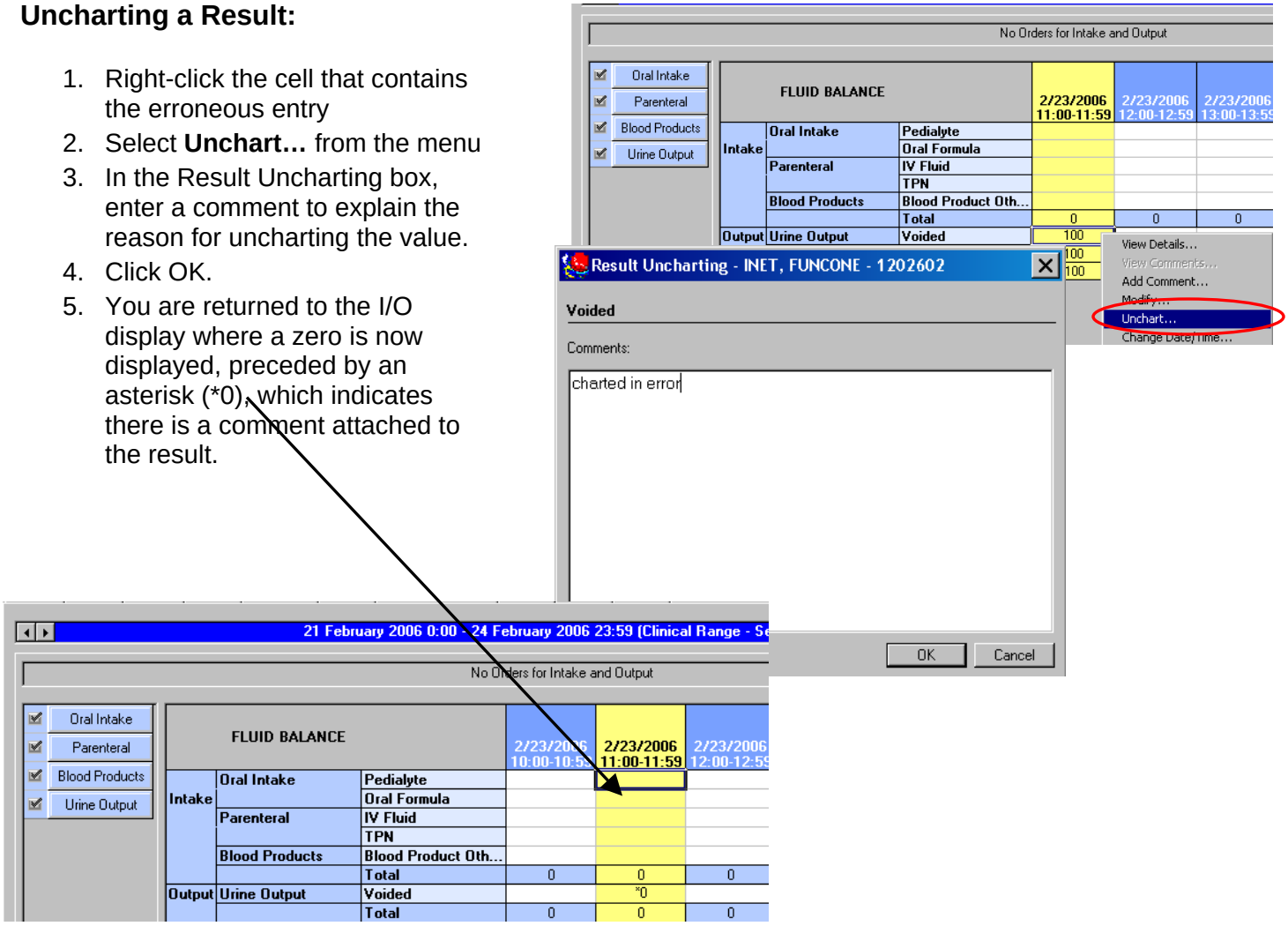
To Modify a Result:

1. Right-click on the result to be corrected
2. Select **Modify…**
3. In the Result Modification window, make modifications to the data
4. Click OK
5. Modified result displays on I/O
6. Totals are corrected as appropriate



Uncharting a Result:

1. Right-click the cell that contains the erroneous entry
2. Select **Unchart…** from the menu
3. In the Result Uncharting box, enter a comment to explain the reason for uncharting the value.
4. Click OK.
5. You are returned to the I/O display where a zero is now displayed, preceded by an asterisk (*0), which indicates there is a comment attached to the result.

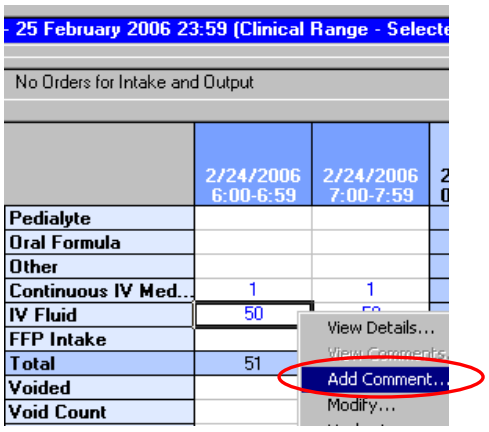


Entering a Comment With a Result

You can enter a comment while direct charting in I&O. To enter a comment about a result:

1. Right-click in the result cell
2. Select **Add Comment…**
3. The Charting Comments window is displayed where you can enter a comment.
4. Click OK.
5. The Intake and Output flowsheet is refreshed automatically to display the newly entered result with an asterisk (*) to indicate that a comment is attached to the result.

***Note**: A user is allowed **one** comment per result. If you already have entered a comment on this result, your previously entered comment is displayed and can be modified if necessary.*



Viewing a Result Comment:

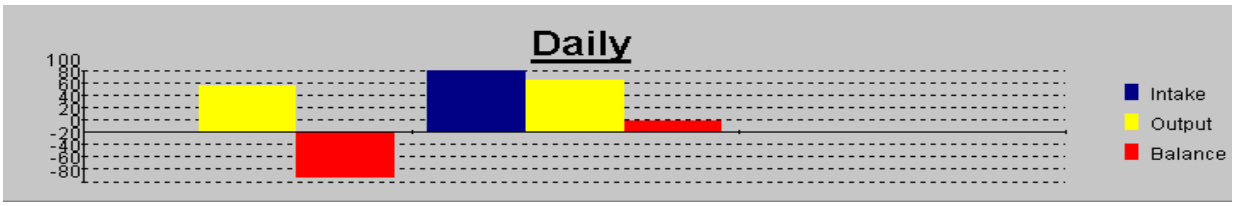
Results that have a comment attached to them display an asterisk (*) in the result cell.

To view a result comment:

1. Right-click in the cell that displays an asterisk, indicating a comment is attached.
2. Select **View Comments** from the context menu
3. The Result Details window opens with the Comments tab active.
4. The comment is displayed, along with the name of the person who entered the comment and the date and time it was entered.
5. Click **Close** to return to the Intake and Output flowsheet.

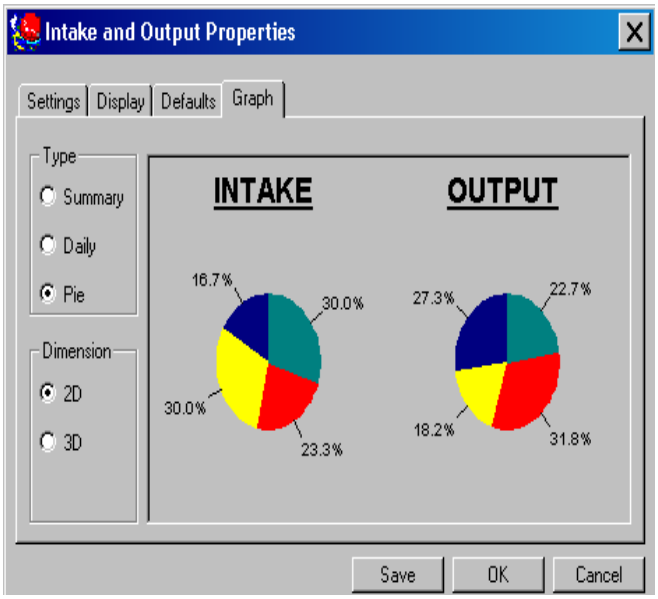
Graph Display

A graphic display of the intake and output activity will be displayed in the bottom portion of the **Intake and Output** window for **physicians and physician extenders only.**



You can change the format of an Intake and Output graph by setting preferences in the Properties dialog box. To alter the format for graphs:

1. Open the Properties dialog box by one of these methods:
   - From the Options menu, select **Properties** to open the Properties dialog box -OR-
   - Right-click the displayed graph and select **Graph Properties** from the context menu. This method activates the Graph tab; skip to step 3.
2. Click the Graph tab
3. Click the option button of the type of graph you want.
   - Summary: All intake values totaled together, all output values totaled together, and the total balance for the specified time span are shown in a bar graph.
   - Daily: Each day's totals and balance are graphed separately in a bar graph.
   - Pie: Intake values for each type of input are displayed as percentages on a pie graph. A color-coded key is displayed next to the graph. A separate graph is generated for outputs.

