

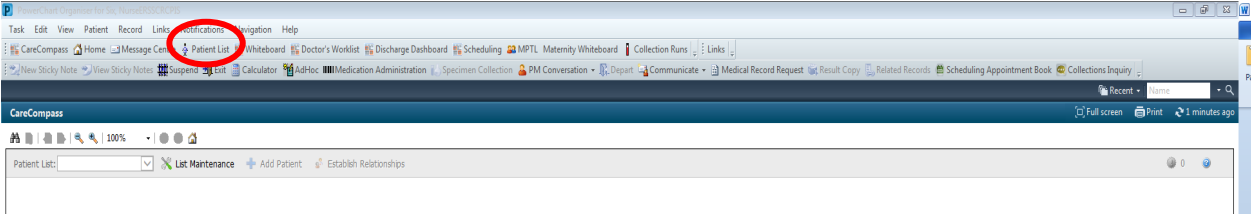
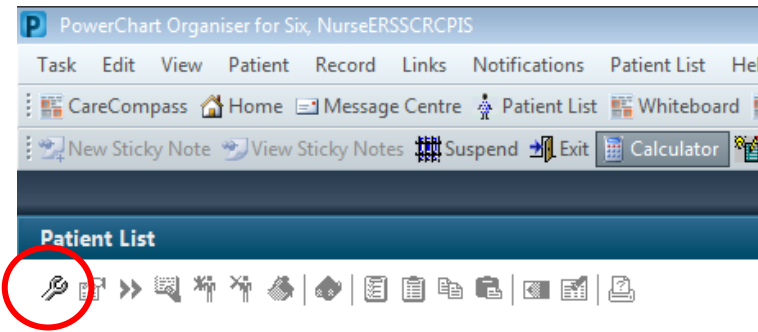
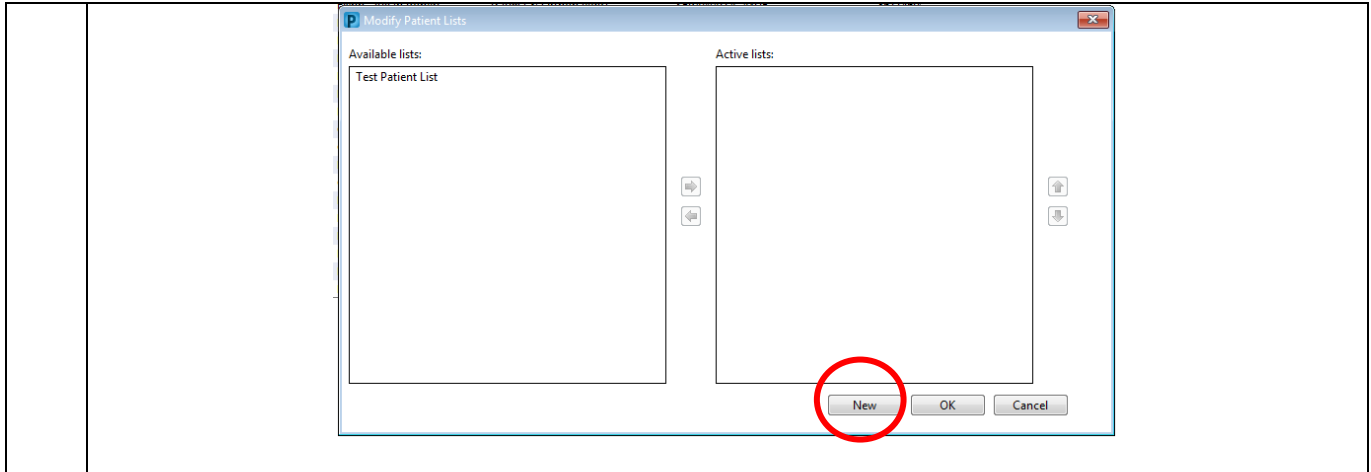


LOGGING IN, CREATING PATIENT LISTS AND ESTABLISHING RELATIONSHIPS

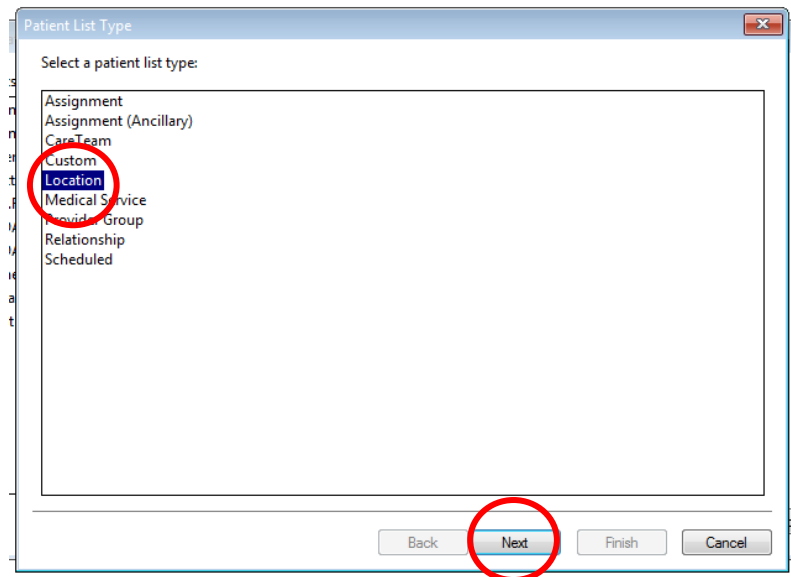
1. Turn on computer and insert Smart Card into keyboard or smart reader. Log in using usual details.
2. Launch the e-CARE platform by double clicking the icon on your desktop:

3. Launch the PowerChart application from your list of applications:

PowerChart

CREATING PATIENT LISTS

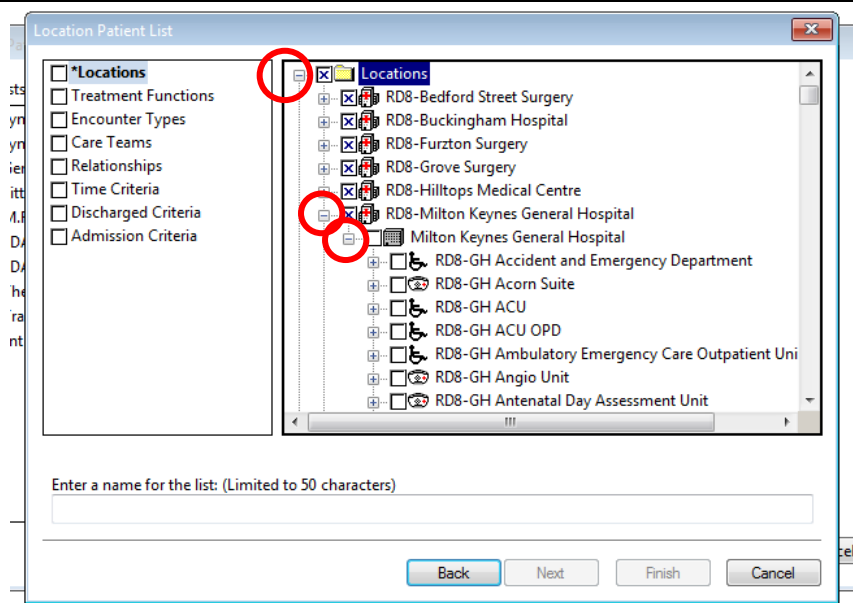
5. Click on the Patient List Tab in your menu bar:

6. Select the Spanner Icon:

7. Select New:



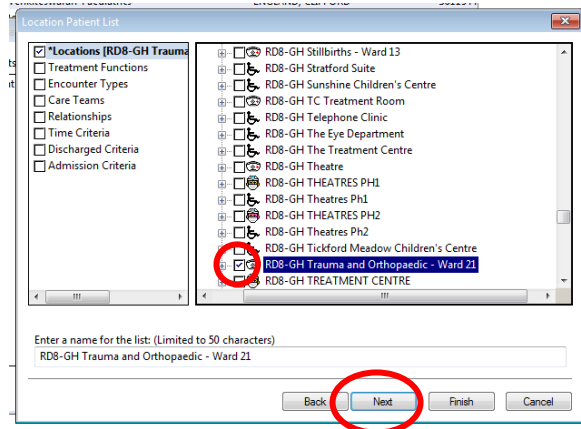
8. Select Location and Next:



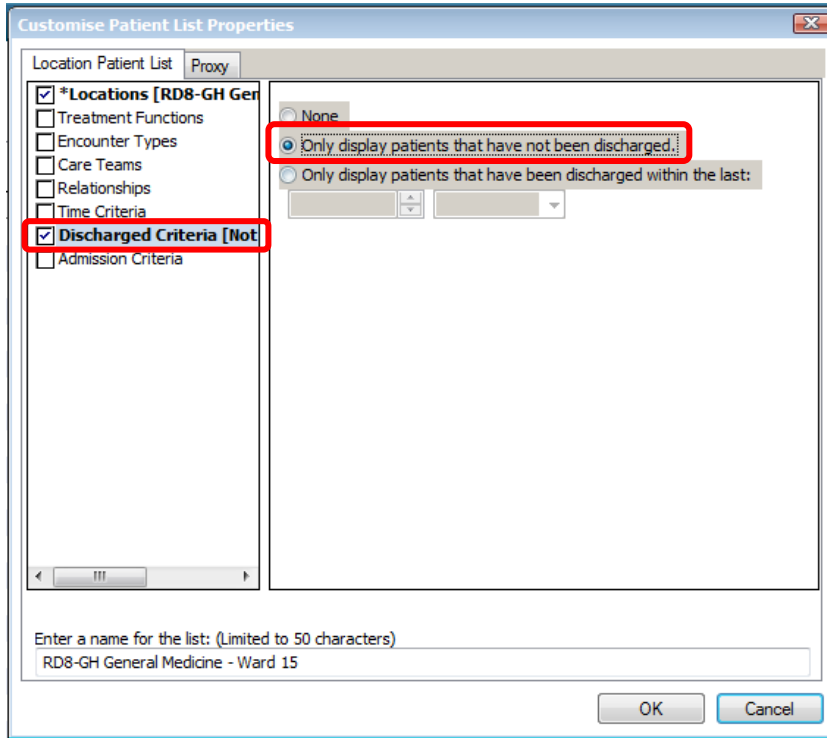
9. Select Location in the right hand window clicking the box to expand the selection click the same on: RD8-Milton Keynes General Hospital and once more on: Milton Keynes General Hospital:



