
HELPFUL HINTS BOOKLET

NEW CIS USER

LIST OF CONTENTS

As a supplement to the CIS User Training, the New CIS User Helpful Hints Booklet summarizes the key system functions that are often overlooked by new users.

All information presented in this booklet is discussed in detail in the Clinical User Reference Manual that is on-line at your facility via the Reference Library.

If you have any additional questions, please ask a Super User at your facility or your Supervisor.

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NOTES/COMMENTS:

PRINTING A CHART

To manually print a patient's chart:

1. Press the "Print, etc..." soft key <F8>.
2. Press the "Print Chart" soft key <F4>.
3. Type in the desired report number(s) followed by the [Enter] key.
4. Press the "Dispatch Reports" soft key <F8>.

If you are experiencing printer problems: perform the following checks:

1. Check the status of the printer.

- ◆ Select the "Print, etc..." soft key from the Patient Select Screen.

 *The status of the printers in operation will appear on the Print Screen. For example:*

```
PRINTER STATUS:
ICU-NORTH - (1) PAPER PROBLEM
MICU-SOUTH - (4) TONER PROBLEM
```

2. Check the paper tray.

- ◆ If the paper tray is empty:
 - Remove the paper tray from the paper tray slot.
 - Add paper to the paper tray.
 - Slide the full paper tray into the paper tray slot.
- ◆ If the paper tray is full and the system is reporting a printer problem, contact a Super User or your Supervisor.

```
The User Reference Manual is
available on-line in the
Reference Library Section
```

GENERAL INFORMATION

Before you begin charting:

- ◆ Display station must remain "ON" at all times!
- ◆ Always verify your patient before you begin charting!

Look at the top of the screen for the patient's name.

```
RICHARDS, JAMES          CCU-1   Phy: DR. YUGO
P A T I E N T   C O N T R O L
```

To enter patient data:

- ◆ [Enter] key must be pressed for data to be entered into the system!
- ◆ The [Arrow] keys do NOT 'enter' data into the system; [Arrow] keys move the cursor to the desired location on the screen.

 *Remember to store all data before moving to a new screen. (The system will prompt you to store before leaving the screen.)*

To edit stored data:

- ◆ To make a correction, type in the change over the data item, press the [Enter] key and acknowledge the Edit prompt.

```
Edited Data will appear in Reverse Video
```

- ◆ To remove data, press the [Space Bar] once on the data item, press the [Enter] key and acknowledge the Edit prompt.
 = A shaded box indicates data has been removed.
- ◆ To remove data that has NOT been stored: Enter the data cell, press [Space Bar] + [Enter] or Exit the screen.

Starred (*) flowsheet heading: means data is present.

```
NUTRITION STATUS (*)
```

Important Keys:

- [Home] key will move the cursor one screen backward in time.
- [Page Up] key will move the cursor one screen forward in time.

To make a textual annotation on a flowsheet:

- ◆ In a flowsheet cell, type an asterisk * ([Shift][8] key sequence), press the [Enter] key and enter your annotation in the window.

```
Ectopy Annotation. 1404 28 Dec 1992
The *
```

To edit an annotation, place the cursor over the asterisk and type in the asterisk again.

PATIENT SELECT

To select a patient's chart:

- ◆ Move the cursor to highlight the unit and patient with [Arrow] keys.
- ◆ Press [Enter] key when the correct unit and patient are highlighted.

 For a patient with multiple stays, highlight the desired stay and press the [Enter] key.

MILLER, EILEEN has multiple active stays. Please select one.			
Current Stay : MILLER, EILEEN	Env: OR	Admit Time: 1433	9 Apr 19
Previous Stay: MILLER, EILEEN	Env: NEURO	Admit Time: 0853	7 Apr 19
Previous Stay: MILLER, EILEEN	Env: OR	Admit Time: 1546	5 Apr 19

If you need to search for a patient's record:

1. Press the "Find Patient" soft key <F3>.
- ◆ Change the search mode as needed.

Search Mode:	Name	Record Number	Billing Num	Physician
Enter Search String:	<input type="text"/>			

2. Type in the first few characters of the record per the search mode.
 - ◆ All available records matching the characters typed will appear.
3. Highlight the desired record and press the [Enter] key.
 - ◆ If the record is archived, the Unarchive Permission prompt will appear.
 - Type in your ID code and press the [Enter] key.
 - The unarchived record will be placed in the discharge unit.

To admit a NEW patient (if the ADT is down): press the "Admit" soft key <F5>.