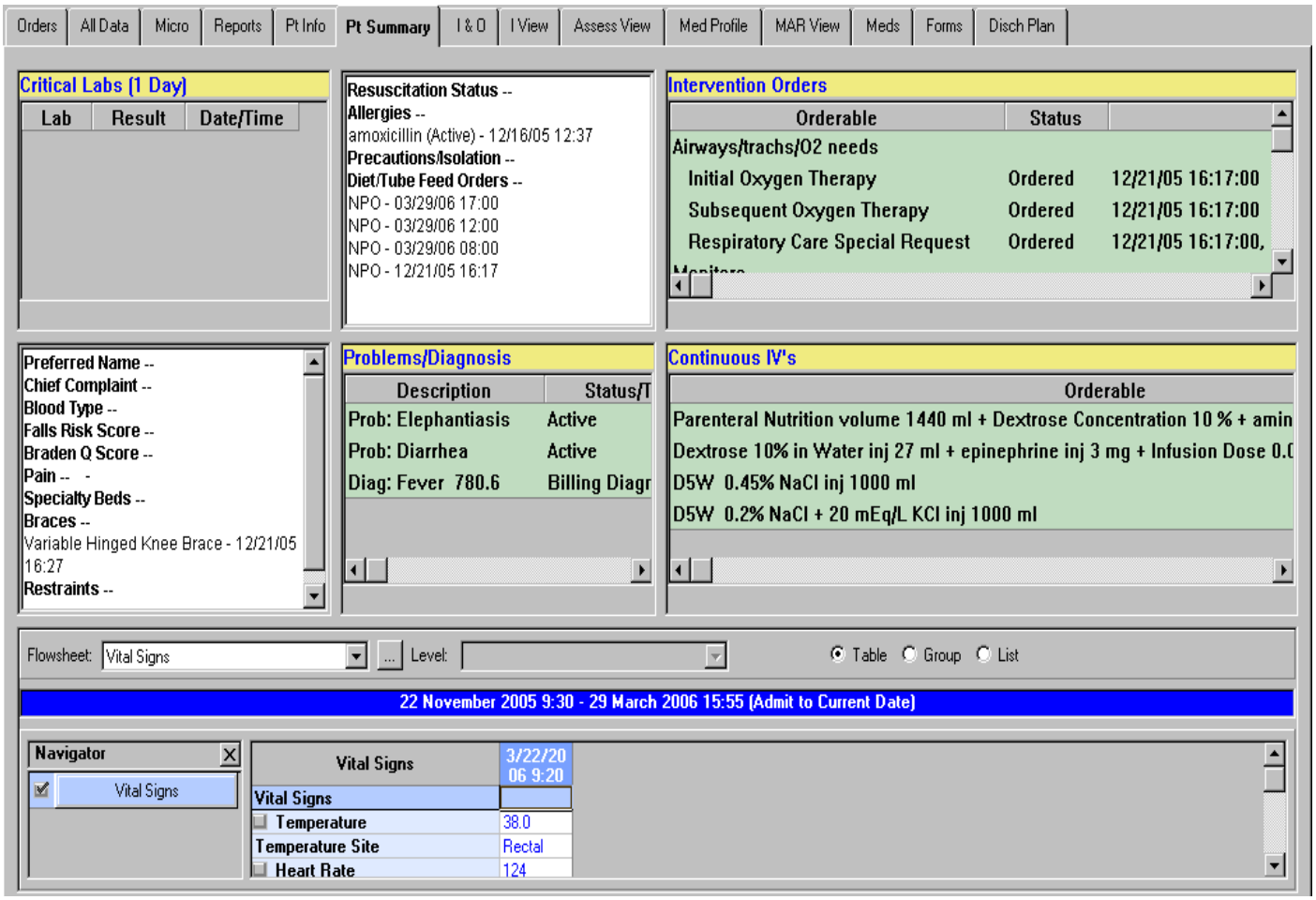


Caution: *The graph illustration in the Properties dialog box is a depiction of the type of graph selected. The values it displays are not related to any patient's chart.*

4. Select 2D or 3D
5. Click the Save button
6. Click OK to return to the I/O display and view the charted patient data.

PATIENT CARE SUMMARY

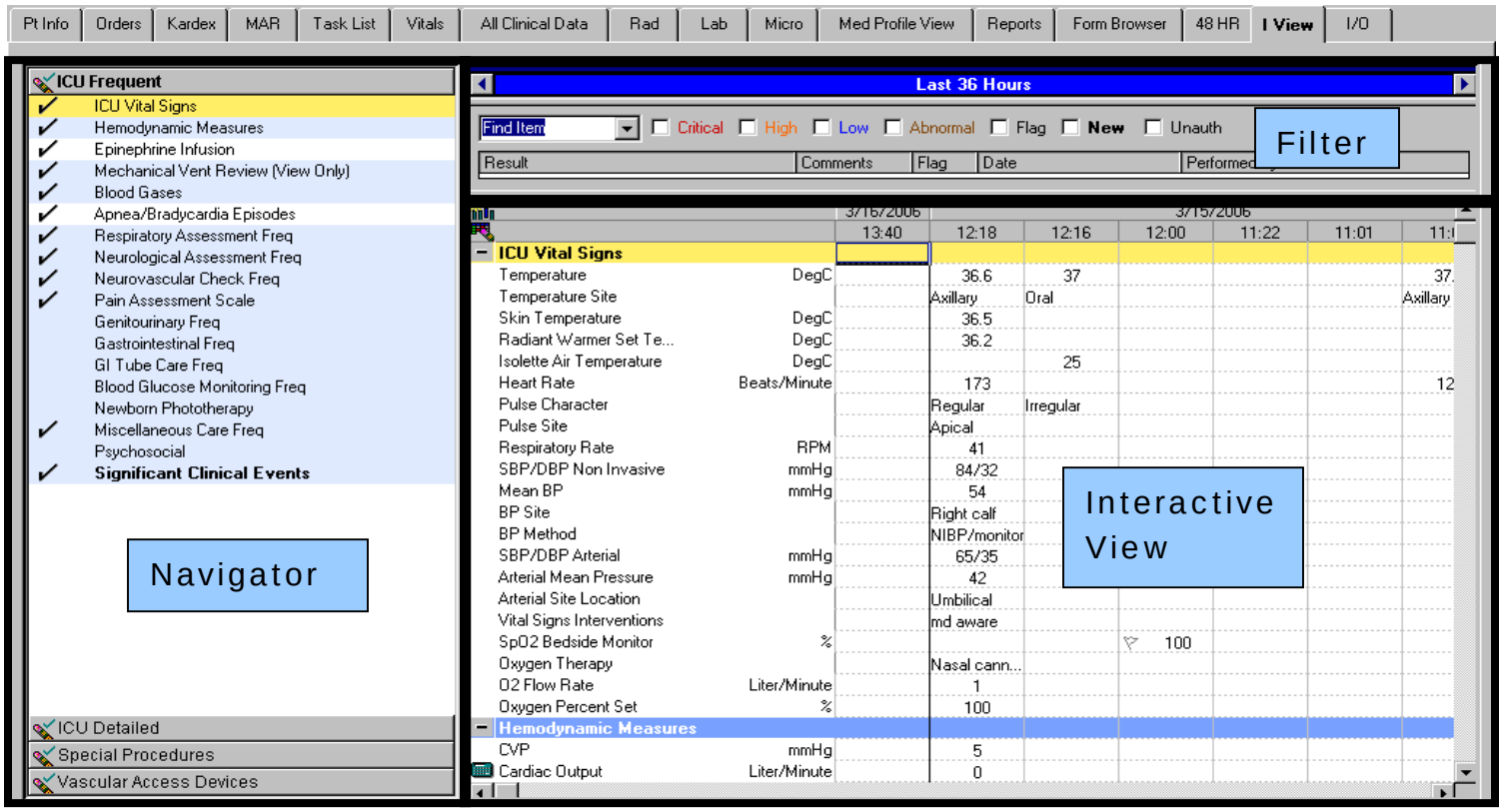
The Patient Summary tab is a view-only tab that displays patient-specific information in seven sections: Critical Labs, General Information, Intervention Orders, Communication orders, Problems and Diagnosis, Continuous IV orders, and Vital Signs.



- Information on the Patient Summary tab is driven solely from orders and documented results entered into Children'sNet.
- The Patient Summary tab is updated as new orders are entered or new results have been documented in Children'sNet.
- The Patient Summary tab view does not have free text capabilities.
- The Patient Summary tab is designed to be utilized between caregivers during any handoff of patient care, including change of shift, interdepartmental transfer, or permanent transfer to another unit.

I VIEW

The *INet* interactive flowsheet is the tool utilized in the Critical Care areas to view, document, and modify results. It is accessed through the **I View** tab within the patient's chart.

