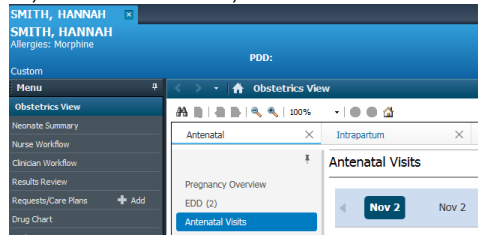
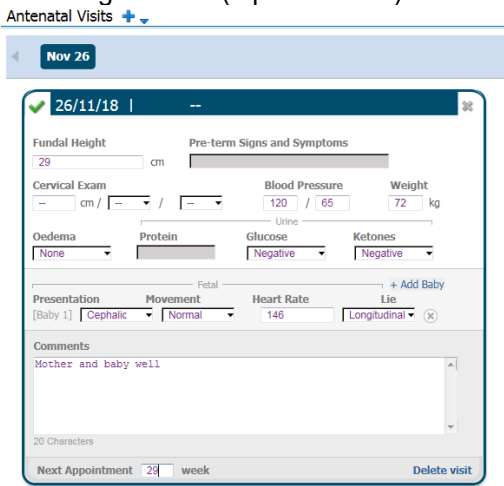
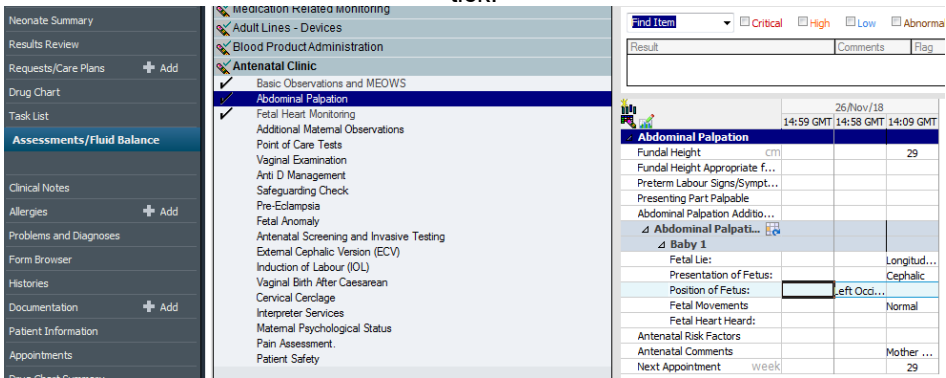


COMPLETING DOCUMENTATION AND PRINTING FROM THE ANTENATAL CLINIC

1.	<p>This guide shows staff how to populate the Antenatal Clinic Visit Summary template and print from the antenatal clinic.</p>
2.	<p>From within the Woman's record, Obstetrics View, click on Antenatal Visits from the navigation menu.</p> 
3.	<p>Click on the blue plus to add a visit card. Complete the relevant details in the visit card and sign with the green tick (top left corner).</p> 
4.	<p>Now click on Assessments/Fluid Balance from the main left hand menu. Select the Antenatal Clinic band and then Abdominal Palpation (details completed in the visit card will be visible here as the data pulls through).</p> <p>There is one field within the Abdominal Palpation section that will pull into the printed template not completed from the card. This is the Position of Fetus field. Complete this field and sign using the green tick.</p> 

5. Also under the Antenatal Clinic band there is Point of Care Tests. The field within this section that pulls into the printed template is Urinalysis Outcome. Complete this field and sign using the green tick.

The screenshot shows the 'Antenatal Clinic' section with 'Point of Care Tests' selected. The 'Urinalysis Outcome' field is highlighted with a green tick. The table below shows the results of various tests:

Test	Result	Comments	Flag	Date
BE POC	mmol/L			26/Nov/18 15:11 GMT
SO2 POC	%			15:10 GMT
Na POC	mmol/L			
K POC	mmol/L			
Cl POC	mmol/L			
Ca POC	mmol/L			
GLU POC	mmol/L			
Lac POC	mmol/L			
trb POC	g/L			
MCHC POC	g/dL			
COHb POC	%			
MetHb POC	%			
BLI POC	umol/L			
O2Hb POC				
Crea POC	umol/L			
Temperature POC				
FI02 POC				
Urea POC	umol/L			
CRP POC				
D-DIMER POC				
Urinalysis				
Dipstick Urinalysis				
Urinary Diam - Bilirubin				
Urinary Diam - Urobilinogen				
Urinalysis Outcome	No Abno...			
Specific Gravity Urine Dipstick				
pH Urine Dipstick				
Leucocytes Urine Dipstick				
Blood Urine Dipstick				
Nitrites Urine Dipstick				
Ketones Urine Dipstick	Negative			
Glucose Urine Dipstick	Negative			

6. Finally under the Antenatal Clinic band click into the Maternal Psychological Status section. There are 3 fields within this section that pull into the printed template; Does Client Need/Want Help, Assessment Offered and Assessment Accepted. Complete these fields and sign using the green tick.