- ◆ Enter patient identification number(s) and press the [Enter] key.
- ◆ Type patients' name and press the [Enter] key.
- ◆ If the patient has been admitted before with the same identifier number, their name will automatically appear on the screen.
- ◆ Store the admission.

To modify a patient's identifier number (e.g., MRN, SSN, etc.):

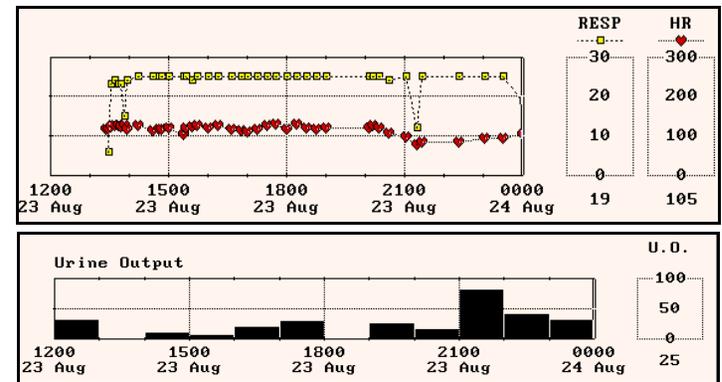
- ◆ Press the "Admission Data" soft key <F2>.
- ◆ Type in the new patient identifier number per hospital format and acknowledge the Edit prompt.

When discharging a record: press the discharge [F6] key and then the [F8] key for permission.

- ◆ If transferring a patient to a non-CIS area, discharge the patient from the CIS.

REVIEW SCREENS

Clinical Summary Screens. Summary screens display and integrate patient data from a variety of sources.



To access customized summary screens: press the "Load Screen" soft key <F7> or use the [Shift] Combination soft key.

To manually adjust the time resolution displayed on the screen: press the "Set Time Interval" soft key.

Reference Library Screen.

The Reference Library Screen is divided into two main sections. The top section, labeled "Reference Index:", contains a list of topics such as "PHYSIOLOGIC INTEGRITY", "Effective Oxygenation-Maternal", "Effective Oxygenation-Fetal", etc. The bottom section, labeled "Table of Contents", shows a detailed view of "Effective Oxygenation-Maternal" data, including "OUTCOME CRITERIA" and "Maintain hemodynamic stability by:" followed by a list of criteria like "Blood pressure and pulse maintained within 20 patient.", "Respiratory rate > or = 12/minute and/or < or hyperventilation.", etc.

To search the reference files for a particular data string: press the "Search" soft key. Type in the first few characters of the search string and press the "OK" soft key or the [Enter] key to activate the search.

- ◆ The first match will be displayed in the Text window.

LABOR & DELIVERY



The Fetal Monitor Remote Display & Fetal Plot Screen provide a reasonable facsimile of the fetal trace produced at the bedside. The traces on the Fetal Monitor Remote Display and screen are scaled, and therefore are not identical to the bedside trace. All clinical judgements must be made from the bedside fetal monitor attached to patient.

DO NOT UNPLUG THE DISPLAY STATION!

- ◆ A pen-up marker indicates the patient is not connected to the Fetal Monitor, and no data is being transmitted to the Fetal Monitor Remote Display.
- ◆ A square blinking box in the upper right hand corner of the Fetal Monitor Remote Display indicates the system is operational.
- ◆ Reverse video display of the fetal plot indicates that the communication between the data acquisition device and the Fetal Monitor Remote Display has been severed.

An alarm will sound when the FHR violates user-set or default parameters. The indicators for Tachycardia and Bradycardia are set on each individual Fetal Monitor Remote Display.

To change the Tachycardia and Bradycardia limits on the FMRD (at the Central Station):

1. Select and zoom the desired patient by typing in the number corresponding to the patient.
2. Type in either “**T**” for Tachycardia or “**B**” for Bradycardia AND the desired numeric indicator limit.
3. Press the [Enter] key.
 - ◆ The trace parameters will reflect the new indicator limit.

To view the most current fetal strip on the Fetal Plot Screen of the CIS: select the “Current Time” function.

 *If a patient is disconnected from the fetal monitor, the fetal trace will automatically pick up once the patient has been re-connected.*

To annotate: press the <F8> key, enter the desired time and enter the annotation in free text or from the choice list.

- ◆ Fetal strip **annotations** will appear on the right hand side of the fetal screen with a letter indicator marking the annotation time.

When printing a strip, the Start Time and End Time will default to the times on the Fetal Strip currently displayed on the screen.