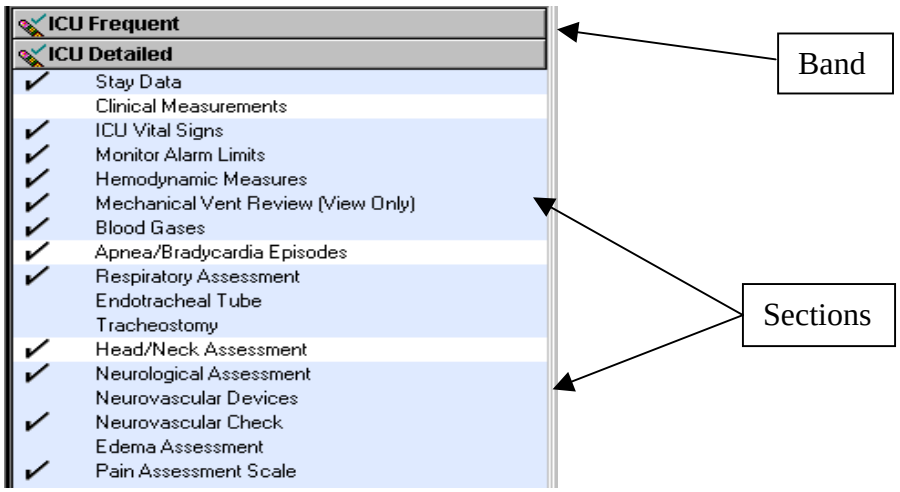


There are three main sections of the Interactive flowsheet:

- Navigator
- Interactive View Window
- Filter Window

The Navigator

The left side of the Interactive Flowsheet is an area known as the Navigator. The Navigator is made up of sections and bands. The gray bands are ways of grouping the sections to better organize workflow. The currently active band is displayed in bold text. The sections contained in the active band are displayed in a list below the band. The sections indicate specific flowsheets that are contained in the band—like chapters in a book. These sections are named to show what pertinent data is contained on each.



Navigating the Navigator: Bands and Sections

To navigate between bands:

- Open the **I View** tab.
- Click the desired band in the Navigator.

The selected band moves to the top of the Navigator, just below any bands that are already at the top. The band name is displayed in bold text and the sections display below the band.

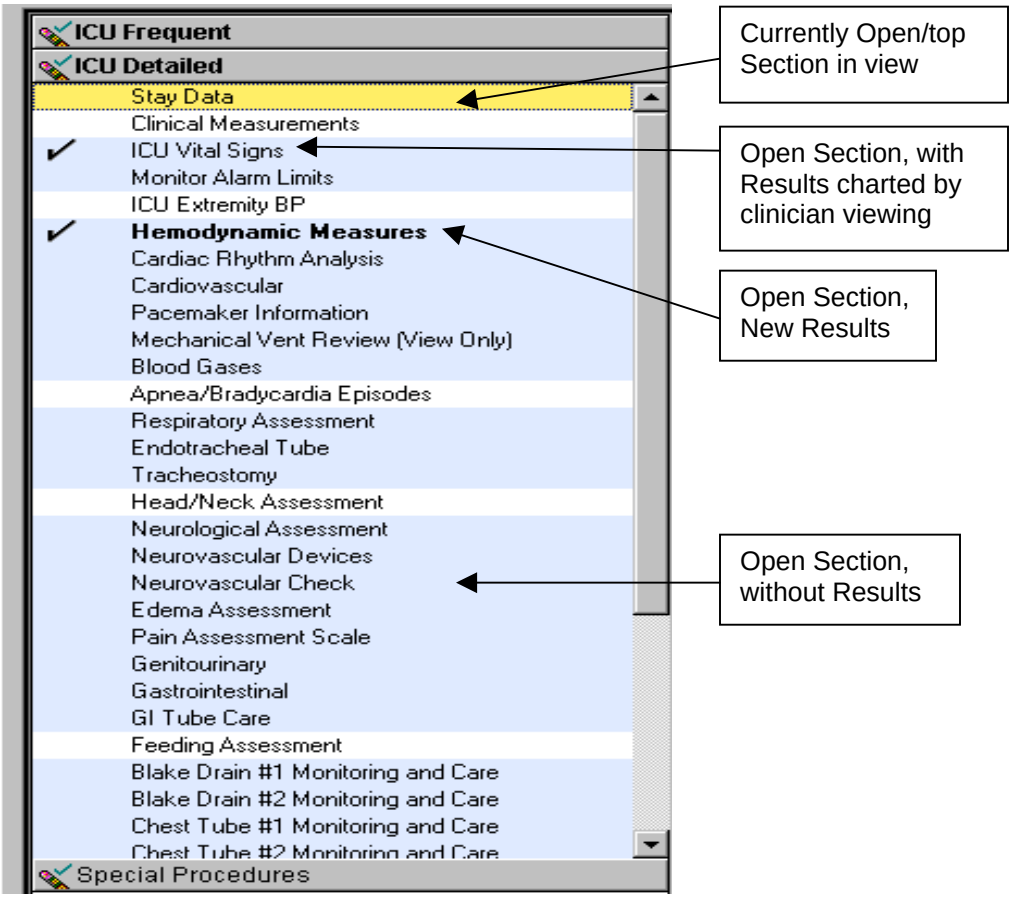
To navigate between sections within a band:

- Open the **I View** tab.
- Click the appropriate band.
- Select the desired section. The section displays at the top of the interactive view window with the appropriate data fields.

Navigator Configuration

The Navigator is configured to show some key information without even opening the bands or sections.

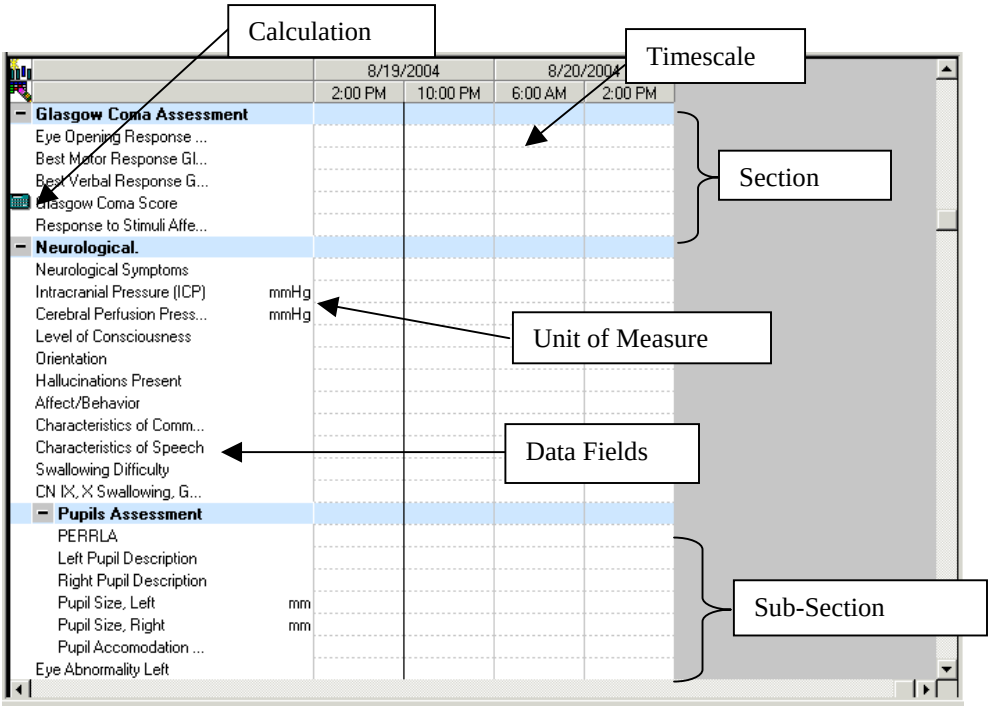
- Section Name with a check – This is a section that contains charted results that the clinician has entered and/or results that the clinician has reviewed and book marked.
- Bolded Section Name – This is a section that contains charted results that the clinician has not book marked or marked as seen.
- Light Blue Section Highlighting – This is a section that is currently open and available in the view window.
- Yellow Section Highlighting – This is the section that has been selected by the clinician and is open and available at the top of the view window.
- No Section Highlighting – This is a section that is currently available for view but does not display in the view window until selected.



Interactive View Window

The Interactive View window is the area where you can view past, current, and scheduled future documentation on the patient. It can also be used as the point of data entry. The interactive window view is made up of several sections:

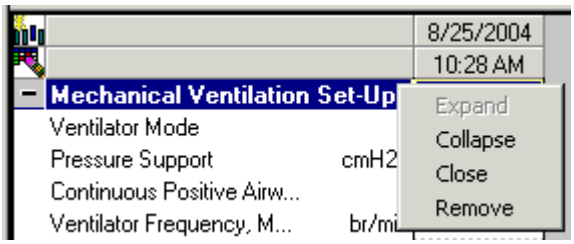
- Sections/Sub-sections
- Orders icon
- Data fields
- Units of Measure
- Timescale
- Calculation indicator



Sections and Subsections:

Section names correlate with the navigator. Note in the screen shot above, within the Neurological section there are a number of lines of detail: neurological symptoms, intracranial pressure, etc. These are the data fields. **Pupils Assessment** is a sub-section of the Neurological section. Note how the Pupil Assessment is indented. The easiest way to condense sections/ subsections is to click the + and − at each section header. These buttons allow you to condense or expand a section as needed within the view.

Right-clicking on the section header also presents a list of options:



- Expand – This option exposes the view of a section's contents. It is equivalent to the + button.
- Collapse – This option condenses the view of a section's contents. It is equivalent to the − button.
- Close – This option closes the section and takes it out of the view window. The section is still available for selection in the Navigator window.
- Remove – This option closes the section and removes it from the Navigator window.

