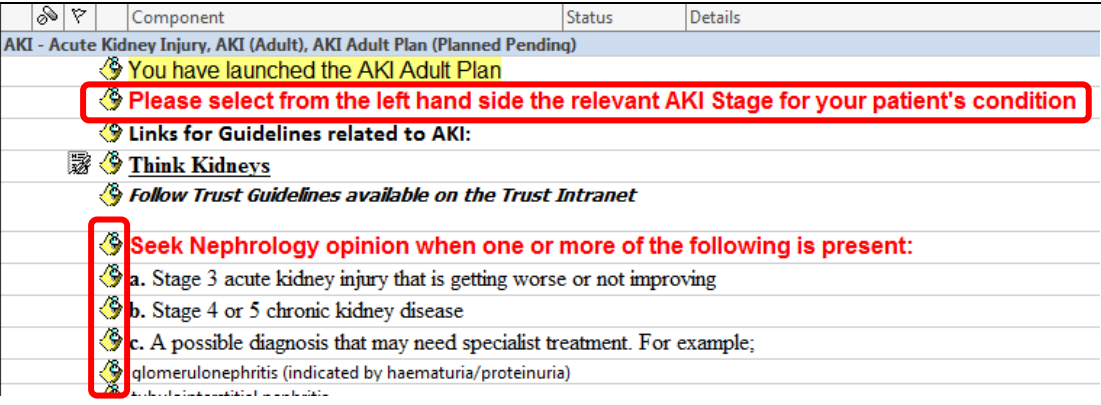
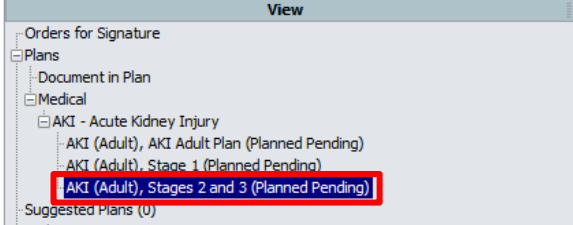



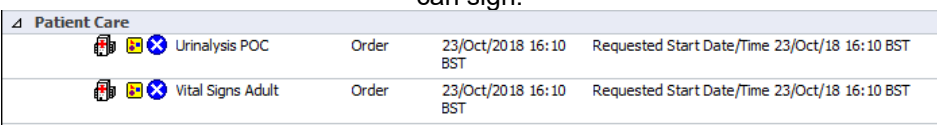

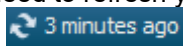


Taking responsibility and ordering an AKI Care Plan

1.	Open the Patient Record
2.	<p>The AKI Reminder Discern Message will open</p>
3.	You can override this message if the Patient is not your responsibility, but click in the radio button to state you are clinically responsible.
4.	<p>The Acute Kidney message will display.</p>
5.	Select to say you have responsibility for this Patient.
6.	The Inpatient workflow will open for you to review the patient information.
7.	<p>Click on Requests and Careplans from the main left hand menu</p>
8.	<p>Click on Add and type AKI in the search field. Then select the AKI Care Plan (shape icon).</p>
9.	Click done to close add order window.
10.	The AKI care plan opens and within the right panel will be any guidelines you may need (to view click on the paper icon) also will include next step instructions.

	
11.	<p>You will click on the plan that relates to your patient within the left panel (within this QRG we are choosing the AKI Stage 2 and 3 Plan, there may be different requirements if you choose another).</p> 
12.	<p>You will see different components make up the plan and to the left are selection fields, some are automatically selected. You can select/deselect any required however, those that are greyed out are mandatory.</p> 
13.	<p>Once you are happy with the full order, click on the initiate icon</p> 
14.	<p>Now click on orders for signature in the bottom right hand corner to complete the order details.</p> 
15.	<p>You must then complete any mandatory fields. Whilst there is a blue circular symbol with a white cross, there is missing required details for your order(s). These must all be complete before you can sign.</p> 
16.	<p>Once all have been completed click on sign.</p> 
17.	<p>You then need to refresh your screen.</p> 
18.	<p>The AKI plan has now been ordered and relative tasks will be in the Patients record prompting when appropriate for completion.</p>