VITAL SIGNS FLOWSHEET

To specify time for data entry:

1. Press the “Enter Time” soft key <F1>.
2. Type in the desired time.
3. Press the [Enter] key.

To enter monitored data: press the “Read Monitor” soft key <F2>.

 *Device parameters will be continuously read as long as the patient is connected to the bedside monitor, but not transferred to the patient record until “Read Monitor” is pressed.*

To record an event on the Vital Signs Plot:

- ◆ Move cursor to the plot section.
- ◆ Type in free text or select from the choice list the desired event.

 *Field spacing is limited and may not accommodate all choices. Also, do not begin a free text event with a number; press the Space Bar once and then enter in your numeric event.*

To enter an IV-Drip RATE: move the cursor to IV Drug Section and type in the rate the drug is infusing. The system will automatically calculate and display the dose.

- ◆ When the IV rate is entered at a specific time (e.g., 1400) on Vitals, the rate will appear in the corresponding hourly time column on the I&O Flowsheet (e.g., 1400).

To enter the DOSE for an IV Drip: type in the letter “D” and the dose.

To add a flowsheet row: press the “Add Row” soft key <F3>.

- ◆ Select the desired row from the Optional Item list or select a group of rows from the Row Group list.
- ◆ Added rows can be stopped and re-started multiple times if the row is still visible on the screen.

 *A row will remain started (or re-started) until a Stop Time bar. When the Stop Time indicator is off the screen, then the row will disappear.*

BirthDate.adm					
Level Of Care					

Start Time

A thick vertical line means change of shift.

INTAKE AND OUTPUT FLOWSHEET

To chart fluid volume: enter the amount infused into the patient.

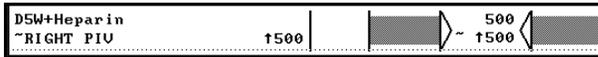
- Volume can be entered as a decimal (e.g., 6.5 cc).

To enter an additional volume amount in the same cell: type the '+' symbol and the new volume (e.g., 250 + 50).

- The new volume will appear as edited data on the flowsheet.

To discontinue a fluid: press the "D/C" soft key <F5>.

- A fluid may be discontinued in the same time column that it was hung.



All discontinued fluids will drop off the screen after a time determined by the hospital.

- A volume total CANNOT be entered after the fluid has been discontinued.
- Configured default rows (e.g., Oral and Urine) CANNOT be discontinued.

Special Keys:

Key	Key Name	Keystroke	Function
^	Up Caret	[Shift][6]	To rehang a fluid (i.e., ^)
@	At	[Shift][2]	To change rates in ml/hr (i.e., @10).
~	Tilde	[Shift][']	To change the site of a fluid (i.e., ~)
*	Asterisk	[Shift][8]	To enter an annotation.
Insert	Insert	[Insert]	To enter the amount of IV fluid delivered since the delivery of the last IV fluid entry based on the hourly rate. (Note: The cursor must be in an even hour column.)

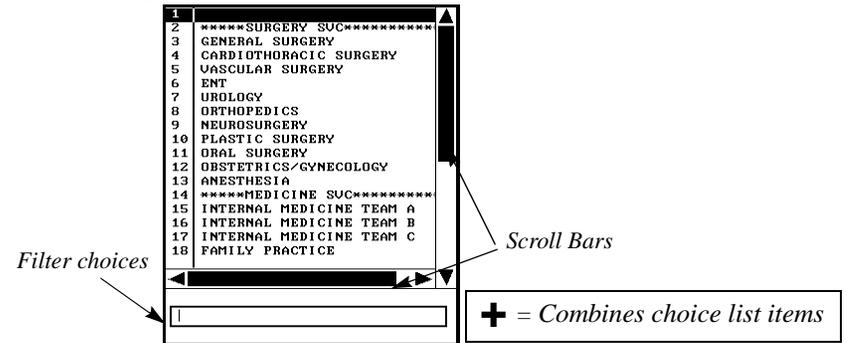
To view multiple rate changes in an hour: press the "Describe Item" soft key <F7>.

Weight Section: The most current weight appears next to row name

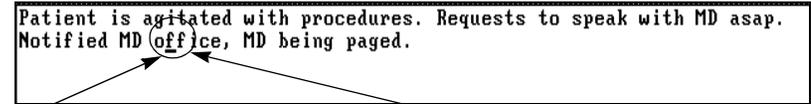
NOTES - Continued

To enter free text into a note field: press hide choicelist <F4> and start typing.

To enter a choice from a choice lists: type the first few characters of an item, highlight the choice or select number of choice.



To edit a field: press the "Edit Field" soft key <F3>.

