

# ascom

## DIGISTAT® Patient Explorer

DIGISTAT® Version 5.1

### User Manual

DIG PXL IU 0007 ENG V01

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**DIGISTAT® version 5.1**

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# Contents

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<b>Contents .....</b>	<b>3</b>
<b>1. DIGISTAT® Patient Explorer.....</b>	<b>4</b>
1.1. Accessing the “Patient Explorer” module .....	4
1.2. Screen features.....	5
1.3. Patient search.....	6
1.4. The search results .....	7
1.4.1. How to select a patient .....	7
1.5. “Search” selection buttons.....	8
1.6. The command bar .....	10
1.6.1. The NEW PATIENT button.....	10
1.6.2. The EDIT PATIENT button.....	11
1.6.3. The SELECT button.....	18
1.6.4. The NONE button .....	18
1.6.5. The CLOSE button.....	18
<b>2. Contacts.....</b>	<b>20</b>

# 1. DIGISTAT® Patient Explorer

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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 Patient Explorer module.*

The DIGISTAT® “Patient Explorer” module makes it possible to manage the patient database of one or more hospitals in a simple and customized manner.

The main data of every known patient can be rapidly accessed, displayed, edited and, when required, automatically inserted in a selected document/module.

DIGISTAT® “Patient Explorer” is fully customizable to suit the needs of the healthcare structure using it. The possible configurations are potentially unlimited. This manual describes a sample standard configuration to illustrate the module’s main functionalities and procedures.

## 1.1. Accessing the “Patient Explorer” module

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To access DIGISTAT® “Patient Explorer”

- Click the **Patient** button on Control Bar.



*The procedure that must be performed to open “Patient Explorer” depends, for some configurations, on the system’s general features and goals. It can therefore be different from that described here. If this is the case see the specific documentation of the system in use to know the actual procedure.*

A screen analogous to that displayed in Fig 1 will open



*Please remember that “Patient Explorer” is widely customizable and that the screens displayed change according to the chosen configuration. This manual describes a standard configuration as example.*

*The screens displayed by the actual system in use can be different from those described in this manual.*