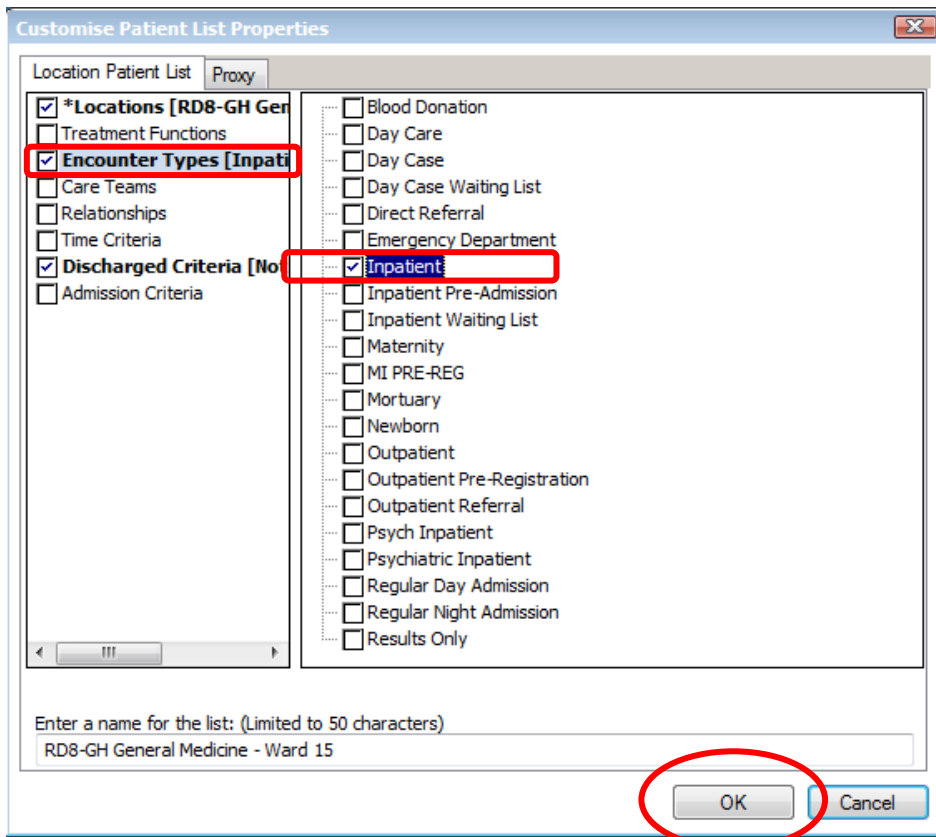
10. Chose the relevant ward to your profession and needs by clicking the white box, next to your chosen ward and click finish (*This example will be using Ward 21*):



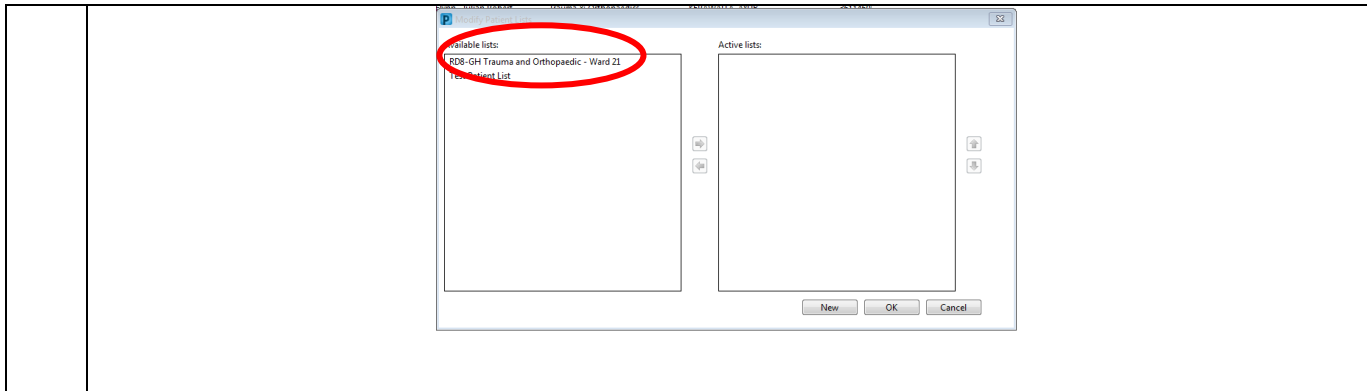
10.1 Click the discharge criteria option and select Only patients that have not been discharged:




