

Document No – Ref 206

Version Number – 2.0

DOCUMENTING IN ASSESSMENTS/FLUID BALANCE

1.	This guide will show you how to document in Assessments/Fluid Balance. For the purpose of th example, the section used is Vaginal Examination however, apply the same process whether you documeting this or something else.						
	Open up the Patient record. Click on Assessments/Fluid Balance from the main left hand menu.						
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2.	PRATT, KATHLEEN PRATT, KATHLEEN PRATT, KATHLEEN Sex						
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	Requests/Care Plans + Add Mean cell haemoglobin conc, blood						
	Drug Chart Task List Chart Cha						
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	Cinical Notes Red Cell Distribution Width						
	Allerges + Add Selected visit						
	Select the relevant band that you are working within (for this example we are using Antenatal) and						
	select Vaginal Examination. The vaginal examination documentation will then open up on the right	hand					
	side of the screen.						
3.	PRATT, KATHLEEN Age:30 years Se Allergies: No Known Allergies D08:02/May/88 MF						
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	Rewoom Patient had Mutation to Genital Area						
	To start documentation for this section, double click under the current date/time to the right of Vag	ginal					
	Examination in the navy blue box.						
	18/Oct/18						
4.	Vaginal Examination						
Complete this section.							

IT Dept CARE **Milton Keynes** Quick Reference Guide (QRG) **University Hospital** NHS For ndatio Document No - Ref 206 Version Number – 2.0 Once this section has been complete, you must sign using the green tick in the left hand corner of the Assessments/Fluid Balance screen. *** 🖃 💷 🐼 🖌 🚫 🗫 📗 🔳 🛪 5. (You know the results have been signed because the text will change from purple to black) 💐 🚮 🗗 enatal Basic Observations and MEOWS Abdominal Palpation Fetal Heart Monitoring Vaginal Examination Recomm Type of Vaginal Examination Indication for Vaginal Examin Bladder Empty Prior to Proce Method of Emptying Bladder Vaginal Examination Point of Care Tests Additional Maternal Observations Yes Normal No Partially Eff. 2-4 Additional Matemal Ob Nurse Rounding Bedside Handover Waterlow Assessment Safe Patient Handling Anti D Management Pre-Eclampsia Safeguarting Charle External Genitalia Pemale Genital Mutilation Cervical Effacement Length of Cervix Length of Cervix in mm Cervical Position Cervical Consistency €x. ⊕Fer Cervical Position Cervical Consistency Application of Presenting Part to Cervix Cervical Dilation Presenting Part Station (m) Presenting Part Station (m) Presenting Part Calculation Position of Presenting Part on VE Arenceampsia Safeguarding Check Matemal Psychological St Induction of Labour (IOL) Fetal Anomaly Antenatal Screening and on (ECV) .eft ((aginal Birth nop Score Total Itanelles Felt **M** tatus of Membranes Membranes Status Rupture of Membranes Method Rupture of Membranes Ruptured Liquor Description on VE 2 Baby 2 Member -lear/Stra Rupture of Membrar Rupture of Membrar Liquor Description of iture of Membranes ior Description on VE amination Plan of Care ory of FGM I Mutilation to Genital Area To change a value that has been entered but not signed for, you can clear. To do this, right click on the value you wish to remove and select Clear from the drop down list. The value will then be removed. Vaginal Examination Vaginal Examination Recommended Vaginal Examination Recommence Type of Vaginal Examination Indication for Vaginal Examination Indication for Vaginal Examination ⇔ Method of Emptying Bladder External Genitalia ⊕ Female Genitalia ↓ Female Genitalia ↓ Ength of Cenvix Add Result. View Result Details. 6. View Comments View Flag Comments. View Reference Material. View Order Info.. Length of Cervix Length of Cervix in mm Length of Cervix in mm Cervical Position Cervical Consistency Application of Presenting Part to Cervix Cervical Dilation Presenting Part on Vaginal Examination Presenting Part Station (m) View History Modify Unrecord Change Date/Time Presenting Part Station (cm) Add Comment Presenting Part Calculation Position of Presenting Part on VE Clear To change a value that has already been entered and signed for, you must modify. To do this, right click on the value you wish to change and select Modify from the drop down list. Vaginal Examination
 Vaginal Examination Recommended Type of Vaginal Examination Spec Indication for Vaginal Examination Bladder Empty Prior to Procedure Method of Emptying Bladder Add Result... Asse Yes 7. View Result Details... Norn View Comments External Genitalia Norr Female Genital Mutilation Cervical Effacement In Ei View Flag Comments. Part View Reference Material. Length of Cervix 2-4 Length of cervix in mm Cervical Position View Order Info.. Mid-View History Cervical Consistency Application of Presenting Part to Cervix Modify Cervical Dilation Change the value by overtyping the new figure. The text will remain in purple here because it is not yet signed for. Sign again using the green tick and the text will go black. *** 🔚 💷 🎶 🖌 🚫 😚 📰 📰 🛪 Now the modified value will be displayed with a blue triangle. in ₩ **N** id i⊃ 18/Oct/18 al Examination Accepted Vaginal Examination Recommended Type of Vaginal Examination Speculum Indication for Vaginal Examination Assess Prog..