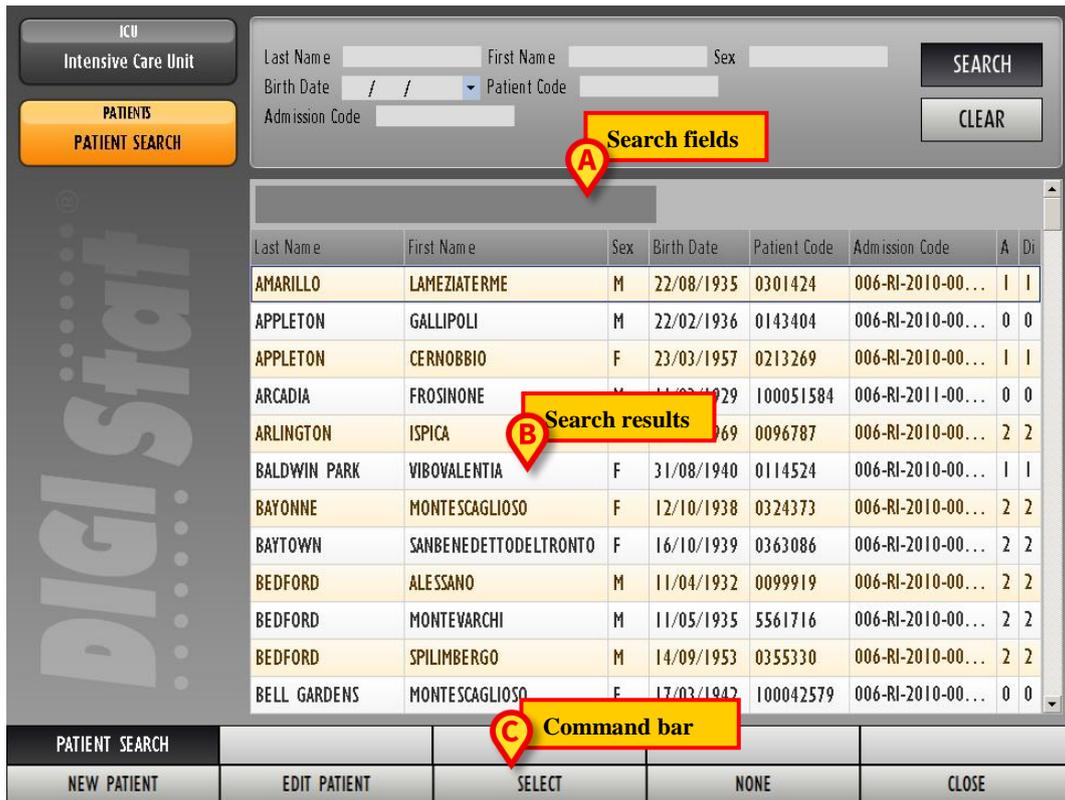


Fig 1 – Patient search

By means of this page you can

- search a patient in the configured databases;
- record a new patient in the database;
- edit the patient's data.

## 1.2. Screen features

The “Patient Explorer” module screen is formed of three main areas.

- 1) The “Search fields” area, in which you can enter the search parameters and activate the patient search procedures (Fig 1 A).
- 2) The “Search results” area, displaying the results of the search performed (Fig 1 B - Search results).
- 3) The control bar is formed of various function-buttons making it possible to perform different procedures (Fig 1 C).

## 1.3. Patient search

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The search fields in the upper area make it possible to specify the relevant patient's information.



The screenshot shows a search form with the following fields: Last Name, First Name, Sex, Birth Date (with slashes for day/month/year), Patient Code, and Admission Code. To the right of the form are two buttons: 'SEARCH' and 'CLEAR'. A red oval labeled 'A' encompasses all the input fields. A red pin icon labeled 'B' points to the 'SEARCH' button.

Fig 2 – Search fields

To search for a patient

1. enter the data of the patient you are searching for in one or more fields (Fig 2 A).
2. Click the **Search** button (Fig 2 B).

The central area displays in a table the list of all the patients whose data match those specified.

The system displays the list of patients who satisfy all the search parameters entered.

For example: if a search is performed by entering the patient's birthdate, the result is the list of all patients born on that date. If a search is performed by entering the patient's birthdate **and** sex the result is the list of only the men or women born on that date.

Click the **Search** button without entering any value in the search fields to display the list of all the patients registered in the database.

When there is only one result the patient's data are automatically inserted in the relevant screen of the system in use. Also, the patient is automatically selected. See paragraph 1.4.1 for an explanation of the meaning of the phrase "Patient selected".

When there are two or more results the result list is displayed.

To select a patient on the list, double click the row corresponding to the patient required.

Use the **Clear** button to clear the search filters.

## 1.4. The search results

---

The search results are shown in the central part of the screen (Fig 3).

Last Name	First Name	Sex	Birth Date	Patient Code	Admission Code	A	Di
AMARILLO	LAMEZIATERME	M	22/08/1935	0301424	006-RI-2010-00...	1	1
APPLETON	GALLIPOLI	M	22/02/1936	0143404	006-RI-2010-00...	0	0
APPLETON	CERNOBBIO	F	23/03/1957	0213269	006-RI-2010-00...	1	1
ARCADIA	FROSINONE	M	11/03/1929	100051584	006-RI-2011-00...	0	0
ARLINGTON	ISPICA	F	21/06/1969	0096787	006-RI-2010-00...	2	2
BALDWIN PARK	VIBOVALENTIA	F	31/08/1940	0114524	006-RI-2010-00...	1	1
BAYONNE	MONTESCAGLIOSO	F	12/10/1938	0324373	006-RI-2010-00...	2	2
BAYTOWN	SANBENEDETTODELTRONTO	F	16/10/1939	0363086	006-RI-2010-00...	2	2
BEDFORD	ALESSANO	M	11/04/1932	0099919	006-RI-2010-00...	2	2
BEDFORD	MONTEVARCHI	M	11/05/1935	5561716	006-RI-2010-00...	2	2
BEDFORD	SPILIMBERGO	M	14/09/1953	0355330	006-RI-2010-00...	2	2
BELL GARDENS	MONTESCAGLIOSO	F	17/03/1942	100042579	006-RI-2010-00...	0	0