Units of Measure

Units of measure are specified to the right of the data field where necessary. This eliminates need for entering a unit of measure with the result if it is standard type data, such as blood pressure measured in mmHg.

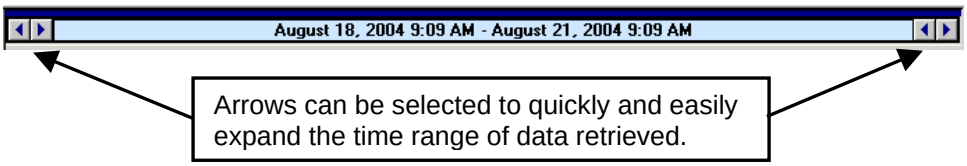
Calculations

The calculation icon shows to the left of any calculated data fields. Place the cursor on this icon to reveal the formula and values used in calculating this result.

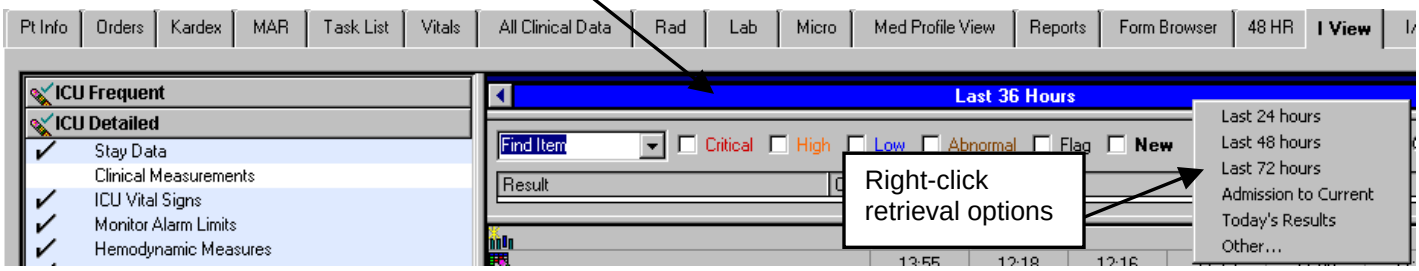
Timescale

A default timescale is set, but the clinician can easily change the date and time range for the *INet* Interactive View. This can be accomplished in one of three ways:

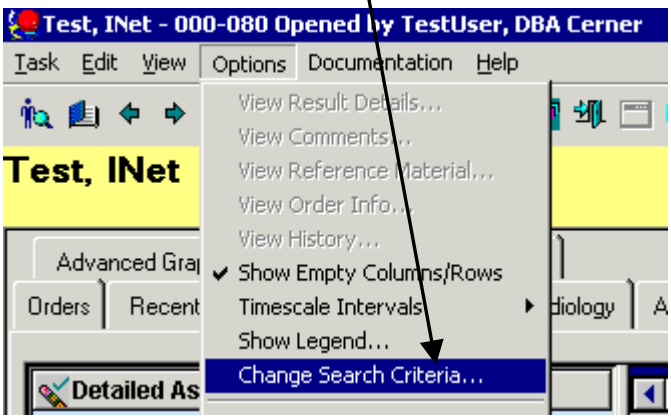
- Click the arrows on the left side of the Date Range Bar to expand or contract the start date. Click the arrows on the right side to expand or contract the end date.



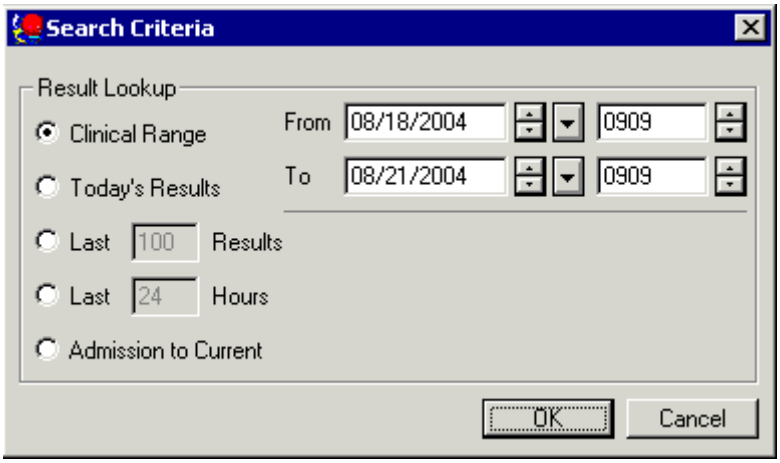
- Right-click the blue Date Range Bar, and select an appropriate option from the list presented.



- Select Change Search Criteria from the Options menu.



If you use either the Date Range options or main Options menus, a secondary window displays. Use this window to make manual changes to the date/time range.



From this window you can make the following date/time range choices:

- Clinical Range – The system displays any results that fall within the time period specified in the From and To boxes.
- Today's Results – The system displays any results that fall within the current day.
- Last X Results – The system displays the latest results, up to the maximum number of results specified in the box.
- Last X Hours – The system displays the results that fall within the number of hours specified in the box.
- Admission to Current – The system displays any results that fall within the time period of admission date/time and current date/time.

Please note that these functions are unavailable when you have activated any section or column for documentation purposes. The Change Search Criterion is a retrieval/viewing function.

Setting Column Timescales

The specific column in which a clinician documents a result determines the date/time of that result in the interactive flowsheet view. In addition, the exact date/time of entry is documented in the database. *INet* Interactive View can be set up to show different timescales as appropriate for the specific view. Examples of the pre-set timescales include columns for every hour, every two hours, and so on. You may change these timescales as necessary to fit your needs.

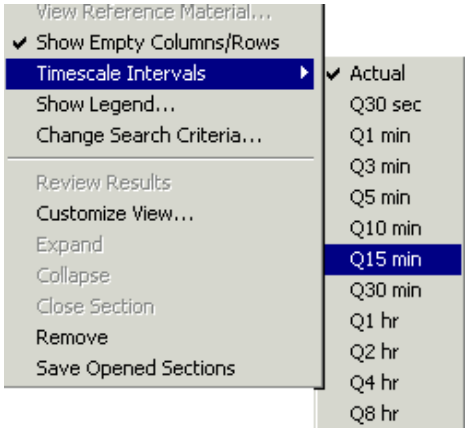
There are two possible types of timescales, actual and interval. If the clinician is using an **actual timescale**, the system displays any results within the timeframe specified and also creates a blank column for the current date/time each time the clinician opens the flowsheet, in readiness for potential documentation of results. Only date/time columns with data documented are saved to the view.

If the clinician chooses an **interval timescale**, the system displays any results within the timeframe specified and creates columns, as appropriate, for the selected frequency: such as Q1 hour, 7:00, 8:00, 9:00, and so on. In both cases, the system only displays results and creates columns within the timeframe that has been specified.

To change a timescale from actual to interval:

- Open *PowerChart* to the **I View** tab
- Select the Options menu
- Select Timescale Intervals
- Select the appropriate timescale from those listed

The system adjusts the view window to match the selected timescale.

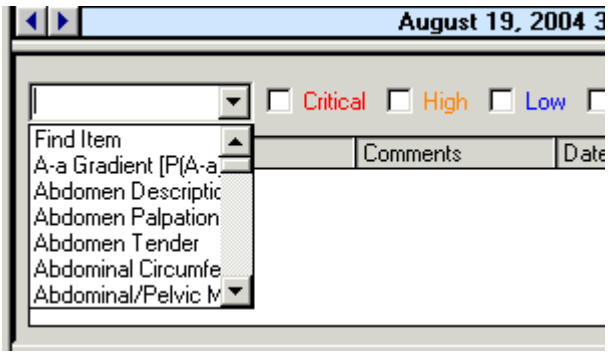


Filter Window

The Filter window is used to quickly retrieve specific results by searching search for specific results or all results with specific characteristics. This tool is located along the top of the interactive view. If the view has been modified to expand other sections, you may need to drag open this window to get the full view of all options.

Searching for a Specific Item

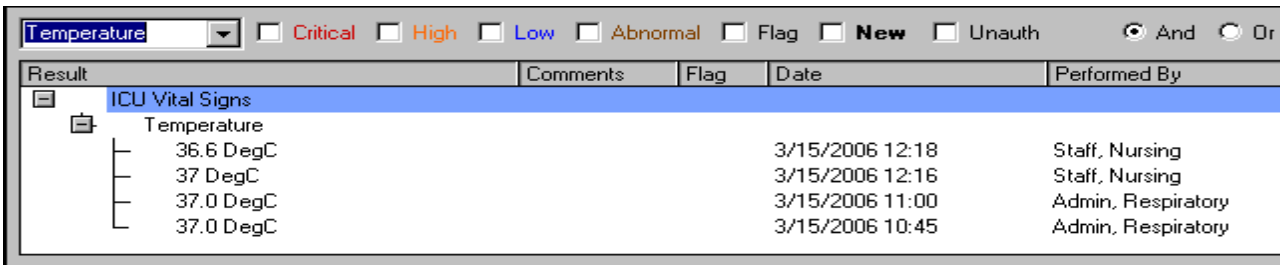
The filter window can be used to search for a very specific item. For example, a user may want to search only for the Temperature instead of scanning through columns on the flowsheet trying to find it.



