

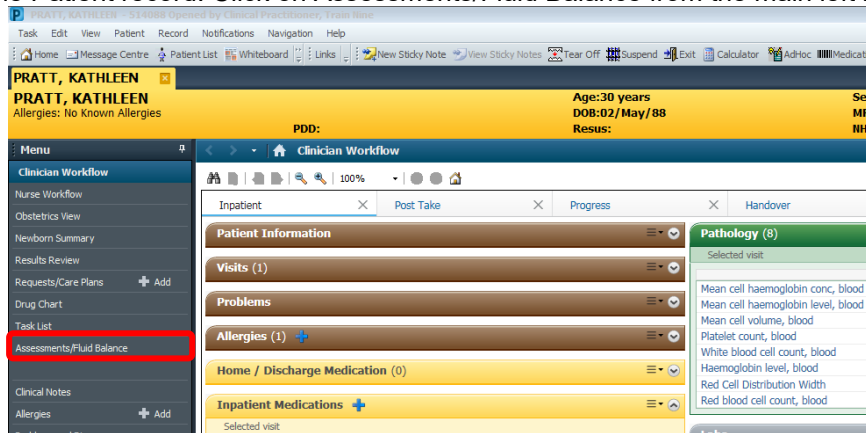
DOCUMENTING IN ASSESSMENTS/FLUID BALANCE

1.

This guide will show you how to document in Assessments/Fluid Balance. For the purpose of this example, the section used is Vaginal Examination however, apply the same process whether you are documenting this or something else.

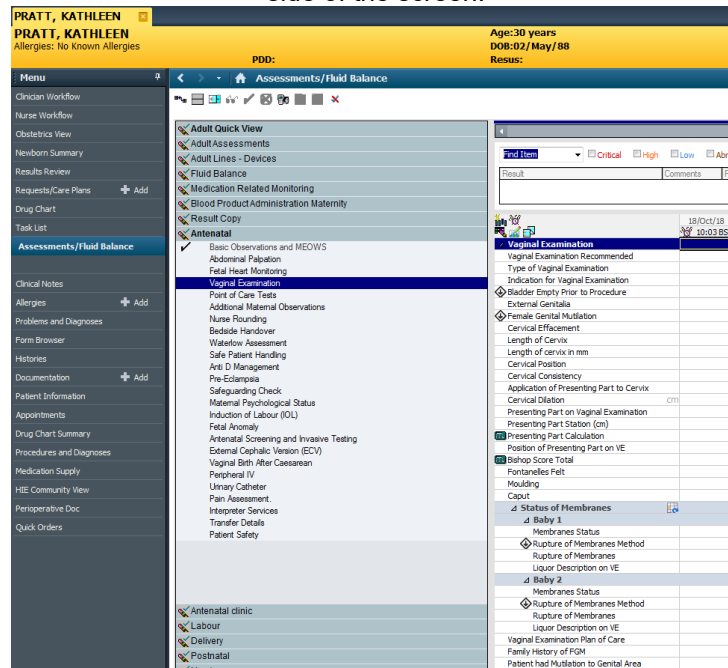
2.

Open up the Patient record. Click on Assessments/Fluid Balance from the main left hand menu.



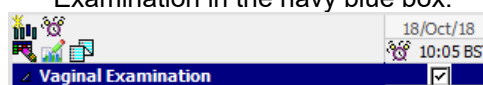
3.

Select the relevant band that you are working within (for this example we are using Antenatal) and then select Vaginal Examination. The vaginal examination documentation will then open up on the right hand side of the screen.



4.

To start documentation for this section, double click under the current date/time to the right of Vaginal Examination in the navy blue box.



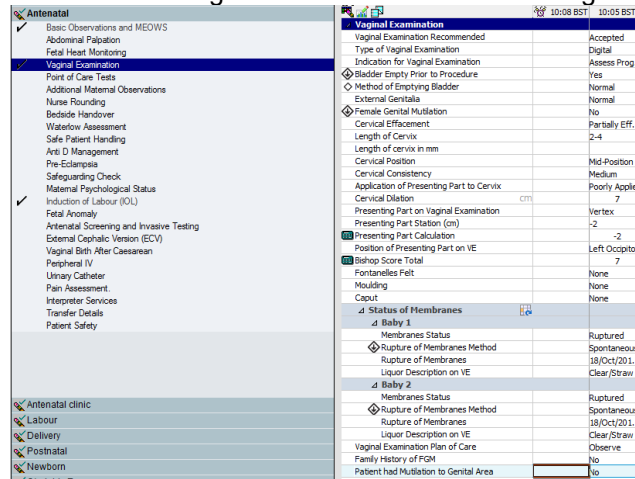
Complete this section.

