

# ascom

# DIGISTAT® Codefinder

DIGISTAT® Version 5.1

## User Manual

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**DIGISTAT® version 5.1**

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# 1. DIGISTAT® “Codefinder”

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*For general and detailed information about the DIGISTAT® environment and the instruction for use of the Control Bar software see the document “DIG CBR IU 0007 ENG V01 - Digistat Control Bar User Manual”. Reading and understanding this document is necessary for a correct and safe use of the Codefinder module.*

DIGISTAT® “Codefinder” makes it possible to search through large code-sets (for example ICD-9, ICD-10, ICPM etc. - it can be expanded to include any kind of code-set).

DIGISTAT® “Codefinder” is usually “called” by the system user every time it is necessary to search and select an item among a given set of items.

The first part of this manual (paragraphs 1.1 to 1.3) describes the DIGISTAT® “Codefinder” features and functionalities. Paragraphs 1.4 describes how “Codefinder” works when used within the DIGISTAT® “Clinical Forms” module and highlights some main procedures.



*“Codefinder” can be used as “Stand Alone” application as well, independent from the DIGISTAT® environment, as a general purpose search and selection tool.*

## 1.1. Using DIGISTAT® “Codefinder”

---

This paragraph describes how “Codefinder” works the DIGISTAT® context.

A specific button -  - makes it possible to call “Codefinder” within a DIGISTAT® module. To do that

1. click the  button placed alongside the area (i.e. a certain field) in which the information must be inserted (Fig 1 **A**).



Fig 1

The “Codefinder” window opens (Fig 2 A).

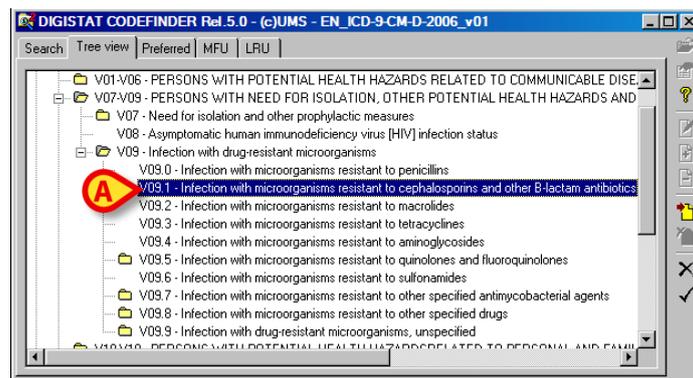


Fig 2

2. Search the item to be inserted (see paragraph 1.2.1 and subsequent for the search and selection procedures).
3. Double click the item (Fig 2 A).

The item is this way displayed in the area (Fig 3).

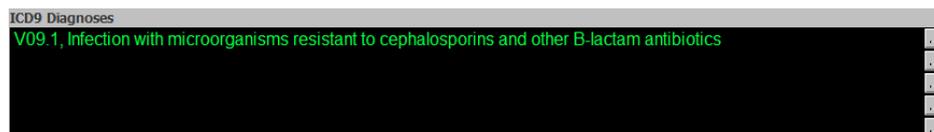


Fig 3

## 1.2. “Codefinder” features

---

This paragraph describes the DIGISTAT® “Codefinder” general features.

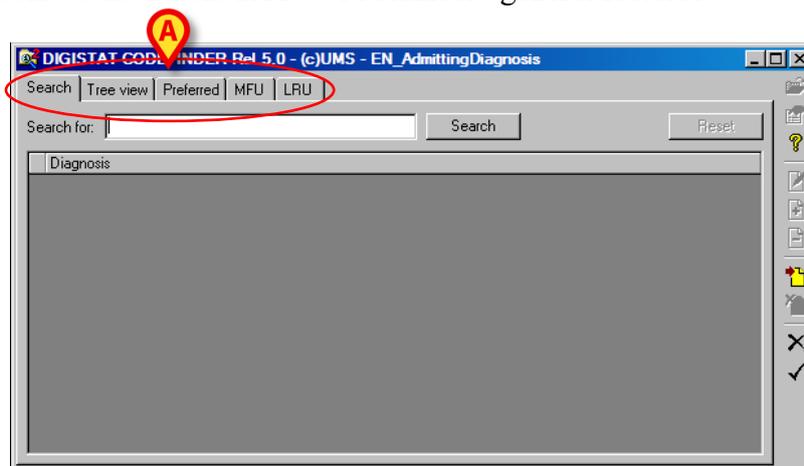


Fig 4 - Search

Five tabs (Fig 4 A) are on the upper part of the window. Each of them makes it possible to access a panel characterized by specific contents and functionalities.