Fig 3 – Search results

The results are displayed in alphabetical order. The information provided for each result depend on the configuration in use. In the example shown in Fig 3 the columns indicate the name, last name, sex, code and birthdate of every patient. It is possible that not all the data will be available for a patient, in which case the area corresponding to the missing information is empty.

### 1.4.1. How to select a patient

---

To select a patient

- double click the row containing his/her name.

Otherwise,

1. click once the line containing his/her name.

The line is this way highlighted.

2. Click the **Select** button on the command bar (Fig 6 C).

The name of the selected patient is displayed on the **Patient** button on Control Bar.

The selected patient's data are automatically inserted in the module/system/record currently in use.



*The patient selected is always the one whose name appears on the “Patient” button. Any operation performed from the “Patient Search” page refers to the patient whose name appears on this button and not to any other patients displayed on the page.*



*From here onwards, the following terms are used in relation to patients.*

***Patient registered in the database** – Means that his/her name and data appear in the archive that we are consulting.*

***Patient selected** – Means that the patient has been selected. The selection procedure is described in this paragraph. When the patient is selected, his name appears on the **Patient** button.*

***Patient admitted** – Means that the patient has been admitted to the hospital structure. The admission of a patient involves the assignment of a bed and a location. When an admitted patient is selected, his/her bed number appears along side the name on the **Patient** button.*

## 1.5. “Search” selection buttons

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The buttons on the left (Fig 4) make it possible to access system functionalities that are configuration-specific and that can be either enabled or disabled depending features of the logged user. For instance, different buttons can access different databases. Also, specific buttons can be configured top access screens relating to specific departments.



*The DIGISTAT® “Patient Explorer” module is widely configurable. The structure and features of the different screens depend on the needs of the healthcare structure using the system.*



Fig 4

The selected option is highlighted yellow.

In Fig 4, for instance, the **Patient Search** button selects the “Patient search” screen (Fig 1), while the **Intensive Care Unit** button makes it possible to display the details of the Intensive Care Unit (Fig 5).



Fig 5

The buttons indicated in Fig 5 A represent the department’s beds. The name of the patient (if any) is displayed on the button corresponding to the bed. Click the button to select a patient. This screen is of course only accessible to the enabled users.

## 1.6. The command bar

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The command bar (Fig 6) contains five buttons that enable the performance of different operations.



Fig 6 – Command bar



*The possible presence of other buttons above those shown in Fig 6 depends on the configuration and are used for the specific goals and procedures of the healthcare structure using DIGISTAT® “Patient Explorer”.*

- 1) **New Patient** (Fig 6 A) – This button makes it possible to enter a new patient in the database (see paragraph 1.6.1 for the detailed procedure).
- 2) **Edit Patient** (Fig 6 B) – This button makes it possible to edit the patient’s data (see paragraph 1.6.2).
- 3) The **Select** button (Fig 6 C) makes it possible to select a patient (see paragraph 1.6.3).
- 4) **None** (Fig 6 D) – This button makes it possible to deselect a patient when he/she is selected. After clicking the **None** button, the name of the previously selected patient disappears from the **Patient** button (see paragraph 1.6.4).
- 5) **Close** (Fig 6 E) – This button makes it possible to close the search page (see paragraph 1.6.5).

### 1.6.1. The NEW PATIENT button

---

The **New Patient** button (Fig 7 A) makes it possible to enter a new patient in the database.



Fig 7 - Command bar

To enter a new patient

1. click the **New Patient** button.

The following window opens.

**Fig 8 – New Patient**

2. Enter the new patient’s data.
3. Click **Ok** to confirm.

The new patient is this way registered in the database.