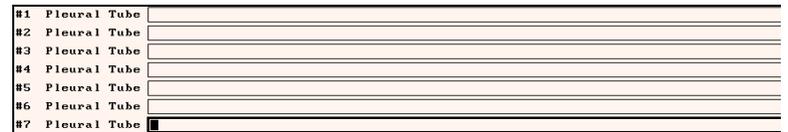


Cursor in the Edit Mode Use the Arrow keys to move the cursor for editing.

- [Delete] key deletes only the character to the right of the cursor.
- [Backspace] key moves backwards one space at a time as it deletes a single character within the field.

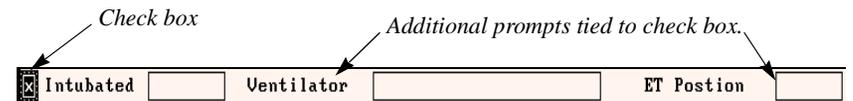
More Fields:

- Fields within an note that begin with a number '(#1)' indicate additional fields may be added with the "More Fields" soft key.



Check Boxes:

- [Insert] key will place an 'X' in the 'Check Box' field. Male Female
- A checkbox may display additional prompts if selected.



NOTES

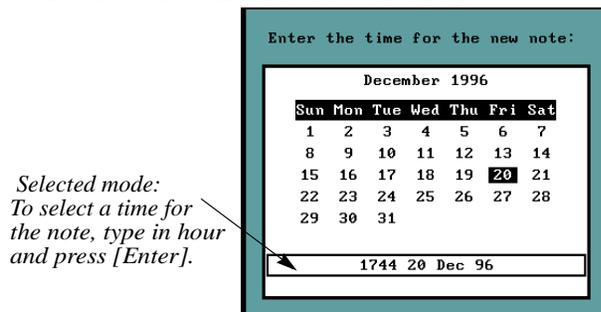
To start a new note: Press the “New Note” soft key <F1>, then search the desired note type and press the [Enter] key.

To review a single note: press “Review Note” soft key <F2>.

To view the patient’s notes one day at a time: press the “Previous Day” or “Next Day” soft key.

Calendar and Digital Clock:

- ◆ The calendar with the digital clock will display for timed notes.
- ◆ If the clock and calendar are present, the [Tab] key toggles between the calendar and the clock.



- ◆ While in the calendar, the [Page Up] and [Page Down] keys will move to previous/next month. The Arrows keys will navigate between the different days of the month.

Cursor Movement in a Note:

- ◆ [Shift][Arrow] keys moves the cursor to the next closest field.
- ◆ [Home] key takes the cursor to the beginning of the note.
- ◆ [End] key takes the cursor to the end of the note.
- ◆ [Page Up] key scrolls the screen up.
- ◆ [Page Down] key scrolls the screen down.
- ◆ [Tab] key moves the cursor to the next Tab-configured stop.
- ◆ [Shift][Tab] keys moves the cursor to previous Tab-configured stop.
- ◆ Arrow keys move the cursor up and down through choice lists.

MEDICATIONS FLOWSHEET

Row Label Information:

Name: GENTAMICIN 80MG/ZML VIAL 100MG
 Site: ~IV 08
 Comment: »RUN OVER 30MIN
 Remark: @1ST DOSE AT 0200 8/22
 Route or Fluid Rate:
 Frequency
 or Fluid Volume:

Label information will differ upon the location of the cursor.

To give a medication:

- ◆ Press the “Give Med” soft key <F2> to enter the ordered dose.
OR
- ◆ Press the [Insert] key to enter the ordered dose.
OR
- ◆ Type in the medication dose and unit in free text.

To give a medication at a variable time: press the “Enter Time” soft key <F1> to create the variable time column.

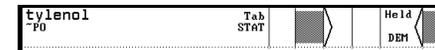
	15	16	17	17:49	18	18:57	19
REGLAN INJ 10MG/ZML VIAL ~IV				✓			
				GPN			

To add a remark to the medication order: press the “Remark” soft key. A comment added after the medication has been ordered is a remark.

To discontinue a medication: press the “D/C” soft key <F5>.

The Discontinue Time can be assigned when ordering or editing.

- ◆ Limited schedules (i.e., X1, X2, STAT, etc.) will be automatically discontinued after charting the last delivery per the frequency.
- ◆ When a STAT or X1 medication is held, it will be discontinued.



To reset a medication order’s schedule: press the “Reset Schedule” soft key <F10>.

- ◆ Schedule markers are inserted or removed by placing the cursor on a marker and pressing the “Toggle marker” soft key <F10>.