### 1.2.1. Search

---

The “Search” panel (Fig 4) makes it possible to search the wanted item by inserting strings of alpha-numeric characters in the search field.

To do that

1. type the search string in the search field (Fig 5 A)

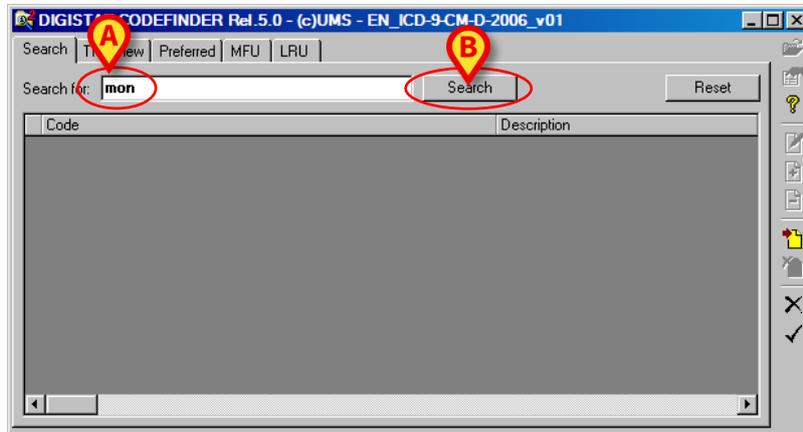


Fig 5

2. click the **Search** button (Fig 5 B).

The results list is this way displayed in the “Codefinder” window (Fig 6 A)

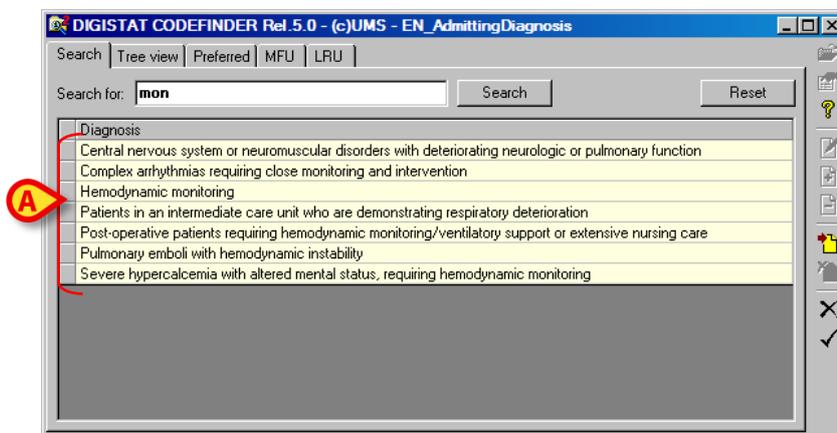


Fig 6

## 1.2.2. Tree-view

The “Tree-view” panel makes it possible to navigate the nodes and branches of the logical structure of the selected archive until the relevant item is reached.

To do that

1. click the “Tree view” tab (Fig 7 A).

A panel similar to that displayed in Fig 7 is displayed (the actual content depends on the specific code-set in use).

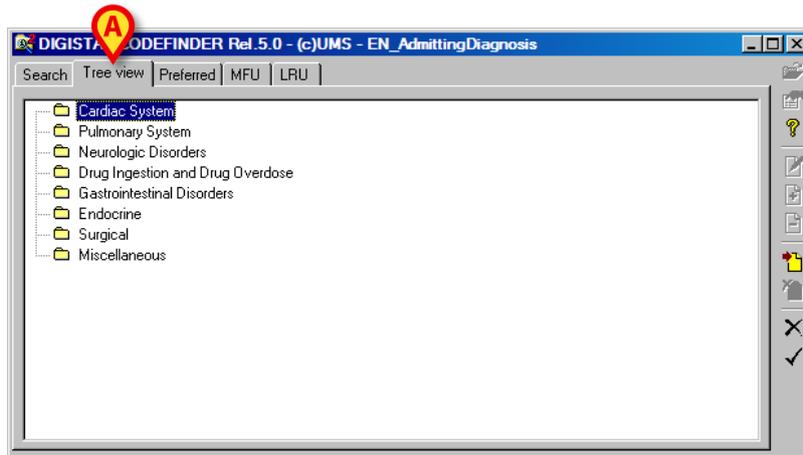


Fig 7 - Tree view

The items on the window are logically grouped and organized in a hierarchic structure. Each folder on the window can contain either single items or other folders, or it can be contained in higher level folders.

2. Double click the relevant folder to view its contents.

When a list of codes is displayed,

3. click one of the codes to select it.

The selected code is highlighted (Fig 8 A).

