

Printing documents for patient transfer (Vitals and Drug Chart)

1. Select the correct encounter related to the inpatient episode. The patient information will populate.

2. **To print Drug Chart**
From the Menu on the left, click on Drug Chart to view drugs prescribed for this patient.

The screenshot shows the 'Drug Chart' interface. On the left is a 'Time View' menu with options: Scheduled, Unscheduled, PRN, Continuous/Titratable, Future, Discontinued Scheduled, Discontinued Unscheduled, Discontinued PRN, and Discontinued Continuous/Titratable. The main area displays a table of medications with columns for dates and times. The medications listed are:

- Scheduled:** Barrier Preparations (Metanium) - DOSE: 5 capsule - ROUTE: chewed - tablet - every FOUR hours - START: 12/Jun/18 15:00:00 BST. Status: Not given within 10 days.
- PRN:** Diethylstilbestrol - DOSE: 1 mg - ROUTE: oral - tablet - ONCE a day - START: 13/Jun/18 08:00:00 BST. Status: Not given within 10 days.
- PRN:** Ibuprofen - DOSE: 200 mg - ROUTE: oral - tablet - THREE times a day PRN for pain - START: 12/Jun/18 14:58:00 BST. Status: Not given within 10 days.
- PRN:** Paracetamol - DOSE: 500 mg - ROUTE: oral - tablet - FOUR times a day PRN for pain - START: 12/Jun/18 14:57:00 BST. Status: Not given within 10 days.

3. By Default, the Drug Chart displays on what is shown in the grey bar at the top. If you want to change date criteria, right click on the grey banner bar and change criteria.

The screenshot shows the 'Drug Chart' interface with a context menu open over the date range banner. The banner text is '11 June 2018 14:56 BST - 13 June 2018 14:56 BST (Clinical Range)'. The context menu options are:

- Change Search Criteria
- Set to Today
- Set This View as Default View
- Clear Default View

Change the dates and click OK.

Search Criteria

Date Range
 From: 11/06/2018 1456 BST
 To: 16/06/2018 1456 BST

Order Sort
 Sort alphabetically
 Sort by next task due
 Save as default sort

Task Sort
 Chronological
 Reverse Chronological
 Save as default sort

OK Cancel

4.

Drug Chart will show results based on search criteria.

5.

Click on Printer button.



Once the pop up to print is opened, select printer from list and click on OK to print. The Drug chart will print out.

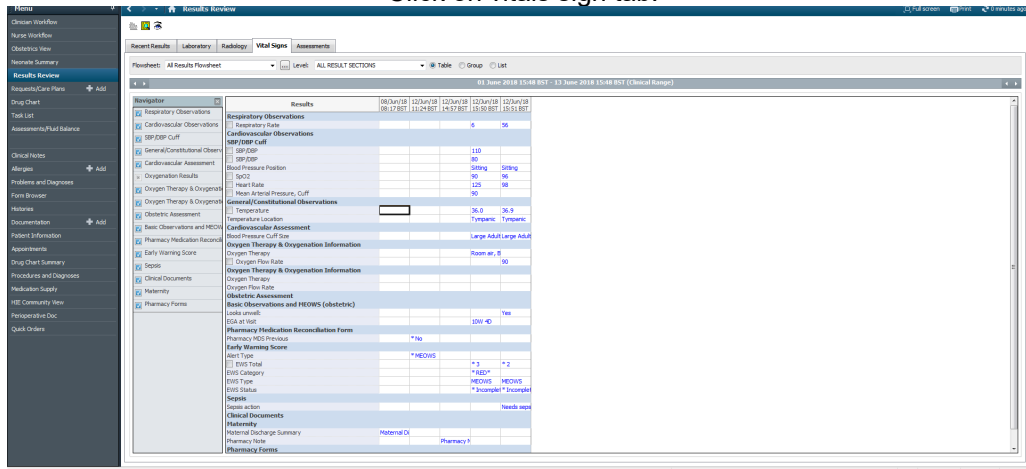
6.

To Print Vitals

Click on Results Review from main left hand Menu.

Results Review

Click on vitals sign tab.

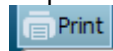


The date criteria can be changed to display vital for different date range the same way shown in the drug chart.

Before you print, if you want to increase column width to display information properly, hover over end of column, cursor will change to a double sided arrow
 Drag cursor to make columns wider.

7.