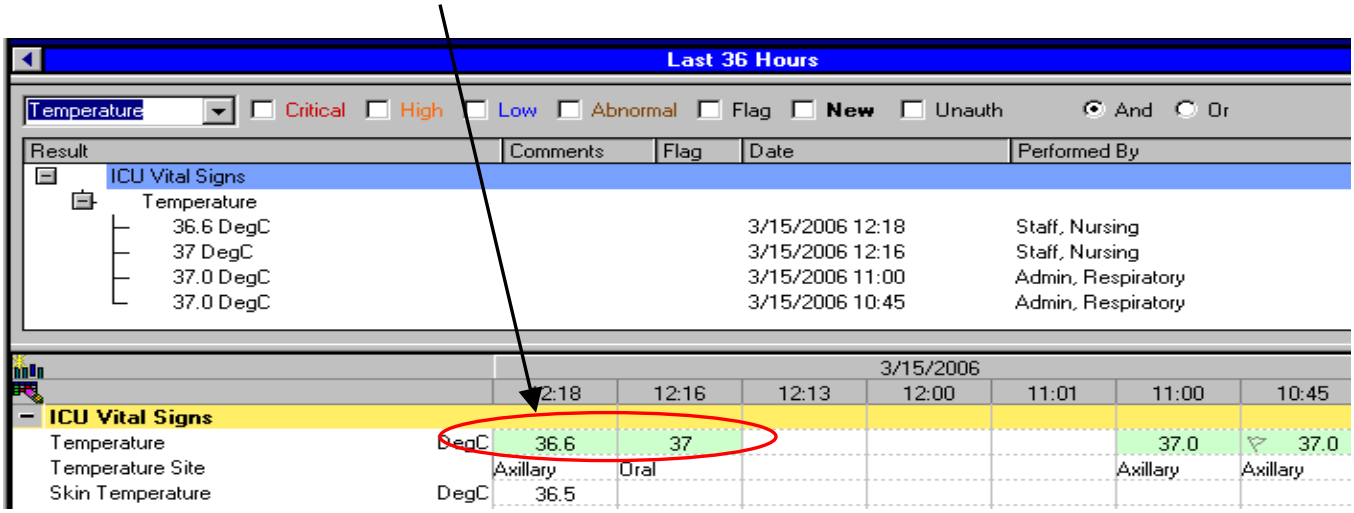
To search for a specific item:

- Open *PowerChart* to the **I View** tab.
- Make sure that the filter window is visible. To make the filter window visible, maximize its size.
- Select the item that you are looking for from the drop-down menu box.
  Tip: *Selection can be quicker if you type in the first letter of the item.*

Results, if present, show in the large white box below the menu box in a tree structure.



In addition to viewing the results listed in the Filter window, your results on the flowsheet now appear with cells highlighted in a light green color.

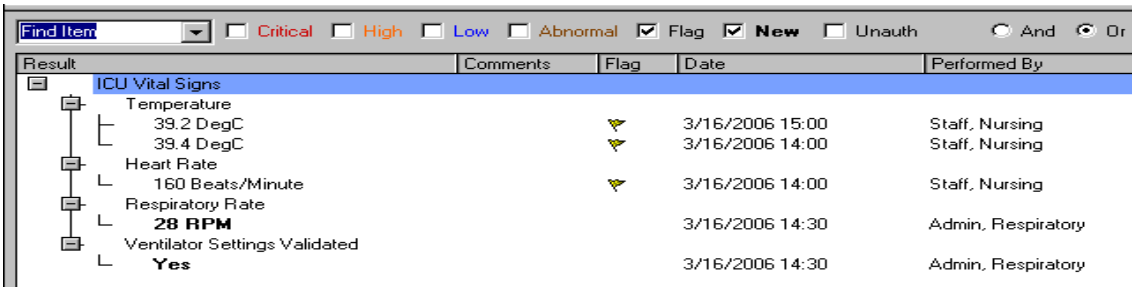


Searching for Results with Specific Characteristics

The filter window can be used to search for values that have specific characteristics. For example, the clinician might need to see all critical results on a patient. The search parameters can be set to search for one characteristic or to perform the Boolean searches using "**And**" and "**Or.** " This would allow a clinician to search for results such as all critical values **or** all high values; or for all values that are both critical **and** high.

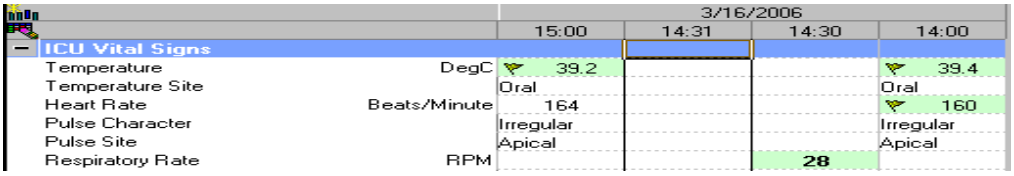
To search for all items with specific characteristics

1. Open *PowerChart* to the **I View** tab.
2. Make sure that the filter window is visible. Resize as necessary.
3. Select desired boxes next to the result indicators (Critical, Low, New, etc.).
4. Click the appropriate radio button to perform an **And** search or an **Or** search.



This illustration is a search for all flagged **or** new results. Only those results that are flagged or new are retrieved. If you select a specific result in the filter window, you can focus on the cell that you have selected in the view window below.

Again, search results display on the interactive view window highlighted in a light green color.

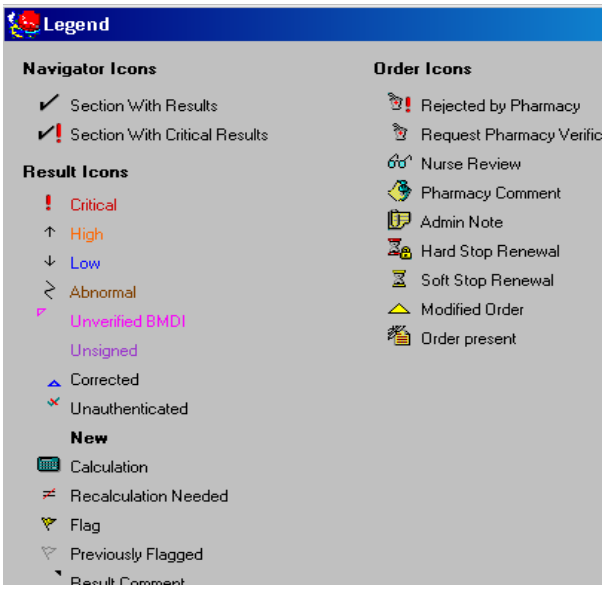


Reviewing Results

One of the primary activities for which you use the interactive flowsheet is to review patient results. Results are posted in the cells correlating to the data fields of the interactive flowsheet.

Using the Legend

In addition to the color-coding of results, characters are used to flag various result statuses. A quick reference for all the display characteristics of results is available to the clinician.

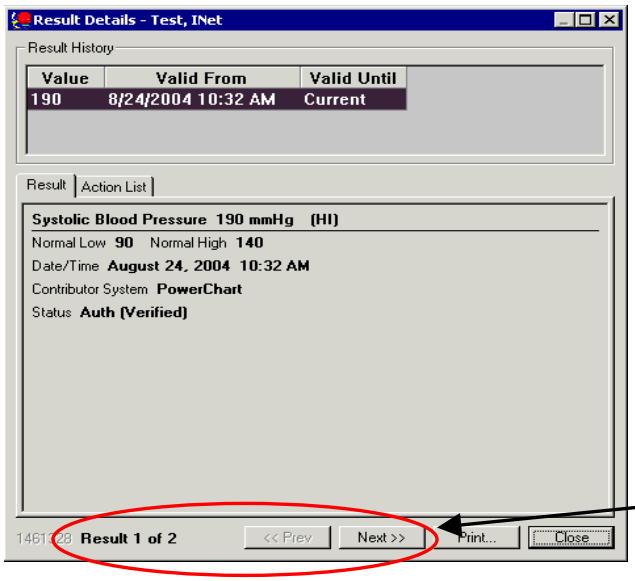


To access the results legend:

1. Open *PowerChart* to the **IView** tab.
2. On the Options menu, select **Show Legend…**
3. The legend displays.

Result Detail Window

You can review more information on any result that has been documented and signed into the database. A clinician can use the Result Detail window to see the history of the value, including any changes, reference ranges, status of the result, any comments attached to that result, and the personnel or system entering or modifying the result.



To access the Result Detail window:

1. Open *PowerChart* to the **IView** tab.
2. Navigate to the appropriate section that has the result to be viewed
3. Double-click the desired result and the Result Details window displays with the appropriate result information, **or** right-click the result and select **Details** from the list of options.

Note: *If more than one result is posted in a time cell, the result detail window notes the number in the lower left corner. Here see* ***Result 1 of 2*** *is noted, and the* ***Next*** *button is enabled, allowing the user to view next result in this cell.*

Marking Results as Reviewed

The *INet* Interactive View includes result review functionality that allows a clinician to **mark results** that he or she has seen. When a result is marked as reviewed, the result value text changes from a bold font to a normal font. Also, once all new results within a section are reviewed, the section name also changes from a bold font to a normal font.