4. Click the  button (Fig 8 B) to insert the code in the relevant field.

Otherwise, when a list of codes is displayed, double click the relevant code to insert it directly.

In Fig 8, for instance, the user double clicked the “Cardiac System” folder first and then clicked the “Cardiogenic Shock” code - contained in the folder - to select it (Fig 8 A).

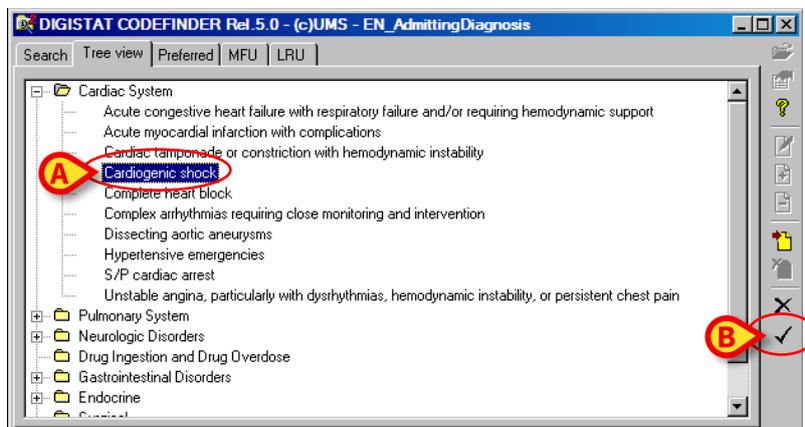


Fig 8 - “Tree view”

## 1.2.3. Preferred

DIGISTAT® “Codefinder” makes it possible to insert some of the codes in a “Preferred” codes list. The chosen codes can be quickly retrieved later.

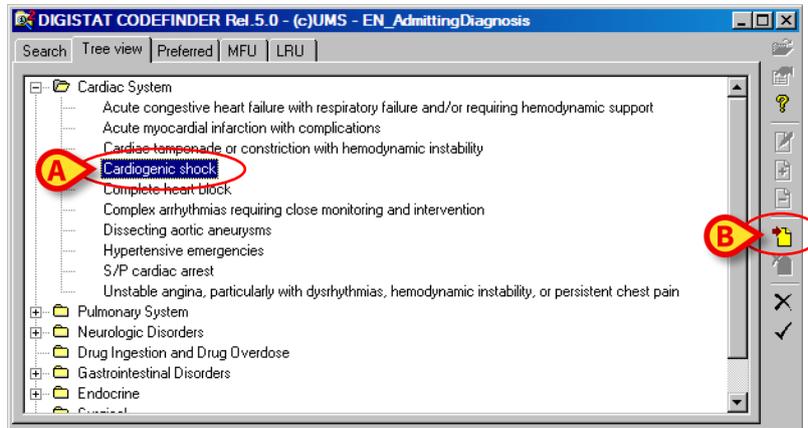


Fig 9 - Selected code

The “Preferred” panel displays the list of chosen codes.

*To insert a code in the “Preferred” list*

1. search the relevant code using the procedures described in paragraphs 1.2.1 and 1.2.2.
2. Click the relevant code to select it.

The selected code is highlighted blue (as, for instance, in Fig 9 A).

3. Click the  button indicated in Fig 9 B.

The code is this way inserted in the “Preferred list” (Fig 10 A).

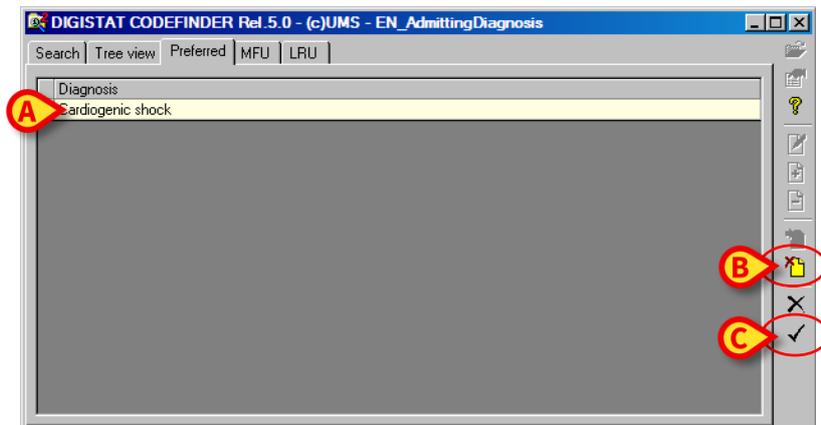


Fig 10 - “Preferred” list

*To remove one of the codes from the “Preferred” list*

1. click the “Preferred” tab to access the “Preferred” panel.