## 1.6.2. The EDIT PATIENT button

---

The **Edit Patient** button (Fig 9 A) makes it possible to edit the data of a patient who already exists in the database.



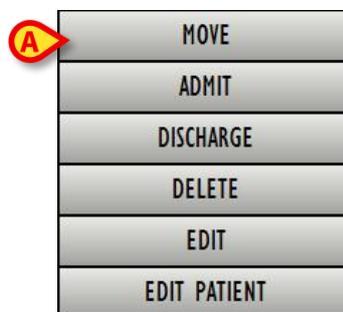
**Fig 9 - Command bar**

Remember that this button can only be used if a patient is selected. The name must appear on the **Patient** button of the DIGISTAT® Control Bar. See paragraph 1.4.1 for the patient selection modes. The “edit” operations performed are always referred to the patient whose name appears on the **Patient** button.

To edit the patient’s data

1. select the patient whose data must be edited
2. Click the **Edit Patient** button.

A menu containing five options opens (Fig 10).



**Fig 10 – Edit Patient**

Each of these options makes it possible to perform a different operation. The functions of the different buttons on the menu are described in the following paragraphs.

### 1.6.2.1. Move

---

The **Move** button (Fig 10 **A**) makes it possible to register the transfer of a patient selected to a different bed and/or a different location.



*A patient must be admitted before he/she can be transferred. See paragraph 1.6.2.2 for the patient admission procedure.*

To transfer a patient

1. select the patient.

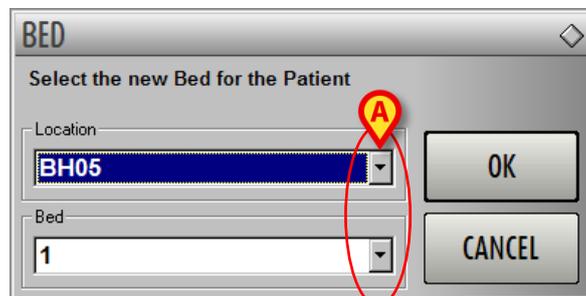
The name of the patient selected appears on the **Patient** button.

2. Click the **Edit Patient** button.

A drop-down menu containing various options appears (Fig 10).

3. Click the **Move** button (Fig 10 **A**).

The following window opens (Fig 11).



**Fig 11 – Patient transferal**

4. Use the arrow buttons (Fig 11 **A**) to select the bed to which the patient will be transferred.

The upper button opens a list of all the locations available.

The lower button opens a list of all the beds available in the location selected (Fig 12).

If the name of a patient appears alongside the bed number, the bed is already occupied (in Fig 12, beds 8, 9, 10 and 14 are occupied).

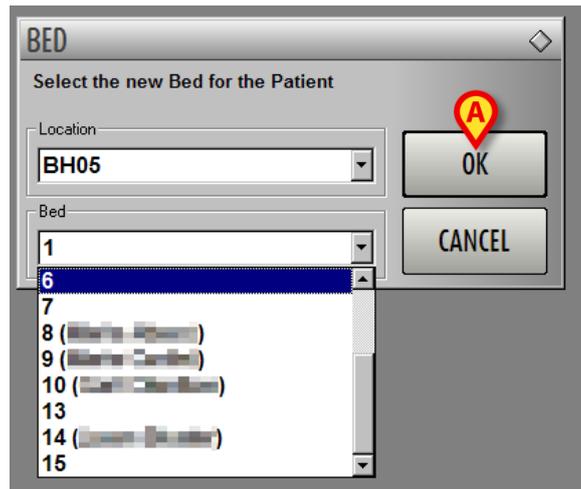


Fig 12 – List of Beds

5. Click **Ok** to confirm (Fig 12 A).

If an occupied bed is selected and the **Ok** button is clicked, the system opens a new window and asks whether we want to exchange the patients in the two beds.