Bladder Empty Prior to Procedure

Method of Emptying Bladde

Yes

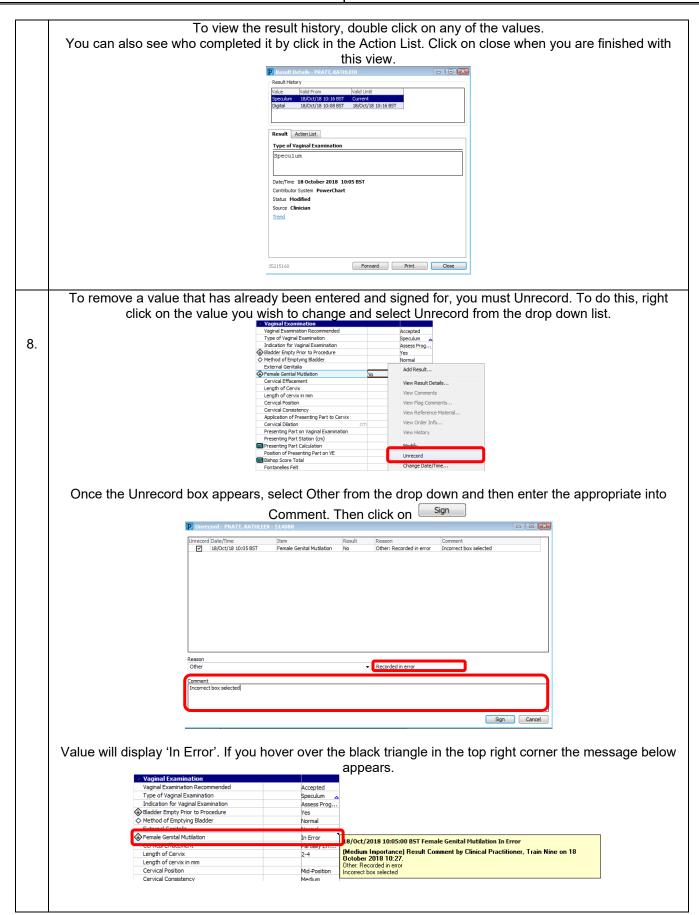
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9.	you wish. To flag with comment, right click on t	as a flag next to the result and you can add a comment if the value you wish to flag and select Flag with Comment e drop down list.
	Flag Comment - PRATT, KA Slow progress.	appear. Enter comment and click OK.
10.	Balance. To do this, right click on the second seco	ct when adding documentation into Assessments/Fluid he current date and select Insert Date/Time. 18/Oct/18 10:38 BST 10:05 Insert Date/Time the keyboard. The newly entered time frame will display. when data has been entered the usual way (green tick). 18/Oct/18 10:52 BST 10:38 BST 10:05 BST 08:30 BST Accepted Accepted Speculum Digital Assess Prog Confirm Onse

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	 You can select results within the Vital Signs. As shown below, you can select a group of results by ticking the box next to the criteria. Critical High Low Abnormal Unauth Flag As you can see from the criteria selected below (Critical), this will then identify the Critial results at the top of the Assessments/Fluid Balance screen for ease of viewing. 					
		To remove these highlighted results, untick the You can do that	Bag Date Perform 18/0ct/2018 10.57:00 BST Clinical 18/0ct/2018 10.57:00 BST Clinical 18/0ct/2018 10.57:00 BST Clinical box next to Critical Critical at for any of the critical Critical	I Practitioner, Train Nine I Practitioner, Train Nine and the results will no longer display.		