

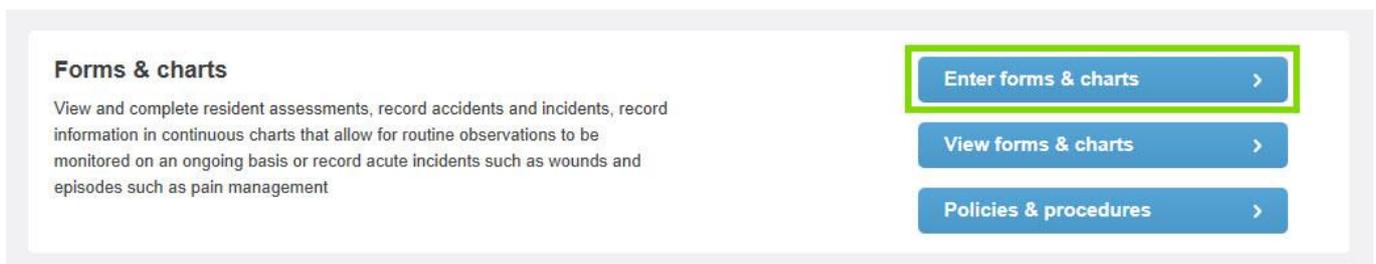
Quick Reference Guide – Forms and charts (V5.0)

Enter forms and charts

- a) Select **Documentation** from the top toolbar



- b) Select **Enter forms & charts**



- c) Click **Select Resident(s)**
d) Select the resident's name
e) Select the form type **Charting & Observations**
f) Select appropriate chart or observation form
g) Select the entry type **Single Resident** or **Multi-Resident**
h) Select **Submit**

Note: A second window will open with the appropriate chart.

Home Residents **Documentation** Medication Reporting Funding Admin

Enter Forms & Charts

Enter Forms

* Facility: Forest View

* Resident(s):

- All residents assigned to me
- Select Location
- Select Resident(s)

 Select Resident:

- BARNES, Mary
- BENNETT, Veronica
- BROOKS, Valerie**
- BUTLER, Jessica
- CAMPBELL, Tammy
- COX, Eunice

* Form Type:

- Charting & Observations
- Assessment Tools & Forms
- ACFI Forms

 Blood Pressure Chart

* Entry Type: -- Select Entry Method --

Filter By (Chart Status): Active

Submit

i) To add an observation, select **(add observation)**

Blood Pressure Chart

BROOKS, Valerie

Filter Criteria - default date range last 90 days

Start Date: 12/07/2014 End Date: 10/10/2014 **Filter**

BROOKS, Valerie **(add observation)**

Systolic BP Range (mmHg): 100 - 110
Diastolic BP Range (mmHg): 78 - 90

j) Fill in the relevant fields. All fields with an asterisk (*) are mandatory

k) Enter your password

l) Select **Save**

Bowel Chart

* Date	<input type="text" value="20/01/2015"/> 	BUTLER, Jessica
* Time (24hr clock)	<input type="text" value="hh:mm"/>	Usual Bowel Pattern: Take to toilet straight after breakfast; May have loose bowels and urgency to get to toilet
* Bowel Action	<input type="text"/>	
Continence	<input type="text"/>	DOB: 20/02/1919
Type / Consistency	<input type="text"/>	UR:
Amount	<input type="text"/>	Room #10 W
Action / Interventions	<input type="text" value="None"/>	
Additional Information	<input type="text"/>	
* Password	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Strike through an entry

- View the chart
- Select the **Strike through Entry** option
- In the pop up box, enter a reason for the strike through
- Enter your password and select **Submit**

Note: The entry with a strike through will also appear with the reason behind it.

BROOKS, Valerie: [\(add observation\)](#)

 DOB: 16/09/1938	Entered By	Date	Time	Bowel Action	Type / Consistency	Continenence	Amount	Action / Intervention	Additional Information	Evaluation Information	Strike Through Reason
	Diana Milojkovic (Organisation manager)	9/12/2014	09:00	O	Type 3	C					
Diana Milojkovic (Organisation manager)	9/12/2014	07:00	N			C		Sup Evaluate			Strike Through Entry

Strike Through Entry

Please provide a reason for striking through the entry.

* Password

View forms and charts

- a) Select **Documentation** from the top toolbar



- b) Select **View forms & charts**

Forms & charts

View and complete resident assessments, record accidents and incidents, record information in continuous charts that allow for routine observations to be monitored on an ongoing basis or record acute incidents such as wounds and episodes such as pain management

