



## 'How To' Card – Platinum 5.0 Basic Information Card

# Platinum 5.0 Basic Information Card

This information card is intended to give a brief overview of the use of Platinum 5.0 for agency staff, Doctors and/or visiting Allied Health Professionals. It is important to understand that access to facilities, residents, features and functions within Platinum 5.0 is permissions-based and is dependent upon your assigned user role. If you cannot access a module that you feel you require, please discuss this with the manager.

*If you require further assistance, please ask our staff as they know how to use this program.*

## Log In & Log Out



- ❖ To **Log In** to Platinum 5.0, double click the  icon on your computer desktop
- ❖ Enter your unique username and password. Now click **Login**.
- ❖ Your Platinum 5.0 Home Page will display
- ❖ **Note:** Your username & password is your electronic signature for all entries made within the program and must be kept confidential



- ❖ To **Log Out** of Platinum 5.0, click the  icon in the top tool bar
- ❖ This will finish your data entry or viewing session. It is important to ensure that you always log out after using the program, as any entries made during your login are recorded under your username.

## Your Home Page

- ❖ Upon log in, your Home Page will display
- ❖ From this page you can easily access all areas of the program
- ❖ The top tool bar allows you to select the Facility you wish to access, and also includes quick links to your Home Page, Alerts, Resident Searches, Help and Logout
- ❖ Icons for the Main Modules display in the centre of the page

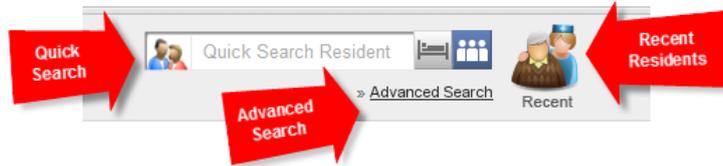


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### Resident Search

You must select a Resident to view their page or enter details for them. The residents displayed in your resident search will always be based on the User/Resident permissions you have been assigned.

There are three resident search options in the top tool bar in Platinum 5.0:



#### ❖ Quick Search

This option searches the list of admitted residents.

- Type in the first few letters of the resident's name and select the resident from the list of residents displayed.
- Or click the **Admitted Residents** icon  to scroll through a full list of Admitted residents in the facility to whom you have been assigned resident permissions
- Or select the **All Residents** icon  to search through admitted and unadmitted residents

#### ❖ Recent Residents

Select the **Recent** icon to display the previous twelve residents you have accessed in the system.

#### ❖ Advanced Search

Select **Advanced Search** to conduct a more comprehensive resident search, based on any combination of name, current facility, current admission state, archive status and/or bed allocation history.

### The Resident Page

When you select a resident, their Resident Page will display. From this page, all clinical documentation for the individual resident can be accessed and entered/edited. Medical diagnoses and allergies are displayed. Vital Information and uploaded paper documents can be accessed. Recent screens updated for the resident are listed for reference. Viewing and editing details on the Resident Page is permission-based.

**Beryl JONES**  
Resident with similar name found!

OCCUPIED : Unit P 1 / Room P01 / Bed P 01  
Bed Allocation

Preferred Name: Beryl  
Resident ID: 3  
UR No. / ACS ID: 4321  
D.O.B: 23/04/1925  
Sex: Female  
Applicable Admission Date: 12/08/2013  
Medical Practitioner: Dr apilepie

[Edit Profile](#)  
[Edit Resident Settings](#)  
[Write Progress Note](#)  
[PCEHR System](#)  
[Previously assigned IHI's](#)  
[Print Transfer Details](#)  
[ACFI Submission](#)  
[Resident Assessment Status](#)  
[Prescription Form](#)  
[Medication Chart](#)  
[Adverse Reactions](#)

Assessments / Plans  
Resident Details  
Daily Forms  
Assessments / Evaluations  
Allied Health  
Community Care  
Care Evaluation

Summary Care Plan  
Goals of Care  
Progress Notes  
Infections  
Incidents  
Care Evaluation

Weight and Vitals  
Wounds

Care Evaluation - Care Outcomes / Changes (Last Saved On: 15/05/2013 2:10 PM)  
Compulsory Reportable Incident  
Goals of Care (Last Saved On: 10/12/2013 7:13 PM)  
Incident Form (Last Saved On: 04/12/2013 2:12 PM)  
Infections (Last Saved On: 10/12/2013 7:13 PM)