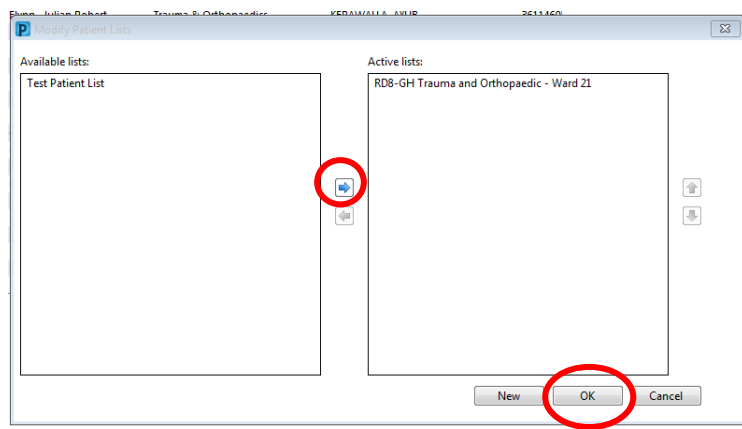
10.2 In the encounter types field, select inpatient and click OK:



11. You will now find your chosen ward in your list of available lists, select this by left clicking:



12. In order to see this ward and the patients you now need to select the ward from the left hand column and click the arrow pointing right:  this will move your selected ward into the active lists column, finally, click OK:



13. You should now see your list of patients on your screen:

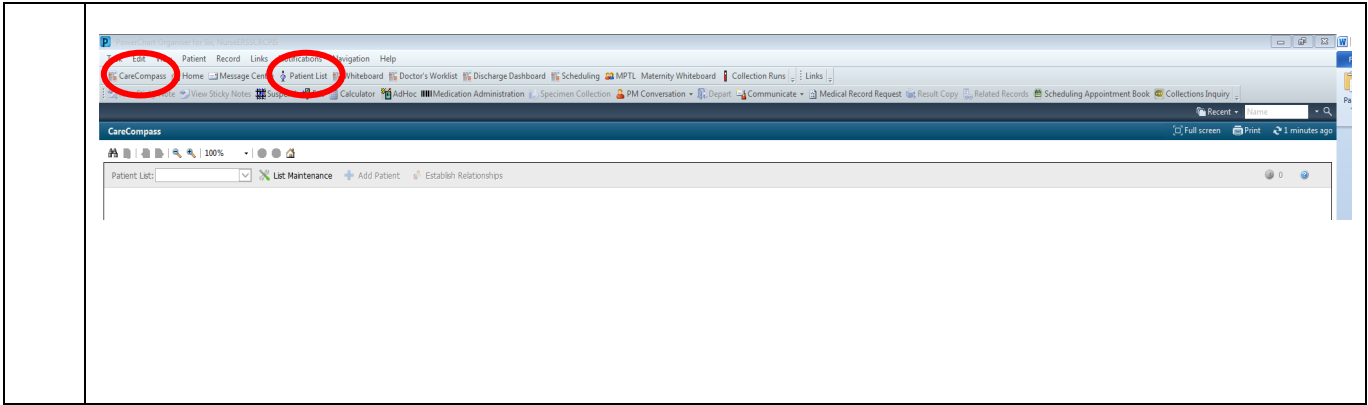
Alert/Name	Nurse Unit	Room	Bed/Ext	Age	MRN	Length of Stay	Consultant	Medical Service	GP	Home/Fin
XXXXFTEEN, POTATO	RDB-GH Ward 21 Bay 04	05	Female	19 years	865503	23.1 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611427
XXXXCARR, RED	RDB-GH Ward 21 Bay 01	06	Male	38 years	865512	22.0 Days	O'hara, Richard James	General Surgery	KERAWALLA, ARUB	3611641
XXXXTESTPATIENT, ZERO	RDB-GH Ward 21 Bay 02	04	Female	47 years	865531	17.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611670
ZZZFATEST, CONSSACE	RDB-GH Ward 21 Bay 03	01	Male	36 years	865464	29.3 Days	Ramanathan, Venkateswaran	Paediatrics	ENGLAND, CLIFFORD	3611544
XXXXEVEN, POTATO	RDB-GH Ward 21 Side Room 02 01	Male	27 years	865440	34.2 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611460	
XXXXDONT, TOUCH	RDB-GH Ward 21 Bay 01	02	Male	65 years	865336	49.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611236
XXXXX, POTATO	RDB-GH Ward 21 Bay 04	01	Male	68 years	865334	49.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611246
XXXXTESTPATIENT, ONE	RDB-GH Ward 21 Bay 02	05	Female	28 years	865529	17.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611671
XXXXONE, POTATO	RDB-GH Ward 21 Side Room 03 01	Female	67 years	865372	28.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611560	
XXXXSPRINGFIELD, QUANT	RDB-GH Ward 21	Male	27 years	865657			Rathore, Veerendra Singh	Cardiology	KERAWALLA, ARUB	3610840
ZZZZDDDDDD, GFHNRURF	RDB-GH Ward 21	Female	62 years	865398			Habib, Sherif	Colorectal Surgery	England, Fleur	3611358
XXXXGIN, PINK	RDB-GH Ward 21 Bay 03	05	Female	37 years	865483	27.2 Days	O'hara, Richard James	General Surgery	KERAWALLA, ARUB	3611584
XXXXTRICK, RISH	RDB-GH Ward 21 Bay 03	04	Male	28 years	865362	29.3 Days	O'hara, Richard James	General Surgery	KERAWALLA, ARUB	3611639
XXXXHIRETEN, POTATO	RDB-GH Ward 21 Bay 03	06	Female	18 years	865468	30.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611523
ZZZTANDEN, DEMAO4	RDB-GH Ward 21 Bay 04	06	Male	40 years	865431	35.1 Days	Chin, Kian H	General Surgery	WALES CARDIFF OOH NHS, Blank	3611442
XXXXTESTPATIENT, MENUS	RDB-GH Ward 21 Bay 02	03	Female	32 years	865533	17.3 Days	Hacker, Andrew Gavin	Trauma & Orthopaedics	KERAWALLA, ARUB	3611675
XXXXVEVE, POTATO	RDB-GH Ward 21 Bay 04	02	Female	73 years	865450	31.3 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611492
XXXXTESTPATIENT, TWVO	RDB-GH Ward 21 Bay 02	04	Male	28 years	865389	41.2 Days	Flynn, Julian Robert	Trauma & Orthopaedics	KERAWALLA, ARUB	3611337
XXXXTESTPATIENT, TWVO	RDB-GH Ward 21 Bay 02	06	Female	32 years	865530	17.3 Days	Peirce, Oliver James Nicholas	Trauma & Orthopaedics	KERAWALLA, ARUB	3611672
ZZZTEST, PROZILLA	RDB-GH Ward 21 Bay 02	02	Female	24 years	865481	21.3 Days	Madhurya, Ravi	Gastroenterology	STREIN, RAUL	3611495
WARDING, STEFAN	RDB-GH Ward 21	Female	11 years	865252	69.3 Days	Khalk, Mohammed Abdel	Paediatric Trauma and Orthopaedics	KERAWALLA, ARUB	3611101	

Note: Once patient lists have been set-up they will remain on your login until you choose to remove them. They will automatically update newly admitted and discharged patients upon refreshing.