The screenshot shows the 'Maternal Psychological Status' section. The 'Does Client Need/Want Help', 'Assessment Offered', and 'Assessment Accepted' fields are highlighted with green ticks. The table below shows the results of these assessments:

Field	Result	Comments	Flag	Date
Maternal Psychological Status				26/Nov/18 15:02 GMT
Gestation at time of review				14:58 GMT
Emotional Well-being				
Feeling Down, Depressed, H...				
Little Interest in Doing Things				
Does Client Need/Want Help	No			
Assessment Offered	Yes			
Assessment Accepted	No			
GAD7 Score				
Notes for GP				
Mental Health Comments				
Mental Health Referral				
Mental Health Assessment P...				

7. Click on Documentation from the main left hand menu. From the + Add drop down in the top left hand corner, select Clinical Note.

The screenshot shows the 'Documentation' interface for patient SMITH, HANNAH. The 'Add' button is highlighted, and the 'Clinical Note' option is selected from the dropdown menu. The table below shows the list of documentation entries:

Service Date/Time	Subject	Type	Flag
14/Nov/2018 11:34:00 G...	Start of Confidential Commu...	Maternity Confidential Commu...	RD
14/Nov/2018 10:11:00 G...	Maternity Confidential Commu...	Maternity Forms - Text	RD
13/Nov/2018 15:37:00 G...	Discharge Summary Final Checks	Discharge Summary Forms	RD
13/Nov/2018 15:14:00 G...	Mother's discharge	Maternal Discharge Summary	RD
06/Nov/2018 14:56:00 G...	Maternity Assessment	Maternity Forms - Text	RD
05/Nov/2018 09:40:00 G...	VTE Risk Assessment	VTE Risk Assessment Forms	RD
02/Nov/2018 14:55:00 G...	Consultant Review	Obstetrics Progress Note	RD
02/Nov/2018 14:36:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RD
02/Nov/2018 14:36:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy/Recording	RD
02/Nov/2018 09:51:00 G...	Maternity Antenatal Booking Assessment	Maternity Forms - Text	RD

8. From the '*Type:' drop down select 'Maternity Antenatal Visit Summary'. It will pull in the template, automatically populate the author and the current date/time but this can be changed if being done in retrospect.

Insert subject (freetext) – for the purpose of this example I am using Antenatal Visit 30/40. Some elements of the template are free text and if you did not fill in the sections from the guidance above, more will be blank when you pull in the template.

Antenatal Management Plan:

The Antenatal Management Plan should not be documented on the Visit Card. It should be documented as freetext into the Visit Summary template.

Once you have complete this document, click Sign.

9. Once this document has been created, you may need to Modify it.

To do this, from with Documentation, click Modify.

Insert your addendum (example below) and once completed, click Sign again in the bottom right hand corner of the screen.

***Insert Addendum Here:**
Patient informed me of high blood pressure just before leaving. Therefore, adding to management plan. Midwife to perform bi weekly blood pressure checks.]

Refresh the screen to ensure you have the most updated view and then the document will display with the addenda.

Service Date/Time	Subject	Type	Facility	Author
04/May/2018 10:05:00	Antenatal Visit 36/40	Maternity Antenatal Visit Summary	RDS-GH	Tc
27/Apr/2018 14:41:00 BST		Obstetrics Assessment	RDS-GH	Ma
27/Apr/2018 14:39:00 BST		Obstetrics Assessment	RDS-GH	Ma
27/Apr/2018 14:29:00 BST		Obstetrics Assessment	RDS-GH	Ma
23/Apr/2018 15:02:00 BST	Maternity Postnatal PBR	Maternity Forms - Text	RDS-GH	Ma
23/Apr/2018 14:49:00 BST	Discharge Summary Final Checks	Discharge Summary Forms	RDS-GH	Ma
23/Apr/2018 14:30:00 BST	Mother's discharge summary	Maternal Discharge Summary	RDS-GH	Ma
23/Apr/2018 10:33:00 BST	VTE Risk Assessment	VTE Risk Assessment Forms	RDS-GH	Ma
18/Apr/2018 13:59:00 BST	VTE Risk Assessment	VTE Risk Assessment Forms	RDS-GH	Ma
18/Apr/2018 13:56:00 BST	VTE Risk Assessment	VTE Risk Assessment Forms	RDS-GH	Ma

Result type: Maternity Antenatal Visit Summary
Result date: 04 May 2018 10:05 BST
Result status: Modified
Result title: Antenatal Visit 36/40
Performed by: Ten , Midwife NBR SCR CPIS on 04 May 2018 11:45 BST
Verified by: Ten , Midwife NBR SCR CPIS on 04 May 2018 11:45 BST
Visit info: 4136200, RDS-GH, Outpatient Referral

Document Contains Addenda

Antenatal Clinic Visit Summary

10. Now you can see the document completed. To print it for the woman, select print in the top right hand corner.

11. The Print Method pop up should default to Medical Record Request. If this is not the case, select it from the list and click OK.

12.

Complete the mandatory fields in the pop up. For Template chose Document Template and the Purpose is For patient/guardian (personal use only). Then select Preview.

13.

This pop up will then appear on the screen once the document is ready. Say 'Yes' to view the document.

14.

The preview will pop up. You can view the contents and click on the print icon from within this screen.

15.

From the print pop up that appears, check the printer is correct and click print.