The system only marks those results that are within the clinician's view when the review action takes place. The system does not mark as reviewed any new results that are outside of the current onscreen view (in other words, the results that require scrolling to view).

To review any new results:

1. Open *PowerChart* to the **IView** tab.
2. Navigate to the section that has results to be reviewed.
3. Read and assess the desired results.
4. Press the Review Results button on the toolbar.
5. Navigate to other sections, and repeat the process to mark as reviewed results that were not assessed within the online view.

The details of who has reviewed the results are listed in the result detail window on the action list tab. This list can be used as a quick check to see if another clinician has received and stamped the result as reviewed. The details list, however, should not serve as the only communication vehicle in critical result situations.

Viewing Result Comments

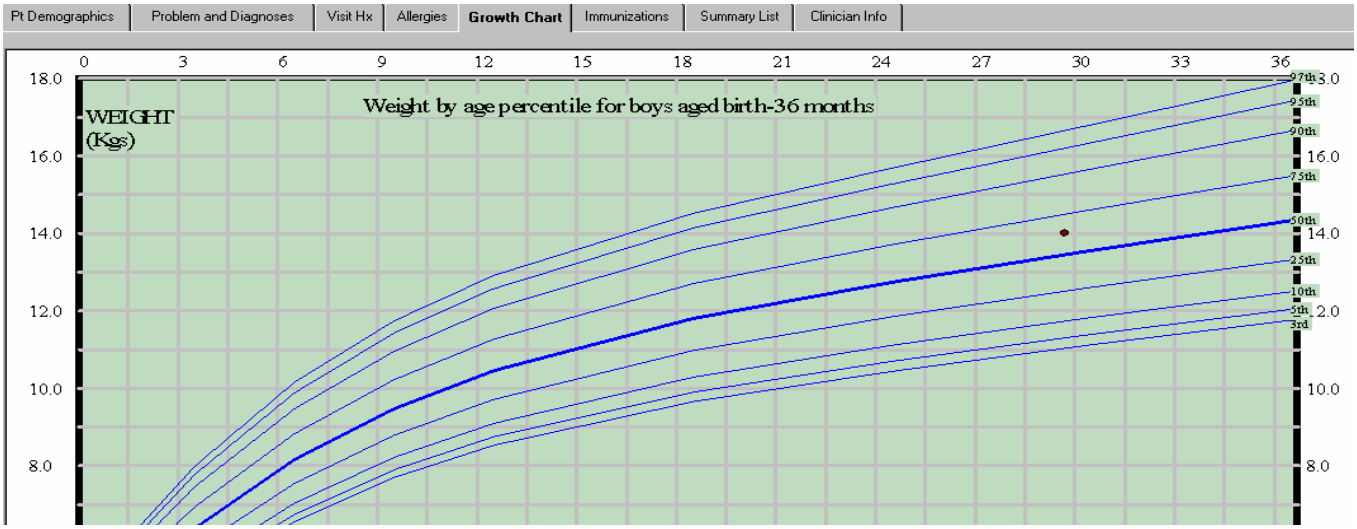
To view comments associated with a result:

1. Open *PowerChart* to the **IView** tab.
2. Navigate to the section that has the result to be viewed.
3. Double-click the result, and select the comments tab from the result detail window, **or** right-click the result and select **View Comments**.

The Result Detail window displays with the comment tab showing.

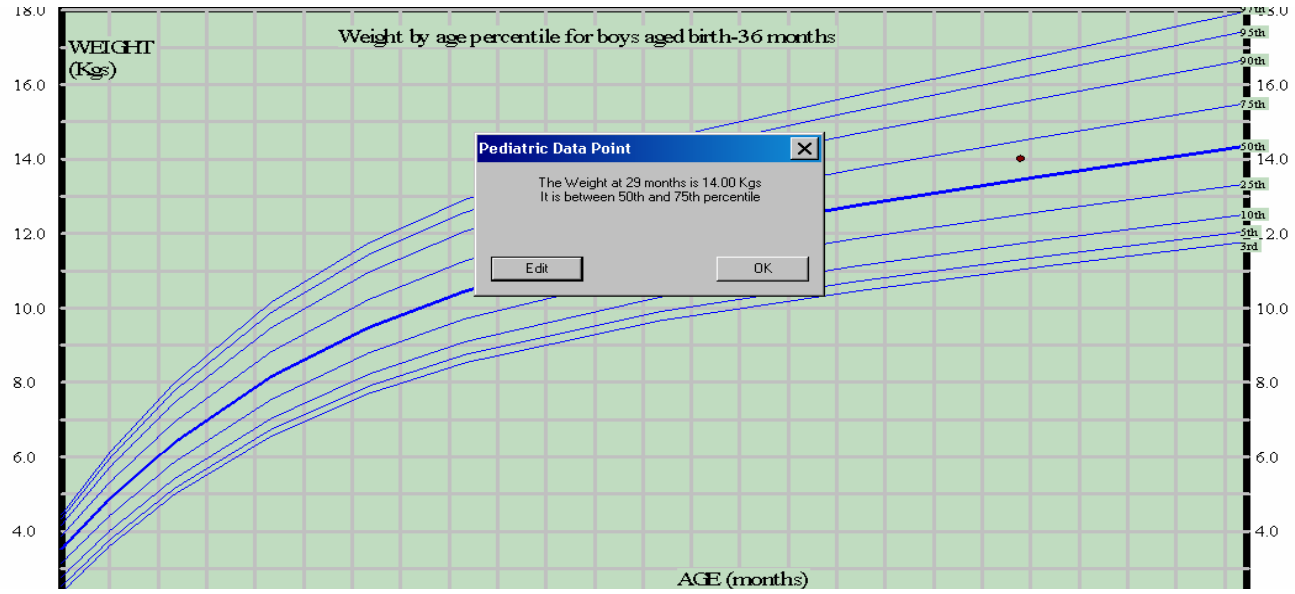
GROWTH CHART

- The growth chart is accessible from the **Patient Info** tab
- Measurements documented electronically are plotted automatically on the growth chart.
- The system chooses the appropriate growth chart based upon the patient's age and gender.
  - Gestational age based growth chart in development
  - Birth-36 months
  - 2 -20 years



Percentile Interpretation

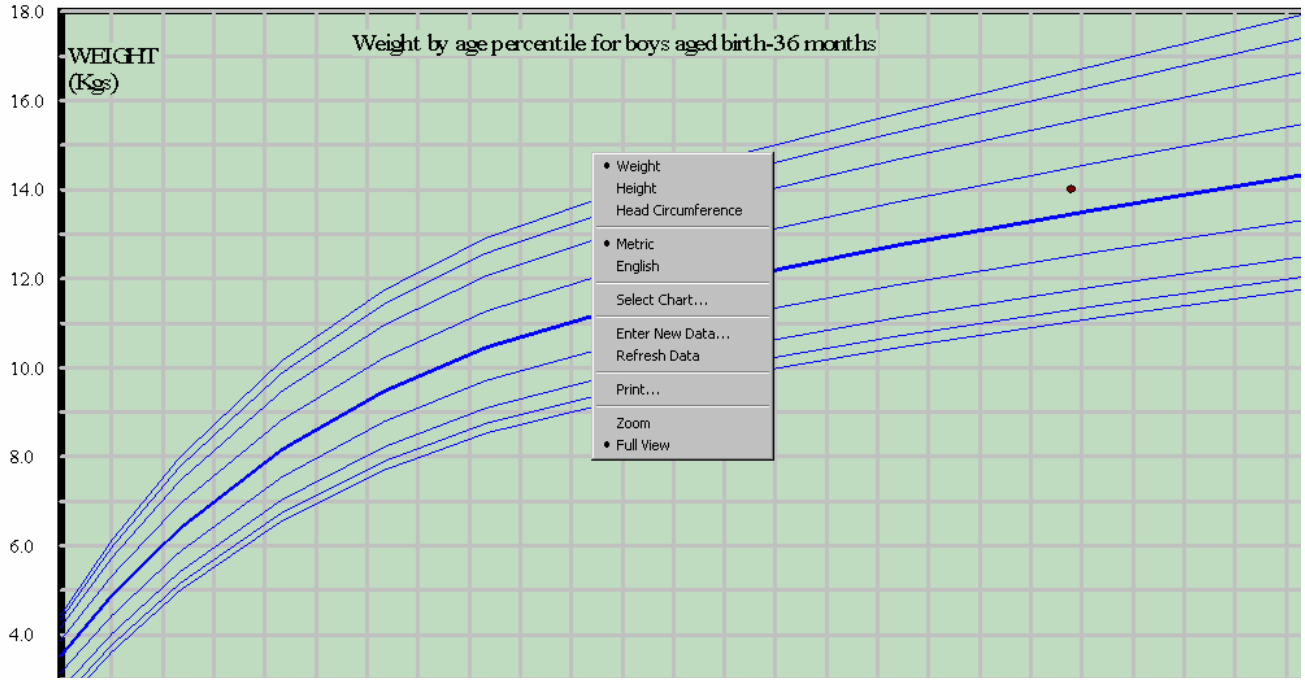
In the Growth Chart tab, click on the data point to obtain the percentile interpretation.