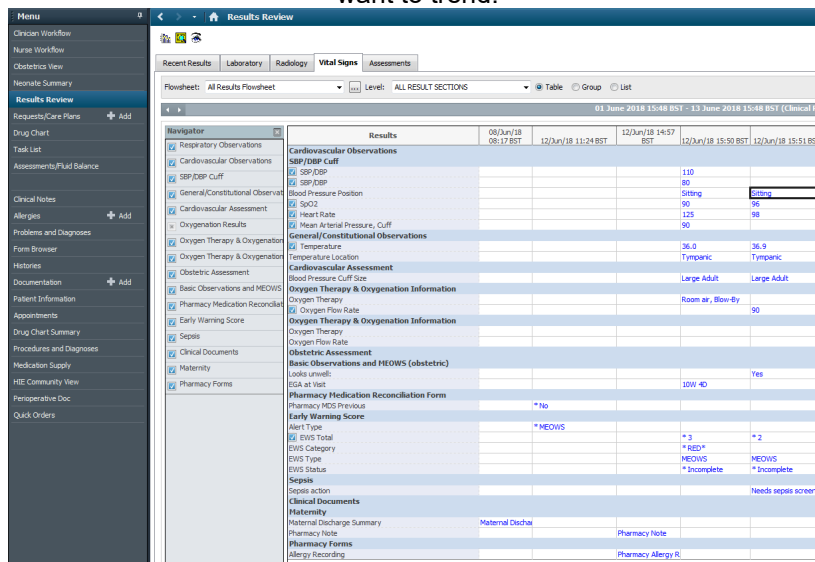
Click on print button on top right hand side corner of screen button to print screen.



8.

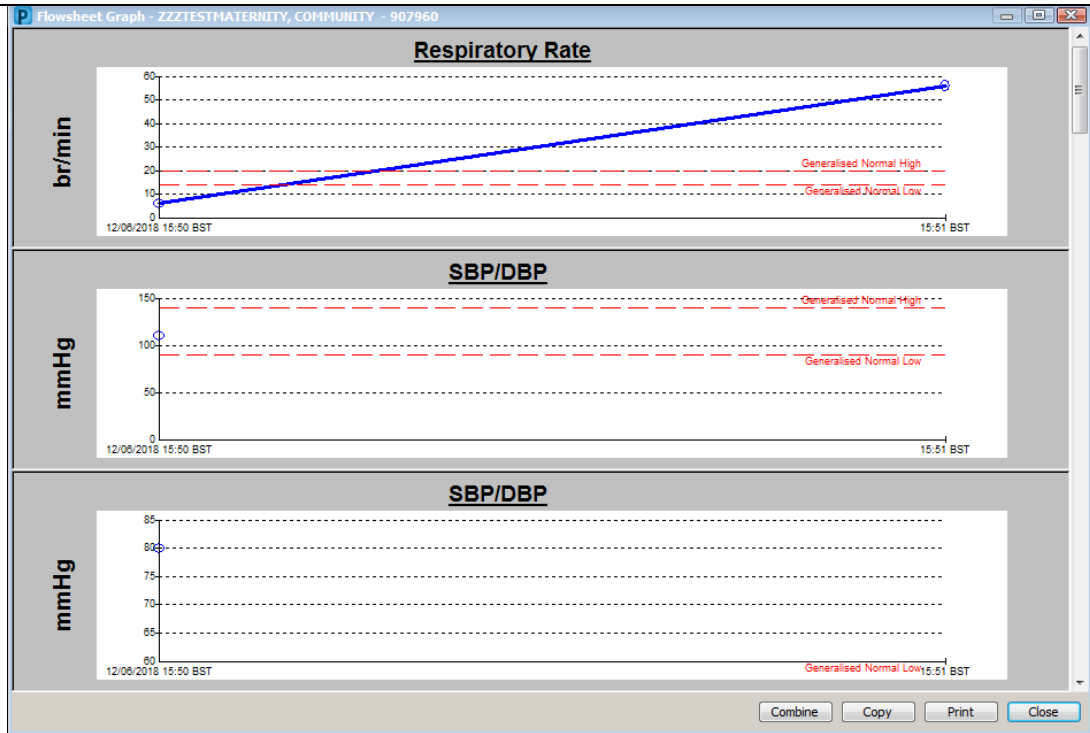
To trend vitals in graphs

In results review, Click on the Vital Signs tab and place a tick in the box at the front of results you want to trend.



Click on graph icon, top left of the window, to see all vitals in graphs.





Buttons at the bottom are available to Combine or Split the chart information. Click on Print button to print.

9.

To Print Lab results

Click on Results Review from the Menu
Select the Laboratory tab

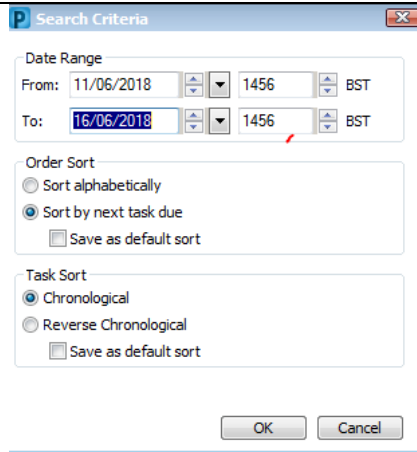
Laboratory		12/Apr/18 11:07 BST
General Biochemistry		
Sodium level, blood		31
Potassium level, blood		2
CREATININE	(H)	123
AKI Stage		1

All recent results will show according to the selected date ranges.

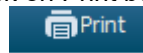
10.

To print different date ranges, right click on grey banner bar to change search criteria.

A new window will open up.



Select date range to view results.
Click on Print button



Select printer from list and click on the OK button.