14. If you wish to add more patient lists to your profile then please repeat steps 5-13.

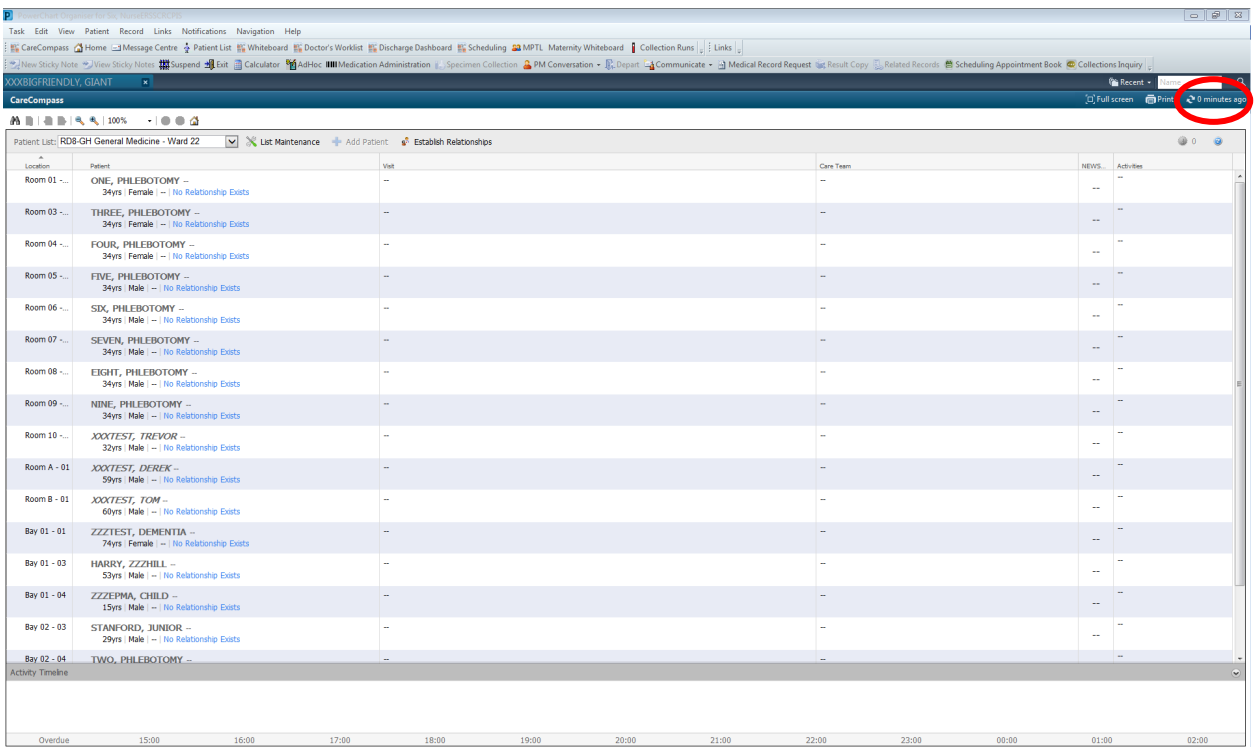
ESTABLISHING RELATIONSHIPS TO WORK WITH PATIENTS

16. For Nursing Select CareCompass using the icon in your menu bar, other roles will need to select Patient List:



17.

Click the refresh icon:  51 minutes ago on the right hand side of your screen and your patient list should appear:

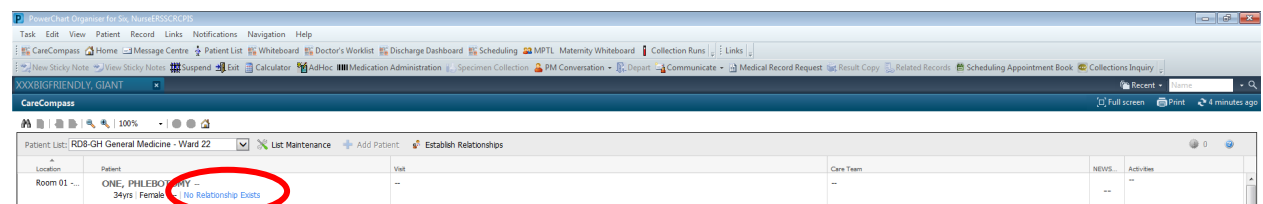


18.

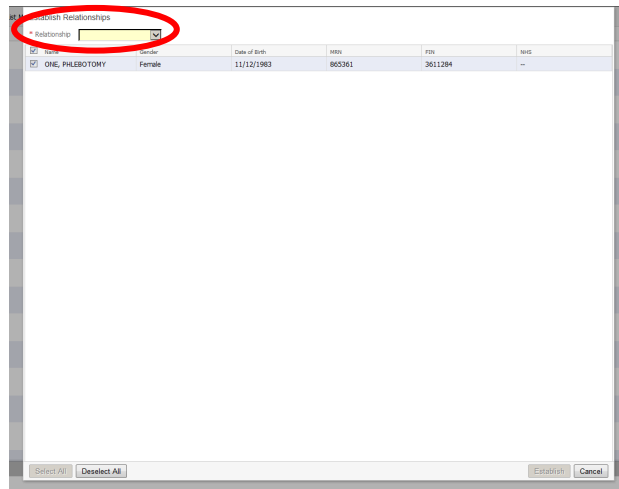
In order to view a patients data you must 'establish a relationship' with them. This can be done for individual patients or for the whole patient list. This guide will show you both methods. *Skip to Step 23 for the entire list:*

19.

In order to establish a relationship with a single patient, you can click the blue underlined text, under that patients name, that says: No Relationship Exists