5.

Once this section has been complete, you must sign using the green tick in the left hand corner of the Assessments/Fluid Balance screen.

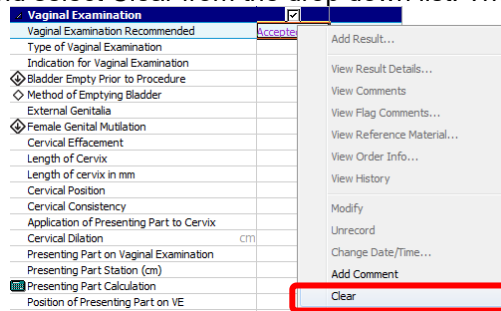


(You know the results have been signed because the text will change from purple to black)



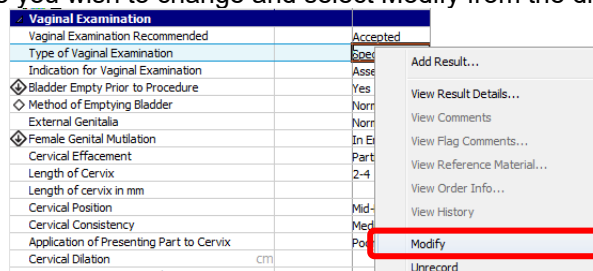
6.

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.



7.

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.

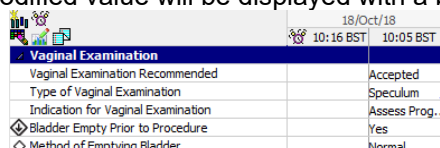


Change the value by overtyping the new figure. The text will remain in purple here because it is not yet signed for.

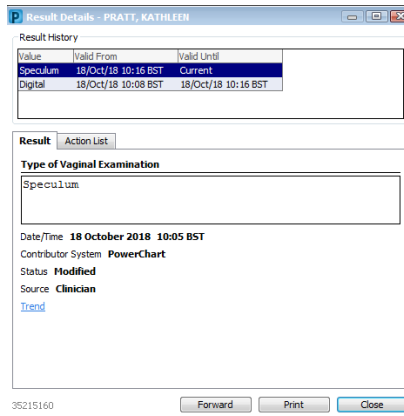
Sign again using the green tick and the text will go black.



Now the modified value will be displayed with a blue triangle.

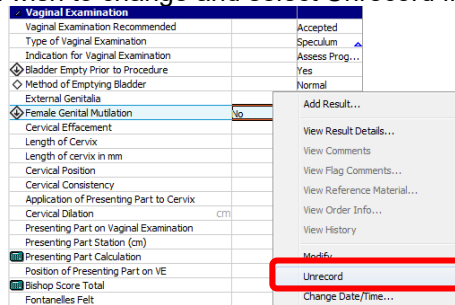



To view the result history, double click on any of the values. You can also see who completed it by click in the Action List. Click on close when you are finished with this view.

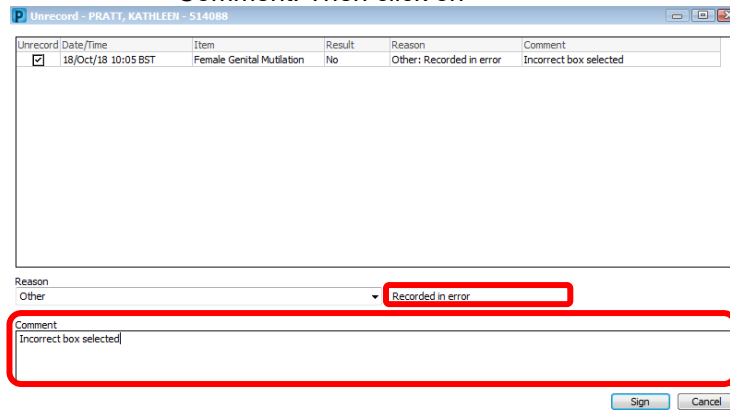


To remove a value that has already been entered and signed for, you must Unrecord. To do this, right click on the value you wish to change and select Unrecord from the drop down list.