2. Click the line corresponding to the code to be removed.

The code is highlighted.

3. Click the  button (Fig 10 B).

The code disappears from the “Preferred” list.

*To insert one of the “Preferred” codes in the relevant record*

either

- double click the line corresponding to the code,
- or
- click the line corresponding to the code.

The code is this way highlighted.

1. Click the  button indicated in Fig 10 C.

## 1.2.4. Most Frequently Used (MFU) list

The “MFU” panel displays the Most Frequently Used codes list. The codes in the list are ordered by frequency of use. The most frequent codes are on top.

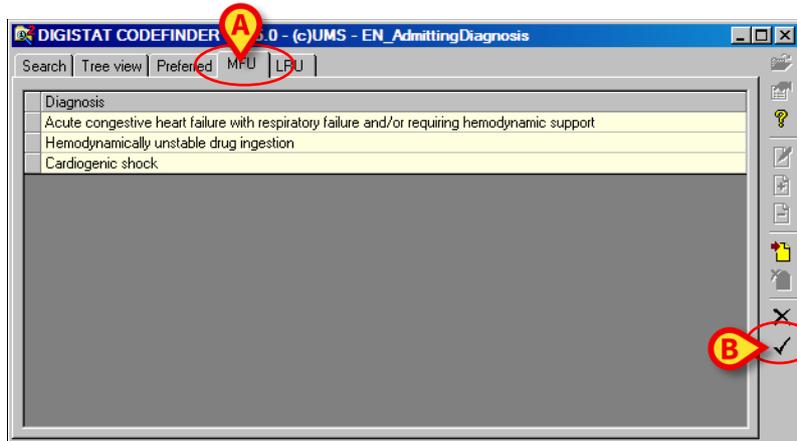


Fig 11 - Most Frequently Used

*To insert one of the “MFU” codes in the relevant record*

1. click the “MFU” tab to access the “Most Frequently Used” list (Fig 11 A).
2. Click the line corresponding to the code.

The code is highlighted.

3. Click the  button indicated in Fig 11 B. Otherwise double click the code to insert it directly.

## 1.2.5. Least Recently Used (LRU) list

The “LRU” panel displays the Least Recently Used codes list. On top of the list are the codes used most recently.

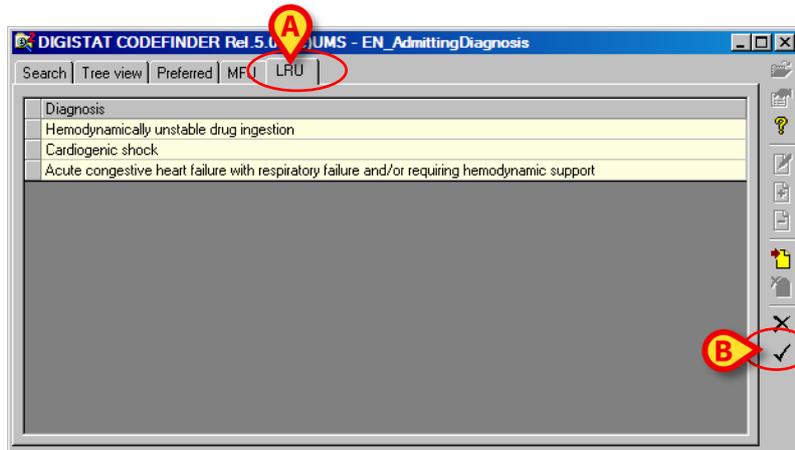


Fig 12 - Least Recently Used

*To insert one of the “LRU” codes in the relevant record*

1. click the “LRU” tab to access the “Least Recently Used” list (Fig 12 A).
2. Click the line corresponding to the code.

The code is this way highlighted.

3. Click the  button indicated in Fig 12 B. Otherwise, double click the code to insert it directly.

## 1.3. Lateral bar

Various buttons are displayed on the right of the DIGISTAT® “Codefinder” window. They make it possible to perform specific procedures (Fig 13).