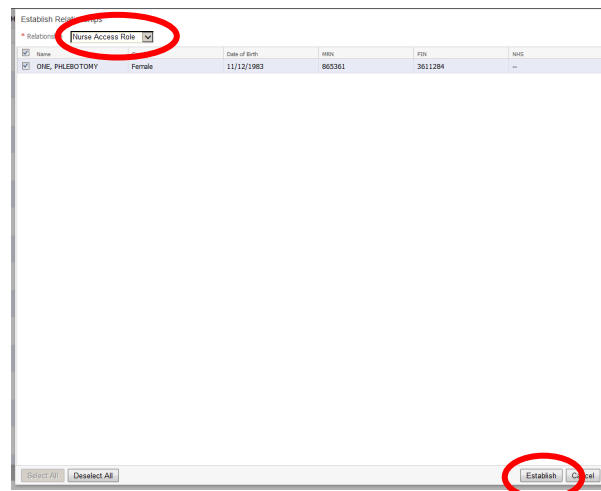


20. This will then bring a menu up, requiring you to select your relationship from a drop down box:

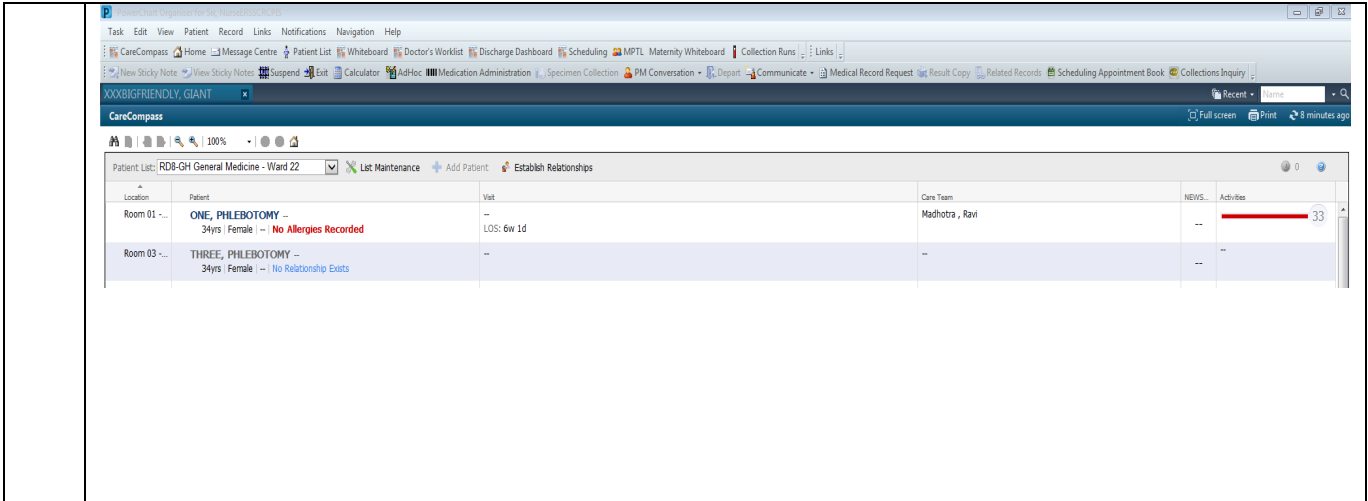


Note: Any patients you are establishing a relationship with, will have a tick in the box, next to their name.

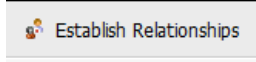
21. Select your role from the drop down menu and click establish:



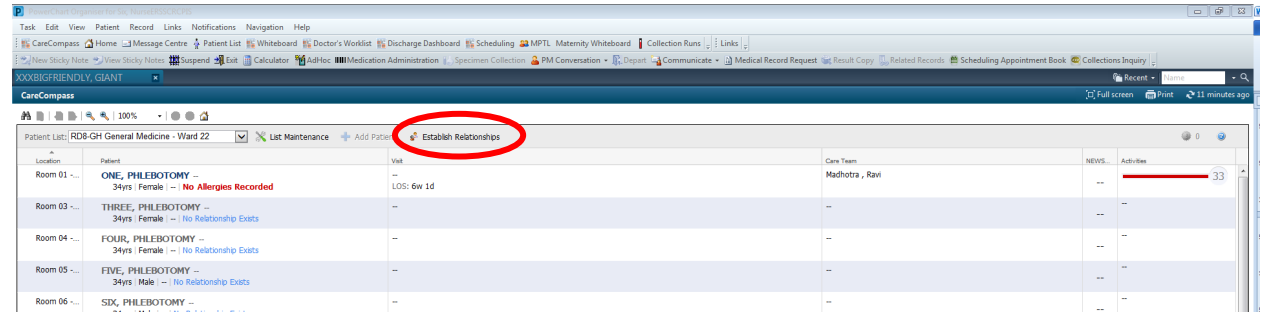
22. You should now see updated and live patient information, see the difference between a patient with an established relationship and one without:



23. To establish a relationship with your entire patient list, select the Establish Relationships icon:



from the already selected CareCompass:



24. Select your role from the drop down box named: Relationship. Click Establish:

Establish Relationships

* Relationship **Nurse Access Role**

<input checked="" type="checkbox"/>	Name	Gender	Date of Birth	MRN	FIN	NHS
<input checked="" type="checkbox"/>	THREE, PHLEBOTOMY	Female	13/12/1983	865363	3611286	--
<input checked="" type="checkbox"/>	FOUR, PHLEBOTOMY	Female	14/12/1983	865364	3611287	--
<input checked="" type="checkbox"/>	FIVE, PHLEBOTOMY	Male	15/12/1983	865365	3611288	--
<input checked="" type="checkbox"/>	SIX, PHLEBOTOMY	Male	16/12/1983	865366	3611289	--
<input checked="" type="checkbox"/>	SEVEN, PHLEBOTOMY	Male	17/12/1983	865367	3611290	--
<input checked="" type="checkbox"/>	EIGHT, PHLEBOTOMY	Male	18/12/1983	865369	3611292	--
<input checked="" type="checkbox"/>	NINE, PHLEBOTOMY	Male	19/12/1983	865370	3611293	--
<input checked="" type="checkbox"/>	XXXTEST, TREVOR	Male	25/05/1985	865196	3611020	--
<input checked="" type="checkbox"/>	XXXTEST, DEREK	Male	25/01/1958	865453	3611514	--
<input checked="" type="checkbox"/>	XXXTEST, TOM	Male	25/09/1957	865455	3611522	--
<input checked="" type="checkbox"/>	ZZZTEST, DEMENTIA	Female	10/12/1943	864388	3609779	--
<input checked="" type="checkbox"/>	HARRY, ZZZHILL	Male	12/12/1964	864560	3610037	--
<input checked="" type="checkbox"/>	ZZZEPMA, CHILD	Male	12/12/2002	864561	3610039	--
<input checked="" type="checkbox"/>	STANFORD, JUNIOR	Male	19/01/1988	864475	3609903	--
<input checked="" type="checkbox"/>	TWO, PHLEBOTOMY	Female	12/12/1983	865362	3611285	--
<input checked="" type="checkbox"/>	ZZZSTANDEN, TEST100	Male	12/12/1988	865508	3611635	--
<input checked="" type="checkbox"/>	FRY, GERARD STAN	Male	02/05/1964	865469	3611554	946-495-9762

Select All Deselect All **Establish** Cancel

25.

You should now see an updated patient list and their data now visible:

Task Edit View Patient Record Links Notifications Navigation Help

CareCompass Home Message Centre Patient List Whiteboard Doctor's Worklist Discharge Dashboard Scheduling MPL Maternity Whiteboard Collection Runs Links

New Sticky Note View Sticky Notes Suspend Exit Calculator Ad-hoc Medication Administration Specimen Collection PM Conversation Depart Communicate Medical Record Request Result Copy Related Records Scheduling Appointment Book Collections Inquiry

XXXXBIGFRIENDLY, GIANT

CareCompass

Patient List: RDB:GH General Medicine - Ward 22 List Maintenance Add Patient Establish Relationships

Location	Patient	Vet	Care Team	NEWS	Activities
Room 05	34yrs Female - No Allergies Recorded FIVE, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	32
Room 06	34yrs Male - No Allergies Recorded SIX, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	32
Room 07	34yrs Male - No Allergies Recorded SEVEN, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	33
Room 08	34yrs Male - No Allergies Recorded EIGHT, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	33
Room 09	34yrs Male - No Known Allergies NINE, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	76
Room 10	32yrs Male - No Known Allergies XXXXTEST, TREVOR	chest pain LOS: 2m 2w	Test, DoctorX	2	250+
Room A - 01	59yrs Male - No Known Allergies XXXXTEST, DEREK	Abdo pain LOS: 4w 3d	Test, DocGreen	5	250+
Room B - 01	60yrs Male - No Known Allergies XXXXTEST, TOM	Abdomal pain LOS: 4w 3d	Test, ConAEO1	8	250+
Bay 01 - 01	74yrs Female - No Known Allergies ZZZZTEST, DEMENTIA	LOS: 11m 2w	Assim, Mehr Muhammad	--	156
Bay 01 - 03	53yrs Male - Full Resuscitation No Known Allergies HARRY, ZZZHILL	LOS: 9m 3w	Chandran, Shanithi	--	250+
Bay 01 - 04	15yrs Male - Full Resuscitation Allergies ZZZZPMA, CHILD	LOS: 9m 3w	Chandran, Shanithi	--	250+
Bay 02 - 03	29yrs Male - Full Resuscitation No Allergies Recorded STANFORD, JUNIOR	LOS: 10m 3w	Budhdev, Jayantkumar	0	0
Bay 02 - 04	34yrs Female - No Allergies Recorded TWO, PHLEBOTOMY	LOS: 6w 1d	Madhobra, Ravi	--	32
Room C - 01	29yrs Male - Allergies ZZZZSTANDEN, TEST100	LOS: 22d	Chandran, Shanithi	--	250+
Room D - 01	53yrs Male - No Allergies Recorded FRY, GERARD STAN 946-495-9762	LOS: 4w 1d	Madhobra, Ravi	--	34

Activity Timeline

80485 65509638101 04 January 2018 16:05 GMT