Reset Schedule -- PHENOBARBITAL 60MG TAB (QID:06, 12, 18, 22 @ 1300 10 Feb 1997)																							
00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23

PROCEDURAL FLOWSHEET FUNCTIONS (Emergency Department, Short Stay Areas)

Fluid, Treatments and Medications are entered as a single order.

Patient Notes	Treatments	Medications	Fluids
DR. XXXX AT BEDSIDE TO EXAMINE. Andrew Slaterburger, RN (AS)		DEMEROL 25MG/ML INJ 25 MG IV AMPICILLIN 2 GM IVPB 1.5GM IVPB	OUTPUT: EMESIS 50cc pink
MODERATE RELIEF FROM PAIN. FRIEND AT BEDSIDE. SKINS DRYING UP, COLOR IMPROVED. Andrew Slaterburger, RN (AS)			
DR. LEVINSON HERE TO EXAMINE. Andrew Slaterburger, RN (AS)			
DR. KRAMER TO BEDSIDE TO EXAMINE. Andrew Slaterburger, RN (AS)	ENG Done		
ALERT, PALE, DIAPHORETIC ADULT AMBULATED TOBED 7 WITH DIFFICULTY WITH TRIAGE NURSE, C/O SEVERE RT MID ABD PAIN. SINCE LAST NOC. Andrew Slaterburger, RN (AS)	Lab Drawn IV Start #18 CATHLOM	REGLAN INJ 10MG/2ML VIAL 10MG IV DEMEROL 25MG/ML INJ 25MG IVP	Default Fluid List: - URINE - EMESIS - ORAL - IV MedsINTAKE: NS #1000 @125.00 "LT FOREARM

Sections are separated by dual lines.

Access the sections by [Tab] and [Shift][Tab]

Notes displayed in gray are too large to be displayed on the screen.

Multiple items within the same cell are separated by dotted lines.

To enter a Note: begin typing in the text of the note.

- ◆ The text window will automatically appear with the creation time and date.

To enter a Fluid, Treatment or Medication: begin typing the order and a fixed prompt window will appear or press <F9> key for the window.

◆ Data entered via a fixed prompt window will have a Time Stamp equal to the current row time.

Enter Medication Name: [Acc] <input type="text"/>	ACETAMINOPHEN SUPP ACETAMINOPHEN TAB ACETAZOLAMIDE INJ ACETAZOLAMIDE TAB ACETOHEXAMIDE CAP
Enter Medication Dose: <input type="text"/>	
Enter Medication Route: <input type="text"/>	

Choice List

- ◆ Only items listed in the choice list will be accepted.

To select an item from the choice list:

1. Enter the first few characters of the desired choice
2. Move the cursor to the choice list with the [Tab] key.
3. Press the [Enter] key when the desired item is highlighted.

To chart fluid totals: press "Fluid Totals" soft key <F5> in any section.

- ◆ Fluid totals are tallied and updated with every entry.

To enter an incremental volume: type the '+' symbol and new volume.

- ◆ The new volume will appear as edited data on the flowsheet.

ORDER ENTRY FUNCTIONS

Where to enter an order: Orders can be entered from a flowsheet via the New Order soft key or from the Order Entry Screen.

◆ When a new row is entered and stored via the "New Order" function, it CANNOT be changed; it must be discontinued.

To enter multiple orders: press the "Assign" soft key <F2> after each order entry.

To change to another order category: when ordering, a category different than the current order (such as Medications, Treatments or IV fluids) may be selected with the "Change Category" soft key <F9>.

When completed with entering all orders: press "Done" soft key.

To discontinue an order:

When in order screen:

- ◆ Highlight the desired order, press the [Shift] key and the "D/C Order" soft key <F4>.
- OR
- ◆ Select the appropriate flowsheet, highlight the desired order, press the "D/C" soft key <F5>.

To renew an order: press the "Renew Order" soft key <F1>.

To change the view options: press the "Display Mode" soft key <F9> and select the appropriate option (e.g., all D/C'd orders).

To access a Standard Order set:

1. Press the "Standard Orders" soft key <F10>
2. Select the appropriate order type
3. Select the appropriate order set.
4. Review the orders in the set and assign, edit or delete each order.

To annotate on an order: press the "Annotate" soft key [Shift]<F5>.

The TASK LIST Screen <F12> displays orders with valid frequencies.

On a Flowsheet, the following flowsheet message will appear for orders not-yet-approved.

Pending Orders From 1200 19 Mar 1994 (9 Pending)

- ◆ Approve the orders on the Order Entry Screen.