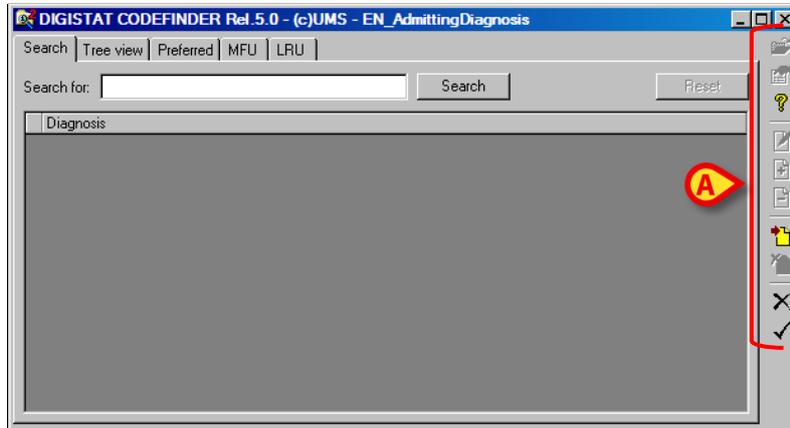


Fig 13

The different procedures are described in the following paragraphs.

### 1.3.1. Selecting a code set



*Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.*

Use the  button to select the code sets to be displayed on the “Codefinder” window.

To select a code set

1. click the  button.

A window containing the list of all the available code sets opens.

2. Click the name of the wanted code set.

The name is highlighted.

3. Click the **Ok** button on the window.

The selected code set is displayed on the “Codefinder” window.

## 1.3.2. Options

---



*Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.*



Use the  button to either enable or disable certain “Codefinder” functionalities.

The possible functionalities are:

“*Open new table - Select a code set*” (described in paragraph 1.3.1)

“*Edit*” (described in paragraph 1.3.4)

“*Add*” (described in paragraph 1.3.5)

“*Delete*” (described in paragraph 0)

“*Tree view*” (described in paragraph 1.2.2)

“*Preferred*” (described in paragraph 1.2.3)

“*MFU*” (described in paragraph 0)

“*LRU*” (described in paragraph 0)

“*Minimize after selection*” minimizes the “Codefinder” module after a code is selected.

To enable/disable a functionality

1. click the  button.

A specific window opens.

2. Click the checkbox/es corresponding to the functionality to be enabled/disabled.

If a checkbox is selected the corresponding option is enabled.

### 1.3.3. General Information

---



Use the  button to open a window containing general information on the “Codefinder” system. Click the **Close** button to close the window.

### 1.3.4. Edit Item

---



*Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.*



Use the  button to edit the items of the “Codefinder” code sets.

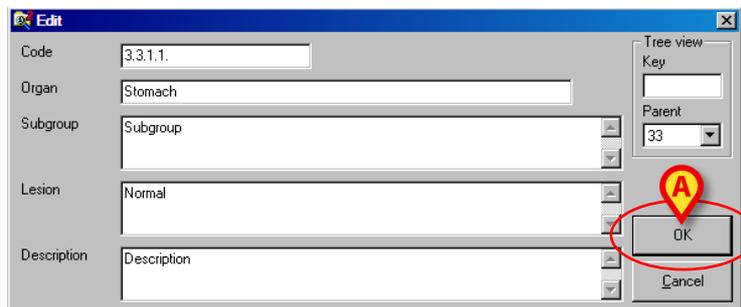
To edit an item

1. search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
2. Click the line corresponding to the relevant item.

The line is highlighted.

3. Click the  button.

A specific “edit” window opens, displaying the data of the selected item and making it possible to edit them (Fig 14).



**Fig 14 - Edit item**

4. Edit the item’s data.
5. Click the **Ok** button on the “Edit” window (Fig 14 **A**).

The item is this way edited.

## 1.3.5. Add item

---



*Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.*

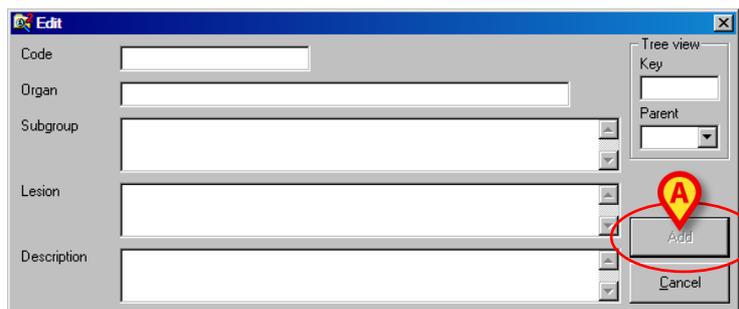


Use the  button to add an item to the set of codes currently in use.

To add an item

1. Click the  button.

A window opens, making it possible to specify the new item's data (Fig 15).



**Fig 15**

2. Specify the new item's data.
3. Click the **Add** button on the window (Fig 15 **A**).

The new item is this way added.

## 1.3.6. Delete item

---

Use the  button to delete an item from the code set currently in use.

To delete an item

1. search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
2. Click the line corresponding to the wanted item.

The line is highlighted.

3. Click the  button.

User confirmation is required.