Accessing the Height/OFC Charts

The system defaults open to the Weight chart.
To view the Height or OFC chart:

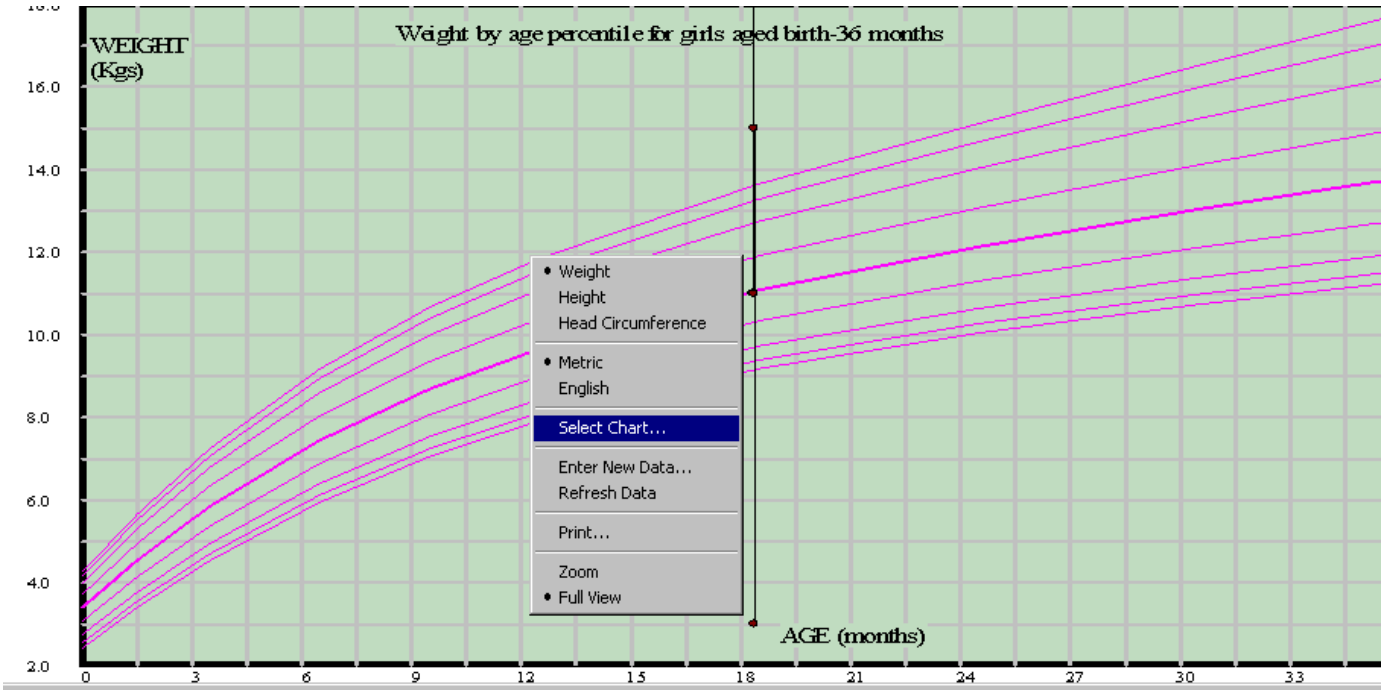
- Right-click anywhere on the growth chart
- Select the desired chart from the menu



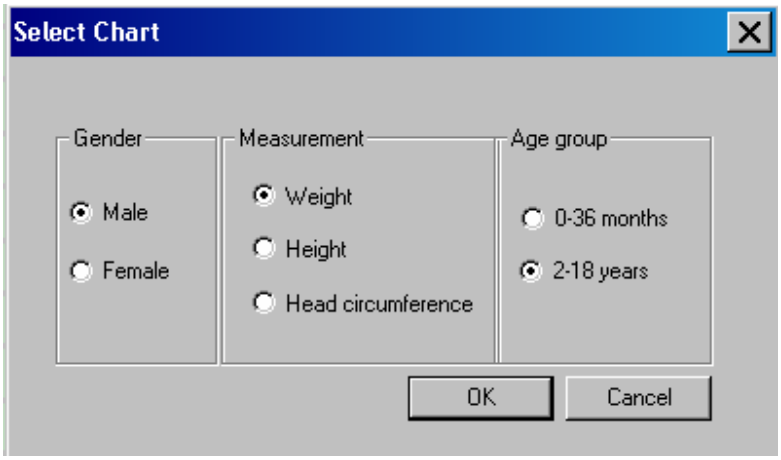
Selecting a Different Age Chart

The default chart will be the birth-36 month chart for any patient up to 36 months.
To view a different growth chart:

- Right-click anywhere on the growth chart
- Chose **Select Chart…** from the menu



- The Select Chart window opens



- Select desired gender, measurement and age group
- Click OK

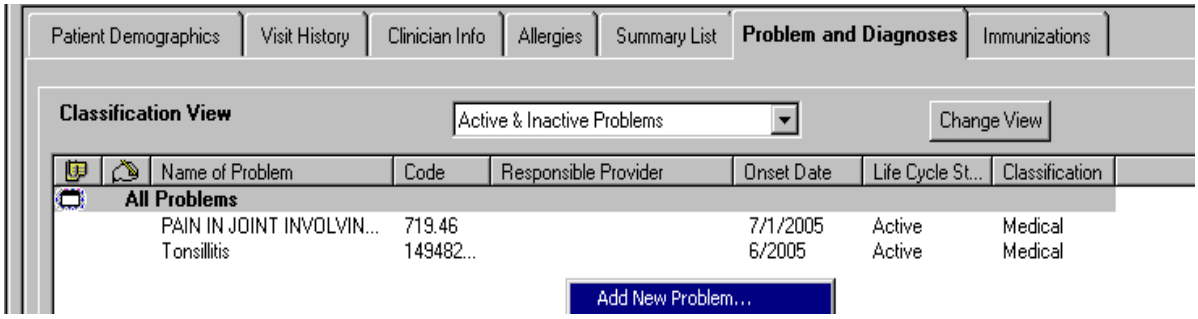
Note: The growth chart will return to the default setting once the chart is closed.

PROBLEM AND DIAGNOSES TAB

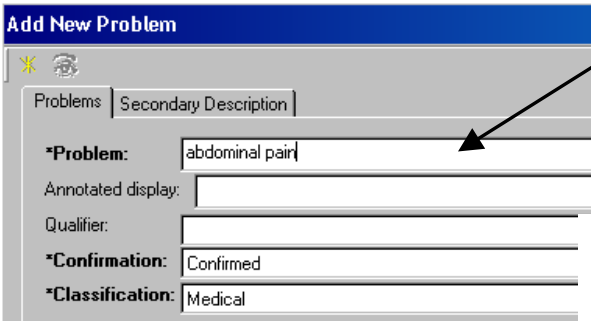
The Problem and Diagnoses tab is a multicontributory tab in which users can view, add to, or modify a list of known health problems associated with a patient. Anything that presents a problem to the patient's overall health may be listed in the Problem List. All users can add problems to the list and modify the problems as necessary. Problems are selected using nomenclature items, from one or multiple vocabularies. ICD-9 is a commonly used vocabulary.

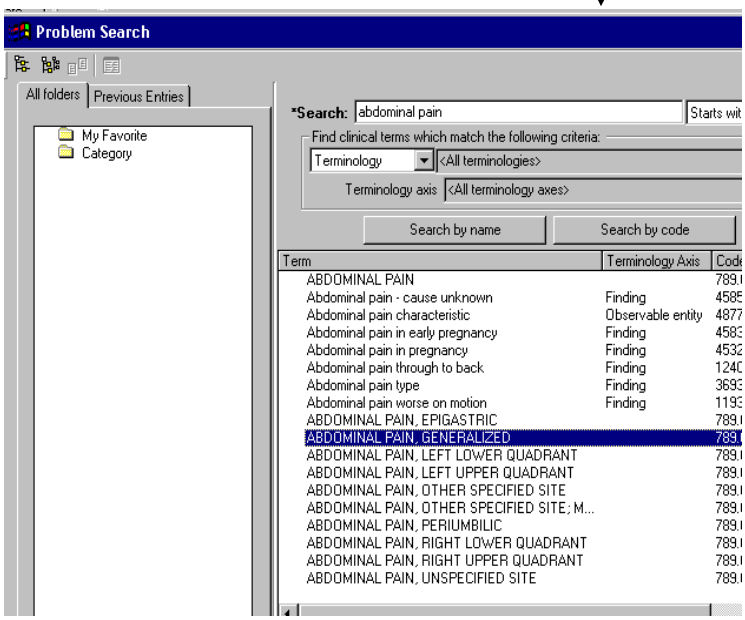
To Add a Problem or Diagnosis to the List

1. Click on the **Problem and Diagnoses** tab in the patient's chart
2. **Right-click** in the white field area
3. Select **Add New Problem…**