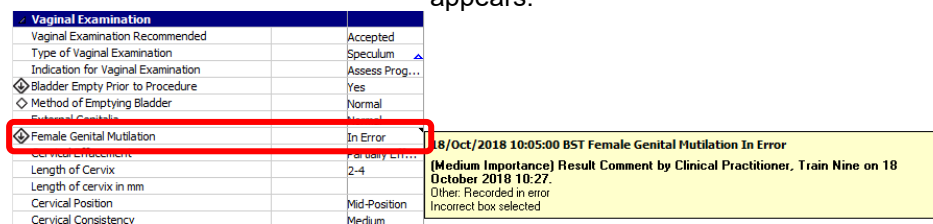
8.



Once the Unrecord box appears, select Other from the drop down and then enter the appropriate into Comment. Then click on 

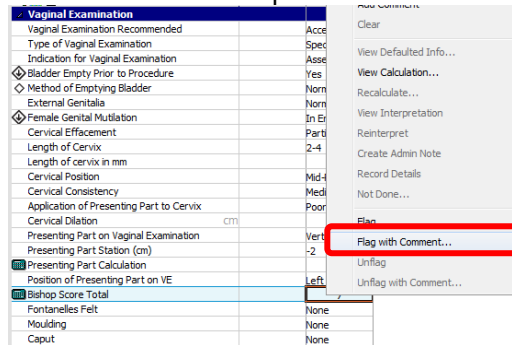


Value will display 'In Error'. If you hover over the black triangle in the top right corner the message below appears.

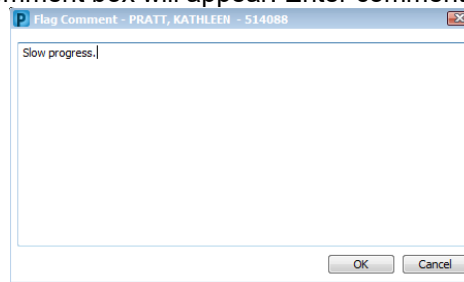


9.

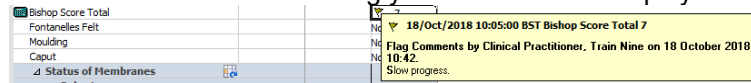
Results can also be flagged. This will display as a flag next to the result and you can add a comment if you wish. To flag with comment, right click on the value you wish to flag and select Flag with Comment from the drop down list.



The Flag Comment box will appear. Enter comment and click OK.

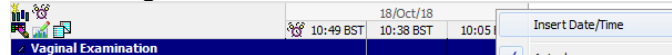


If you hover the mouse over the flag your comment will display as shown.

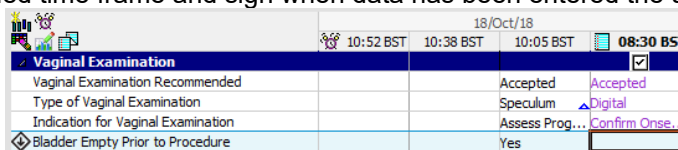


10.

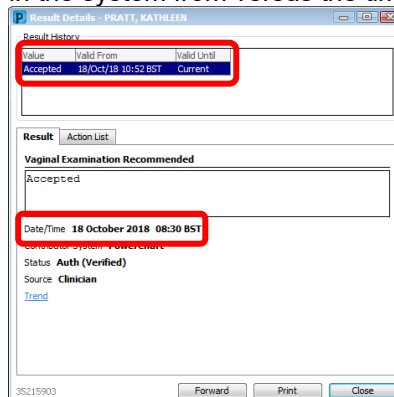
You may also need to document in retrospect when adding documentation into Assessments/Fluid Balance. To do this, right click on the current date and select Insert Date/Time.



Insert a Date/Time and click enter/return key on the keyboard. The newly entered time frame will display. Document in the added time frame and sign when data has been entered the usual way (green tick).



If you now double click on an entered value from the retrospective time frame you will see the audit trail which shows the time it was valid in the system from versus the time you say the data was valid from.



11.

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 Critical results at the top of the Assessments/Fluid Balance screen for ease of viewing.

Result	Comments	Flag	Date	Performed By
Basic Observations and MEOWS				
SBP/DBP Cuff				
! 160 mmHg/100 mmHg			18/Oct/2018 10:57:00 BST	Clinical Practitioner, Train Nine
SpO2				
! 94 %			18/Oct/2018 10:57:00 BST	Clinical Practitioner, Train Nine

To remove these highlighted results, untick the box next to Critical and the results will no longer display. You can do that for any of the criteria.