4. Click **Yes** to confirm. The item is this way deleted.

## 1.3.7. Add to the “Preferred” list

---

Use the  button to add an item to the “Preferred” list (see paragraph 1.2.3).

To add an item to the list

1. search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
2. Click the line corresponding to the wanted item.

The line is highlighted.

3. Click the  button.

The item is this way added to the “Preferred” list (Fig 10).

### 1.3.8. Remove an item from the “Preferred” list

---

Use the  button to remove an item from the “Preferred” list.

To remove an item from the list

- click the “Preferred” tab to display the list.
- Click the line corresponding to the wanted item. The line is this way highlighted.
- Click the  button. The item is this way removed from the list.

### 1.3.9. Close “Codefinder”

---

Use the  button to close the “Codefinder” window.

### 1.3.10. Insert code in the current record

---

Use the  button to insert a “Codefinder” item in the record currently in use.

To insert the item

1. search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
2. Click the line corresponding to the wanted item.

The line is this way highlighted.

3. Click the  button.

The item is this way inserted in the current record. Otherwise double click the code to insert it more quickly.

## 1.3.11. Buttons summary table

The following table summarizes the functionalities relating to each button. Fig 16 indicates the buttons position on the “Codefinder” window.

<b>BUTTON</b>	<b>FUNCTION</b>
	Select a code set (paragraph 1.3.1)
	Options (paragraph 1.3.2)
	General information (paragraph 1.3.3)
	Edit item (paragraph 1.3.4)
	Add item (paragraph 1.3.5)
	Delete item (paragraph 0)
	Add item to the “Preferred” list (paragraph 1.3.7)
	Remove item from the “Preferred” list (paragraph 1.3.8)
	Close the “Codefinder” window (paragraph 1.3.9)
	Insert item in the current record (paragraph 1.3.10)

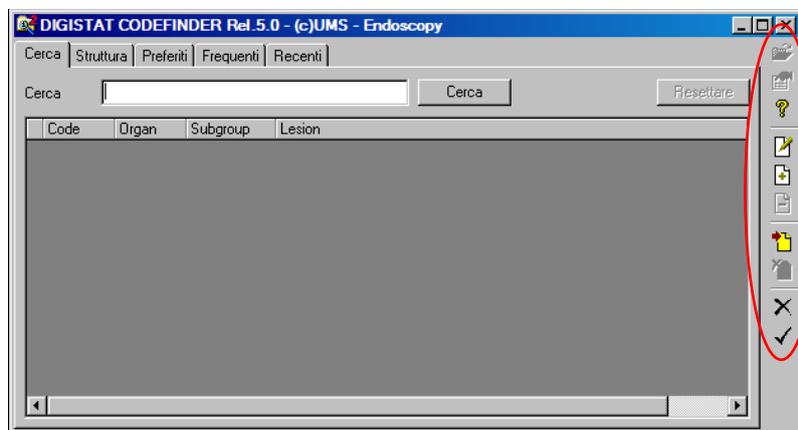


Fig 16



*Some of the buttons can be disabled in some configurations, depending on the user permissions.*

## 1.4. “Codefinder” in use: a sample procedure

This paragraph describes a possible use of “Codefinder” when used within the DIGISTAT® “Clinical Forms” module.

The “Clinical Forms” screen shown in Fig 17 can be used to record the information relating to the patient admission. Among the possible information, the “Admitting Diagnosis”, “Nursing Diagnosis”, “ICD9 Diagnoses” and “ICD9 Procedures” can be specified using the DIGISTAT® “Codefinder” system. The procedure used to specify the “Admitting Diagnosis” is described in this paragraph, as example.

The screenshot displays the DIGISTAT Clinical Forms interface for a patient admission. The top header shows 'Admission: 5/5/2009 at 10:47' and 'Days: 30'. The form is divided into several sections: 'Admission Type' (Nonoperative), 'Transferring Unit', 'Admitting Physician', 'Height (cm)' (180), 'Weight (Kg)' (90), 'BSA (m2)' (2.09), 'Attending Physician', 'Admitting Nurse', 'Admission Age' (75 y), 'Dismission Modality', 'Unit Destination', and 'Dismissing Physician'. Below these are sections for 'Admitting Diagnosis', 'Nursing Diagnosis', 'ICD9 Diagnoses', and 'ICD9 Procedures', each with a large blacked-out area. On the right side, there is a vertical navigation pane with buttons for 'Patient' (18/01/08), 'Admission' (05/05/09 #2/2), and 'Anamnesis'. At the bottom, a command bar contains buttons for 'NEW', 'EDIT', 'PRINT', 'EXPORT', 'DELETE', 'DESIGN', 'NOTES', 'CANCEL', 'UPDATE', and 'GO TO...'. The 'EDIT' button is circled in red and has a red 'A' icon above it, indicating the step to be followed.