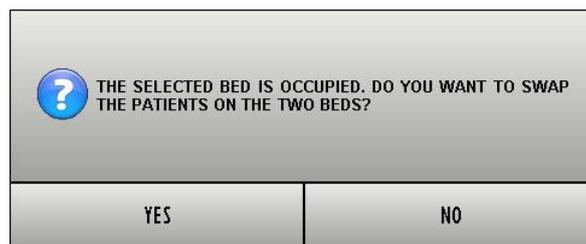


Fig 13

### 1.6.2.2. Admit

---

The **Admit** button makes it possible to register the admission of a patient to a specific location. To admit a patient

1. select the patient.

The name of the patient selected is displayed on the **Patient** button.

2. Click the **Edit Patient** button.

A menu containing various options opens (Fig 14).

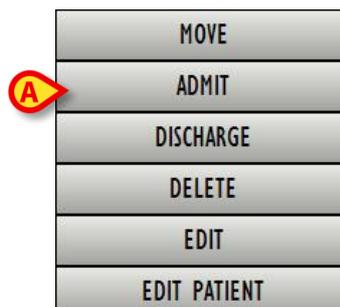
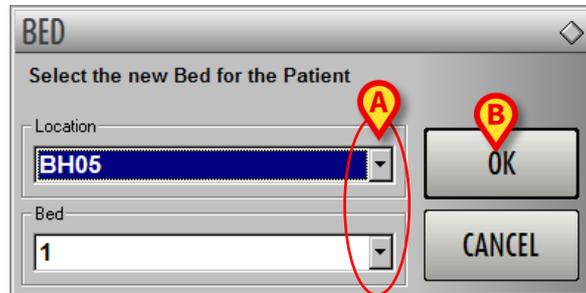


Fig 14

3. Click the **Admit** button (Fig 14 A).

The following window opens (Fig 15).



**Fig 15 – Patient Admission**

4. Use the arrow buttons (Fig 15 A) to select the destination bed.

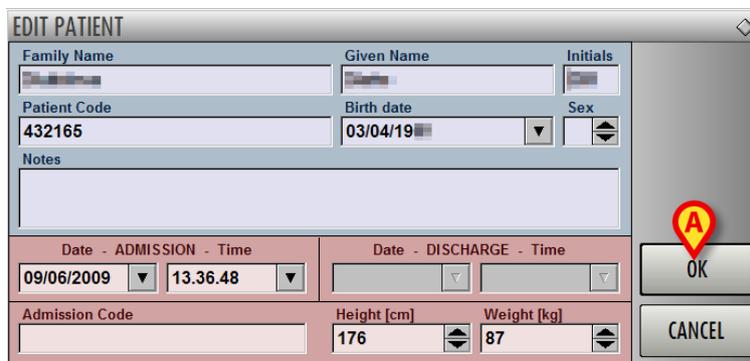
The upper button opens a list of all the locations available.

The lower button opens a list of all the beds available in the location selected.

If a bed is already occupied it does not appear in the list of available beds.

5. Click **Ok** to confirm (Fig 15 B).

After clicking **Ok** the system opens a new window making it possible to specify the patient's data (Fig 16).



**Fig 16 – Patient data**

6. Enter the patient's data in the appropriate fields.

7. Click **Ok** to complete the admission procedure (Fig 16 A).

### 1.6.2.3. Discharge

---

The **Discharge** button makes it possible to register the discharge of a patient.



*A patient must be admitted before he/she can be discharged. See paragraph 1.6.2.2 for details on the admission procedure.*

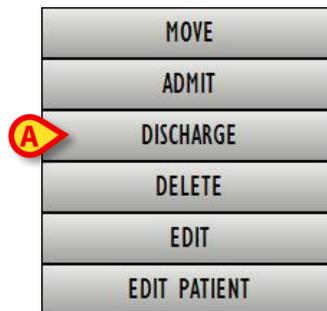
To discharge a patient

1. select the patient.

The name of the patient selected appears on the **Patient** button.