Enter forms & charts >

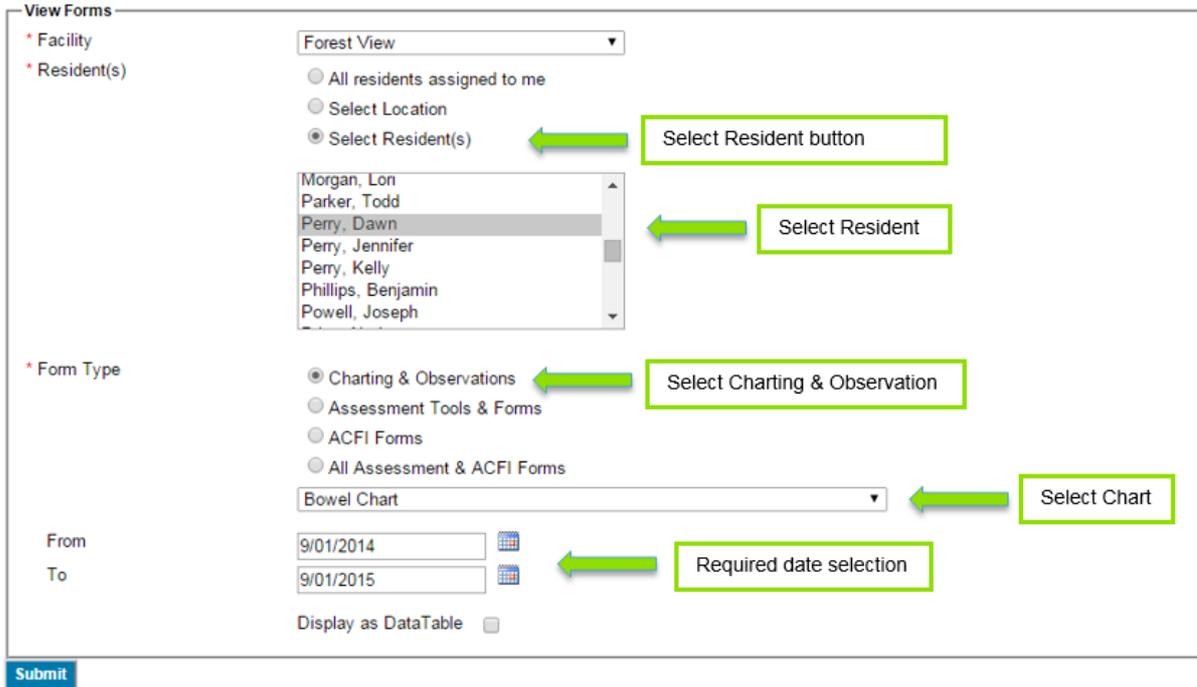
View forms & charts >

Policies & procedures >

- c) Click **Select Resident(s)**
- d) Select the resident's name

- e) Select the form type **Charting & Observations**
- f) Select appropriate chart or observation form
- g) Select **Submit**

View Forms & Charts



The screenshot shows the 'View Forms' interface with the following elements and callouts:

- Facility:** Forest View (dropdown menu)
- Resident(s):**
 - Radio buttons: All residents assigned to me, Select Location, **Select Resident(s)** (selected)
 - Resident list: Morgan, Lon; Parker, Todd; **Perry, Dawn** (highlighted); Perry, Jennifer; Perry, Kelly; Phillips, Benjamin; Powell, Joseph
- Form Type:**
 - Radio buttons: **Charting & Observations** (selected), Assessment Tools & Forms, ACFI Forms, All Assessment & ACFI Forms
- Chart:** Bowel Chart (dropdown menu)
- From:** 9/01/2014 (calendar icon)
- To:** 9/01/2015 (calendar icon)
- Display as DataTable:**
- Submit:** Button

Callout boxes with arrows point to: 'Select Resident button', 'Select Resident', 'Select Charting & Observation', 'Select Chart', and 'Required date selection'.

*Denotes a mandatory field.

The appropriate chart will appear with previous entries (within the default range or date range selected).

Bowel Chart

APPLEBY, Margaret

BAILEY, Daniel

Filter Criteria

Start Date: 1/02/2012

End Date: 6/03/2012

Filter

APPLEBY, Margaret: (add observation)


 DOB: 12/02/1930
 UR: 045
 Room: 23

Entered By	Date	Time	Bowel Action	Type / Consistency	Continenence	Amount	Action / Intervention	Additional Information	Strike Through Reason
Training ADMIN (RN)	5/03/2012	15:30	O	Type 6	I	M			Strike Through Entry
Training ADMIN (RN)	5/03/2012	10:15	O	Type 4	C	M			Strike Through Entry
Training ADMIN (RN)	4/03/2012	15:00	N						Strike Through Entry
Training ADMIN (RN)	3/03/2012	17:15	O	Type 5	I	M			Strike Through Entry
Training ADMIN (RN)	2/03/2012	14:30	O	Type 6	I	M			Strike Through Entry
Training ADMIN (RN)	1/03/2012	10:00	O	Type 4	C	L			Strike Through Entry
Training ADMIN (RN)	29/02/2012	09:30	N						Written in error - incorrect resident.

Legend

Bowel Action		Type / Consistency		Continenence		Amount		Action / Intervention	
Key	Definition	Key	Definition	Key	Definition	Key	Definition	Key	Definition
O	Bowels open	Type 1	Separate hard lumps, like nuts (hard to pass)	C	Continent	S	Small	AP	Aperients
N	Bowels not open	Type 2	Sausage shaped but lumpy	I	Incontinent	M	Medium	Sup	Suppository
U	Not seen by staff	Type 3	Like a sausage but with cracks on its surface			L	Large	E	Enema
		Type 4	Like a sausage or snake, smooth and soft						
		Type 5	Soft blobs with clear-cut edges (passed easily)						
		Type 6	Fluffy pieces with ragged edges, a mushy stool						
		Type 7	Watery, no solid pieces (entirely liquid)						

Based on the Bristol Stool Chart (KW Heaton and SJ Lewis, University of Bristol)

Close