Uploaded Documents  
ADD NEW

Vital Resident Information  
EDIT  
just testing this site

Recent Screens  
Goals of Care 10/12/2013  
Infections 10/12/2013  
Activities Plan For Risk Activities- Further Strategies 10/12/2013



## Enter / Read Progress Notes

### Enter a Progress Note

- To enter a new progress note, select the **Progress Notes** icon from your Home Page



- Select the **Add** symbol in the top tool bar of the Progress Notes page



- A window will display, allowing you to make your progress note entry

- Select a Resident
- Select one or more Progress Note Categories, if relevant
- Enter your Progress Note into the Notes field
- Add a Follow-up alert, if required, by selecting the user(s) to be notified and an alert date
- Now, select **Save** to record your progress note entry in the system

### Read Progress Notes

- To read Progress Notes, select the **Progress Notes** icon from your Home Page



- The Progress Notes for all residents will display, showing current, un-read progress notes for the last seven days, listed in chronological order with the most recent entry at the top

- You can filter the entries displayed by using one or more of the filters in the progress notes tool bar or by using the Filter icon:



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- ❖ Progress notes are colour-coded: Blue (un-read), White (read) and Red (saved in error)

**Note:** You can also read or write Progress Notes for a specific resident from their Resident Page.

### View / Enter Resident Assessment Details

A resident's Assessments, including their **Comprehensive Medical Assessment**, are accessed from the Resident Page.

- ❖ Select the relevant Form Category, then choose the required form from the list displayed

**Padma GANESH**  
OCCUPIED : Unit Kirkwood / Room K09 / Bed K09a

Preferred Name:  
Resident ID: 1071  
UR No. / ACS ID: 45677766778899  
D.O.B: 31/07/1942  
Sex: Female  
Applicable Admission Date: 23/05/2014  
Medical Practitioner: None

Assessments / Plans  
Resident Details  
Daily Forms  
Assessments / Evaluations  
Allied Health  
Community Care  
Care Evaluation  
Admission Assessment

Summary Care Plan  
Goals of Care  
Detailed Care Plan  
Progress Notes  
Infections  
Weights and Vitals  
Incidents  
Care Evaluation  
Wounds

Recent Screens

Screen Name	Date
Admission: Dietary / Nutrition	23/05/2014
Admission: Continence / Toileting	23/05/2014

- ❖ The selected form will display on the page

**PADMA GANESH**  
Unit Kirkwood / Room K09 / Bed K09a  
D.O.B. 31/07/1942 | Female

View Report

Wound / Skin Management Plan and Evaluation

Allergies

Drug allergies: panadol(rash to left ear)

Food/fluid allergies: mango(anaphalaxis)

Other allergies: silicon(welts appear when holding for too long.)

Least Pain ← [Color Scale] → Most Pain

- ❖ You can now view or enter resident information into the form
- ❖ To navigate directly to a particular section of the form, select the arrow icon in the top tool bar of the form. A 'site map' of the form will display.

Dietary Details

General  
Drinks Information  
Breakfast  
Lunch/Dinner  
Specific Food Likes and Dislikes



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- ❖ Select the relevant section of the form from the 'site map' to navigate directly to the section
- ❖ If a question is not relevant to the resident, leave it blank. Do not write 'not applicable' in the answer field, as this may transfer to the resident's Care Plan.
- ❖ Once all required information has been entered, select **Save** to save the details in the assessment
- ❖ A window will now display, allowing you to select the progress status of the assessment

- ❖ If the setting has been activated within the program, you will now be given the option for the system to generate a progress note for the assessment entry made.

- ❖ The assessment has now been saved and another window will display.

- ❖ You can now select to **Go back to same assessment** or **Go to Resident Page**

## View a Resident's Care Plan

- ❖ Go to the Resident's Home Page and click on either the Summary Care Plan or Detailed Care Plan Icon

**Padma GANESH**  
 OCCUPIED : Unit Kirkwood / Room K09 / Bed K09a  
 Bed Allocation ▾

Preferred Name:  
 Resident ID: 1071  
 UR No. / ACS ID: 45677766778899  
 D.O.B: 31/07/1942  
 Sex: Female  
 Applicable Admission Date: 23/05/2014  
 Medical Practitioner: None

[Edit Profile](#)  
[Edit Resident Settings](#)  
[Write Progress Note](#)  
[PCEHR System](#)  
[Previously assigned IHI's](#)  
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Assessments / Plans ▾  
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 Admission Assessment ▾

Summary Care Plan  
 Goals of Care  
 Detailed Care Plan  
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