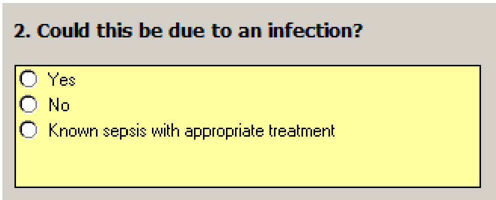
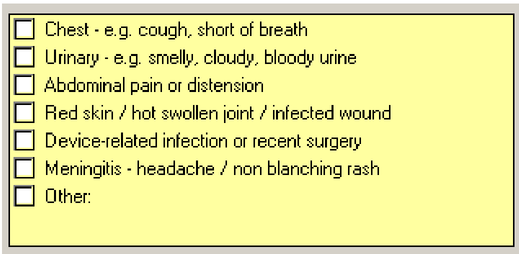
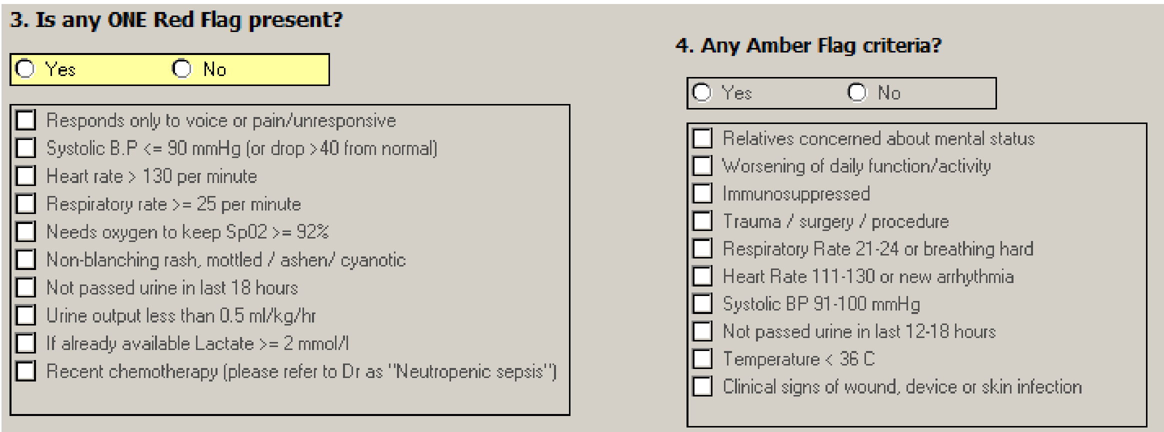
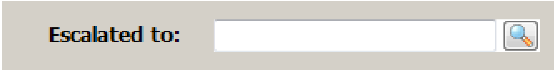
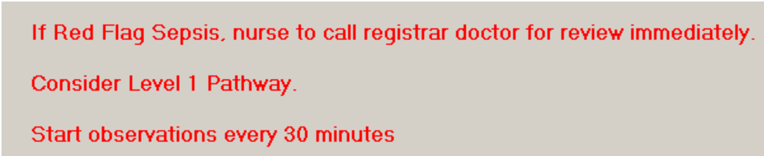
COMPLETING A SEPSIS SCREENING TOOL VIA TASK LIST

<table>
<tr><td>1.</td><td>Open your Patients Record.</td></tr>
<tr><td>2.</td><td>Click on Task List from the Main Menu on the left side
Task List</td></tr>
<tr><td>3.</td><td>Ensure you have selected the Patient Care tab.
Patient Care</td></tr>
<tr><td>4.</td><td>Double click on the Sepsis Screening Task.</td></tr>
<tr><td>5.</td><td>The Sepsis Screening Tool opens with the section 2 showing as needing completion (mandatory fields are highlighted yellow). Complete as required (if this is yes, further sections will become available).

</td></tr>
<tr><td>6.</td><td>The next section now needs completing.

</td></tr>
<tr><td>7.</td><td>You now need to complete section 3. If it is yes, you will need to select the relevant indicator. If it is No, then section 4 will need to be completed.

</td></tr>
</table>

8. If it is a red alert, please take note of the instructions written in red on the form and complete the 'Escalated to' field.





9. Click on the sign Icon

10. This will create a red flag alert which, when the Dr opens the record will prompt them to action and order the Sepsis Care Plan.