Fig 17

### 1.4.1. Launching “Codefinder”

To launch “Codefinder”

1. click the **Edit** button on the command bar (Fig 17 A).

The screen, now in “edit mode”, changes in the following way (Fig 18).

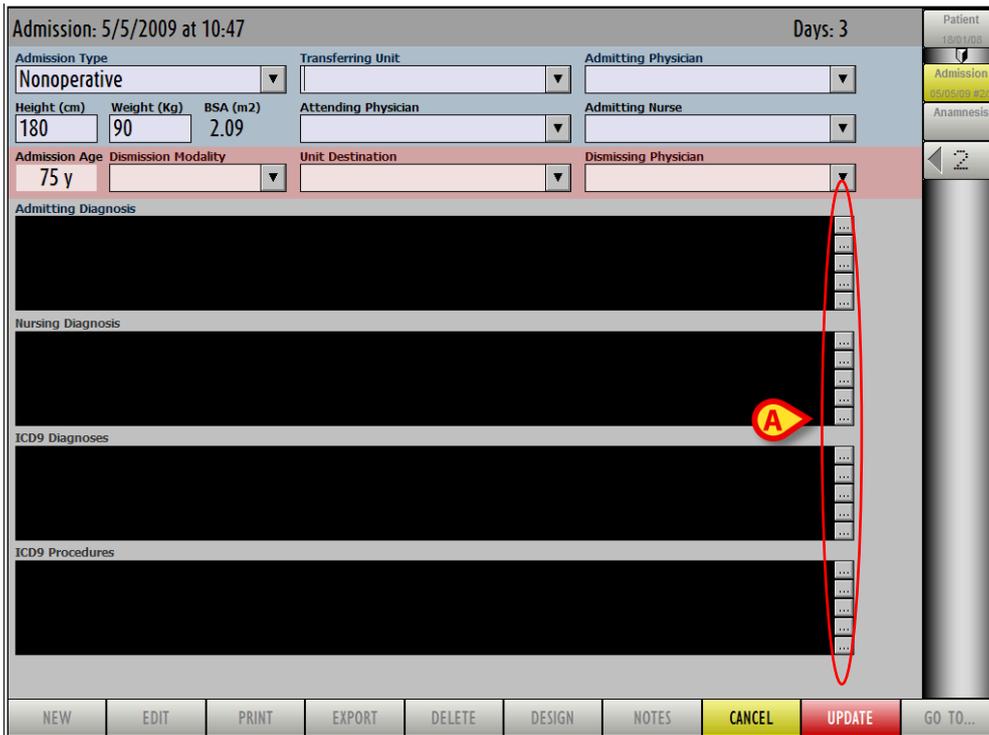


Fig 18

The “Codefinder” buttons -  - are displayed in the appropriate places (Fig 18 A).