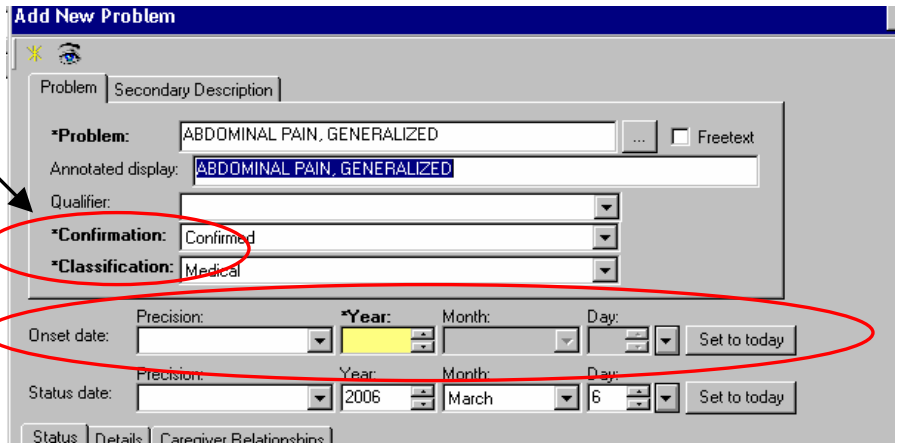
4. In the **Add New Problem** window, type the problem to be added in the **Problem** box
5. Press the **enter** key, and **Problem Search** window will appear showing a list of possible problems





6. Highlight the appropriate problem
7. Click OK

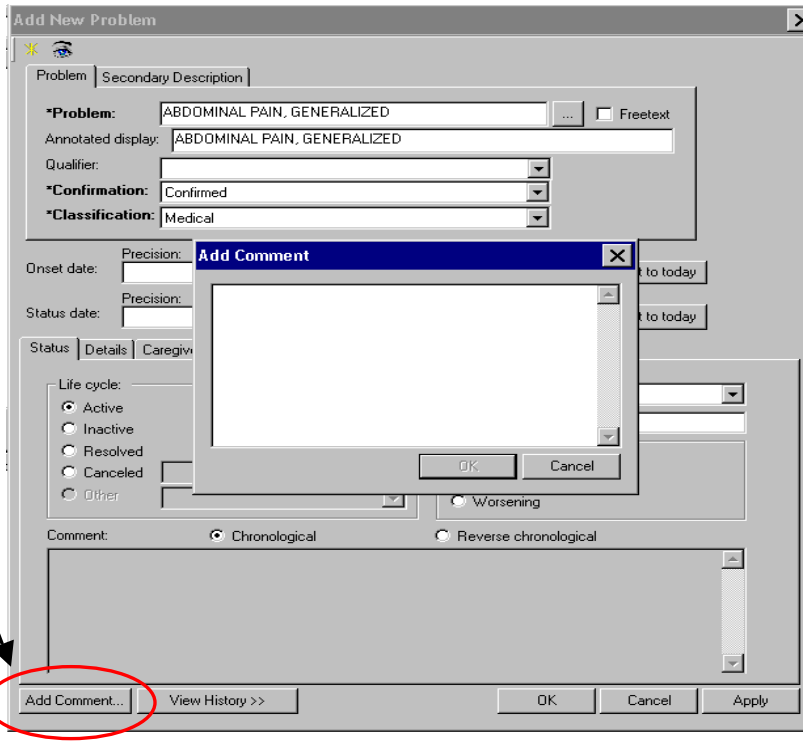
8. Complete the remaining required details
   Note: *The fields that are bold and preceded by an asterisk are required*
9. In the **Onset date** line, enter at least the year the problem first occurred in the **Year** box
   Note: *Click on the* ***Set to today*** *button to document the current date.*
10. Click **OK**.
11. The problem will display in the Problem List



Adding a Comment

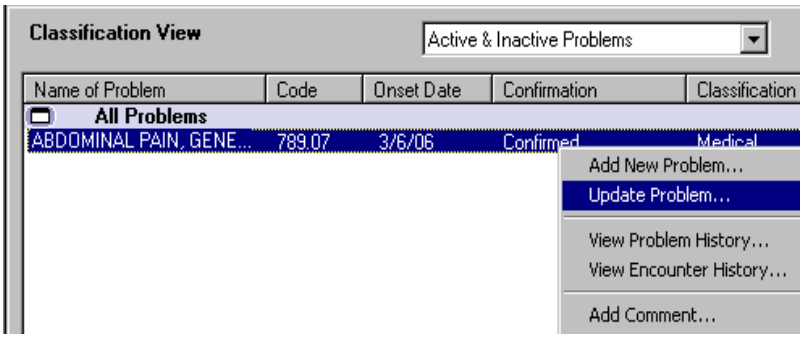
To add a comment to a problem, complete the following steps:

1. In the Problem List tab, right-click on the problem requiring a comment
2. Select Add a Comment from the context menu.
   Note: *If you are in the Add Problem or Update Problem dialog box, click* ***Add Comment...*** *button.*
3. The Add Comment dialog box opens.
4. Type in your comment.
5. Click OK



Updating an Existing Problem

1. Right-click on the problem to be updated
2. Select **Update Problem…** from the context menu.
3. The Update Problem dialog box opens.
4. Make any necessary changes.
5. Click OK to save your changes and close the dialog box.
6. The modifications are noted in the History tab.



Resolving a Problem

If a patient no longer has a problem; for example, if a treatment cures it, you should indicate that by resolving the problem. To resolve a problem, complete the following steps:

1. Double-click on the problem you want to resolve.
2. In the Status section, select **Resolved** under Life Cycle.
3. Click OK.
4. The problem now displays in the Problem List with a Resolved status.
5. The changed status is displayed in the History tab.

Canceling a Problem

To cancel a problem, complete the following steps:

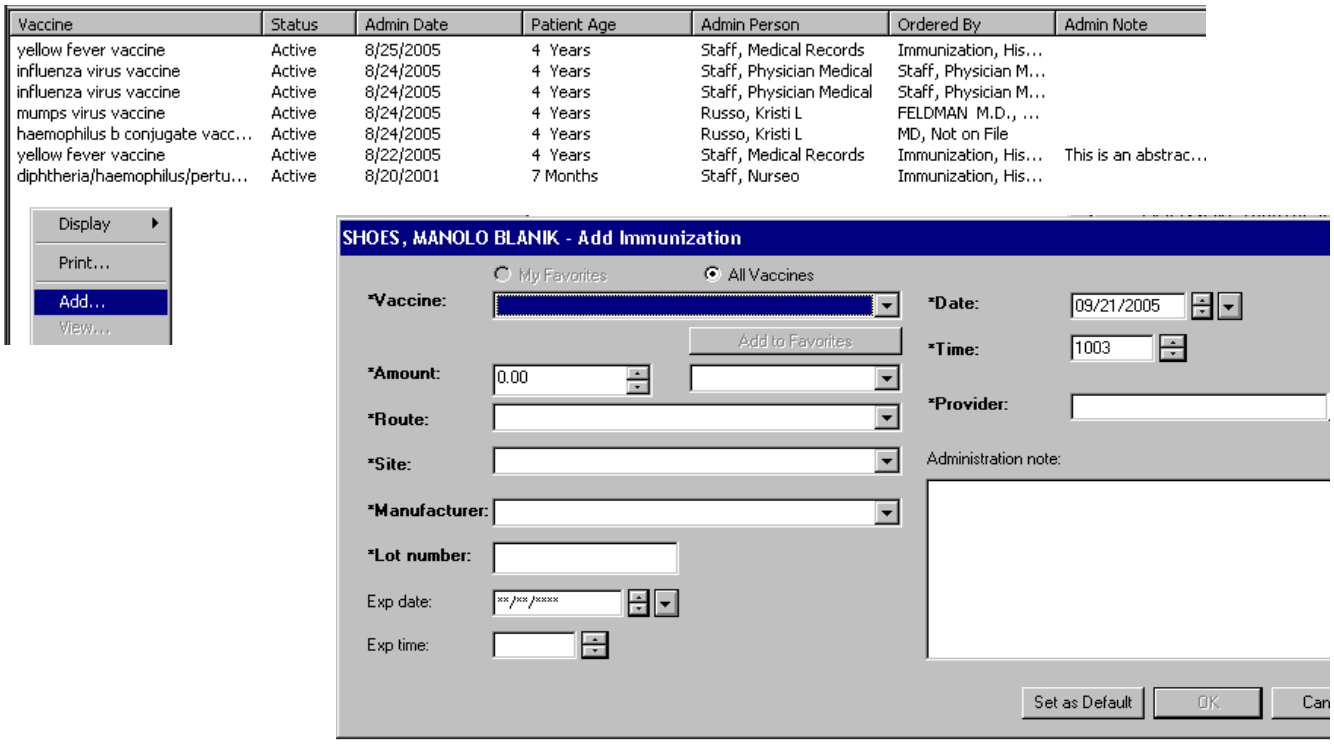
1. Double-click on the problem in the Problem List.
2. In the Status section, select **Canceled** under Life Cycle.
3. Select a **reason** from the Canceled list.
4. Click OK.

Note: *If you have all problems displayed, the canceled problem is displayed with a red line through it*.

IMMUNIZATIONS

The Immunization tab is used to view and update the patient's immunization history and to document current immunizations. To access the Immunization tab:

1. Open the patient's chart
2. Click on the **Immunizations** tab
3. Right-click in white area
4. Select **Add...**



5. In the **Add Immunization** window, fill in all available information.
   Note: *All fields marked with an* ******* *are required.*
6. Click **OK**
7. New immunization information will display in the Immunization tab.