2. Click the **Edit Patient** button.

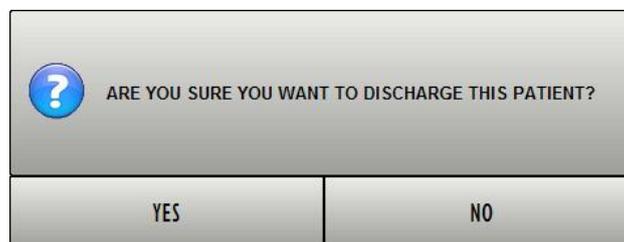
A menu containing various options appears (Fig 17).



**Fig 17**

3. Click the **Discharge** button (Fig 17 A).

A window requesting confirmation of the operation opens (Fig 18).



**Fig 18 – Discharge patient**

4. Click **Yes** to proceed with the discharge of the patient. This action opens the window containing the patient's data (Fig 19 – unlike the window shown in Fig 16, here you can change the date and time of discharge).

**Fig 19 – Patient data (discharge)**

5. Click **Ok** to complete the discharge procedure (Fig 19 A)

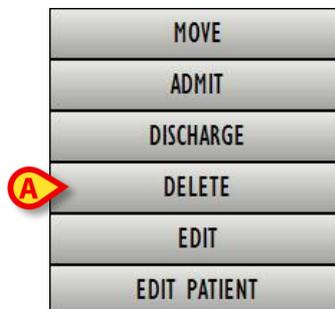
### 1.6.2.4. Delete

The **Delete** button makes it possible to delete all data of a patient from the database. To delete a patient's data

1. select the patient.

The name of the patient selected is displayed on the **Patient** button.

2. Click the **Edit Patient** button. A menu containing various options appears (Fig 20).



**Fig 20**

3. Click the **Delete** button (Fig 20 A).

A window requesting confirmation of the operation opens (Fig 21).

**Fig 21 – Delete Patient**

4. Click **Yes** to proceed with the deletion procedure.



*Deleting a patient from the Database is an irreversible operation. Once a patient has been deleted it is no longer possible to access any document regarding him/her acquired through the DIGISTAT® systems.  
Therefore it is necessary to perform this operation with extreme caution.*

### 1.6.2.5. Edit

The **Edit** button makes it possible to edit data of a selected patient.

To edit a patient's data

1. select the patient.

The name of the patient selected appears on the **Patient** button.

2. Click the **Edit Patient** button.

A menu containing various options opens (Fig 22).

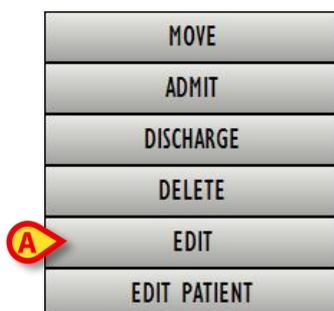


Fig 22

3. Click the **Edit** button (Fig 22 A).

A window containing the patient's data appears (Fig 23).

Fig 23 – Edit patient

4. Edit the patient's data.

5. Click **Ok** to confirm (Fig 23 A).

### 1.6.3. The SELECT button

---

The **Select** button (Fig 24 A) makes it possible to select a patient.



Fig 24 - Command bar

To select a specific patient search for the needed patient data using the procedures described in paragraph 1.3.

1. The result list is displayed.
2. Click once the row containing the patient's name. The line is this way highlighted.
3. Click the **Select** button on the command bar (Fig 24).

The name of the selected patient appears on the **Patient** button on Control Bar.



*The patient can be selected double-clicking the line containing his/her name as well.*

### 1.6.4. The NONE button

---

The **None** button (Fig 25 A) makes it possible to deselect the patient selected (whose name is shown on the **Patient** button).



Fig 25 - Command bar

To deselect a patient

- click the **None** button (Fig 25). The patient's name disappears from the **Patient** button.

### 1.6.5. The CLOSE button

---

The **Close** button (Fig 26 A) makes it possible to close the “Patient Explorer” search screen.



Fig 26 - Command bar

To close the patient search screen

- click the **Close** button on the page (Fig 26).

## 2. Contacts

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