2. Click the  button placed alongside the field to be edited to open the “Codefinder” window (Fig 19).

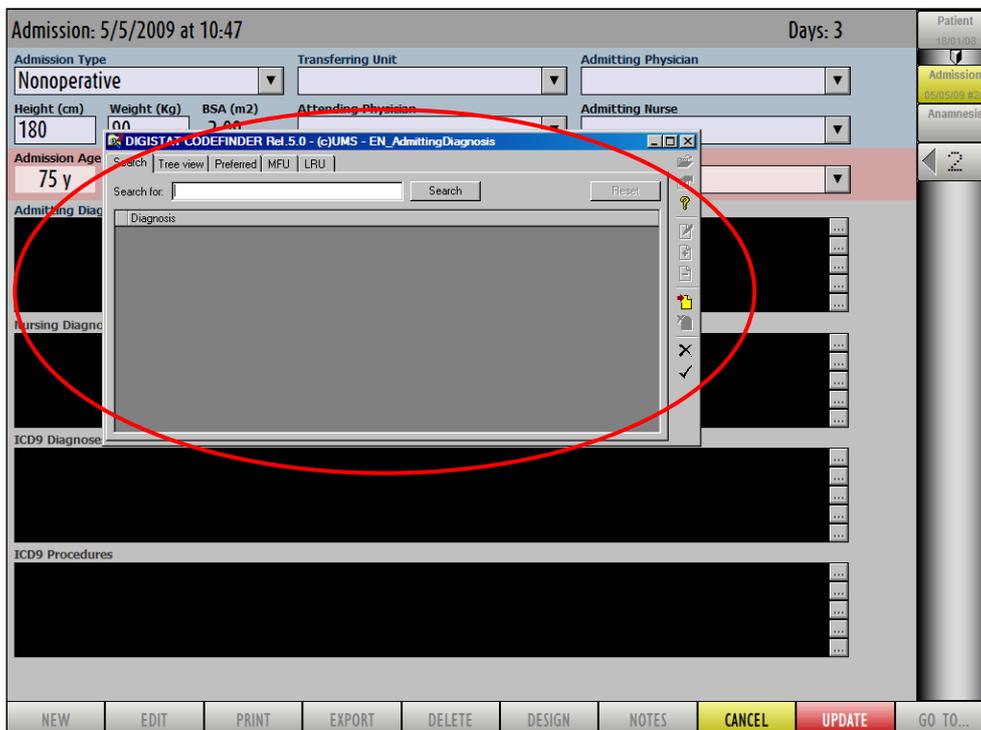


Fig 19

## 1.4.2. "Codefinder" - item search and selection

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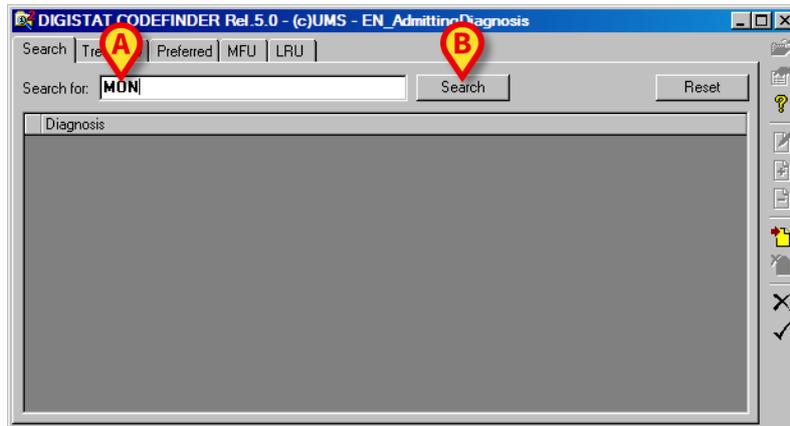


Fig 20

To search an item

1. type the name, or part of the name, of the wanted item in the "Search" field (Fig 20 A).
2. Click the **Search** button (Fig 20 B).

The "Codefinder" window displays all the items containing the specified string (Fig 21 A).

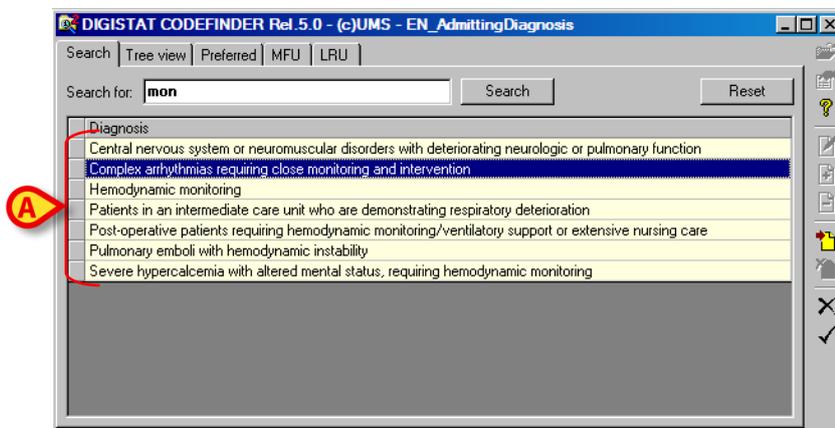


Fig 21

To insert the wanted item in the current "Clinical Forms" record

3. double click the corresponding line (Fig 21 A).

The item is displayed on the "Clinical Form" record in the appropriate field (Fig 22 A).

Admission: 5/5/2009 at 10:47 Days: 3

Admission Type <b>Nonoperative</b>			Transferring Unit		Admitting Physician	
Height (cm) 180	Weight (Kg) 90	BSA (m2) 2.09	Attending Physician		Admitting Nurse	
Admission Age 75 y		Dismissal Modality	Unit Destination		Dismissing Physician	
Admitting Diagnosis Complex arrhythmias requiring close monitoring and intervention						
Nursing Diagnosis						
ICD9 Diagnoses						
ICD9 Procedures						

Patient  
History  
Admission  
5/5/2009 10:47  
Anamnesis

← 2

NEW EDIT PRINT EXPORT DELETE DESIGN NOTES CANCEL UPDATE GO TO...

Fig 22

- Click the Update button on the command bar (Fig 22 **B**) to save the data.

## 2. Contacts

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