DIGISTAT® Codefinder

DIGISTAT® Version 4.3

User Manual

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ASCOM UMS srl unipersonale
Via Amilcare Ponchielli 29, 50018, Scandicci (FI), Italy
Tel. (+39) 055 0512161 – Fax (+39) 055 829030
www.ascom.com

DIGISTAT® version 4.3
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1. DIGISTAT® “Codefinder”

For general and detailed information about the DIGISTAT® environment and the instruction for use of the Control Bar software see the document “DIG UD CBR IU 0005 ENG V01 - Digistat Control Bar User Manual”.

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**).

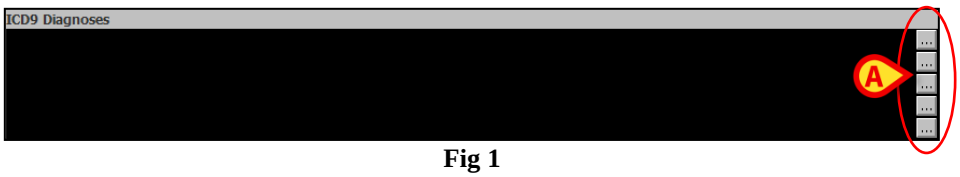

Fig 1

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

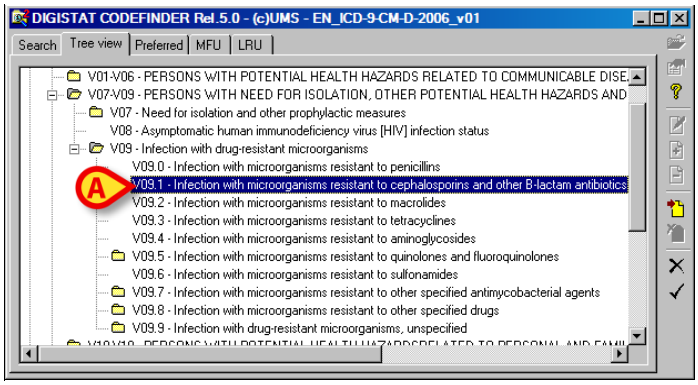

Fig 2

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).

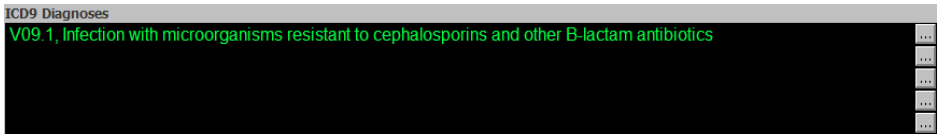

Fig 3

1.2. "Codefinder" features

This paragraph describes the DIGISTAT® "Codefinder" general features.

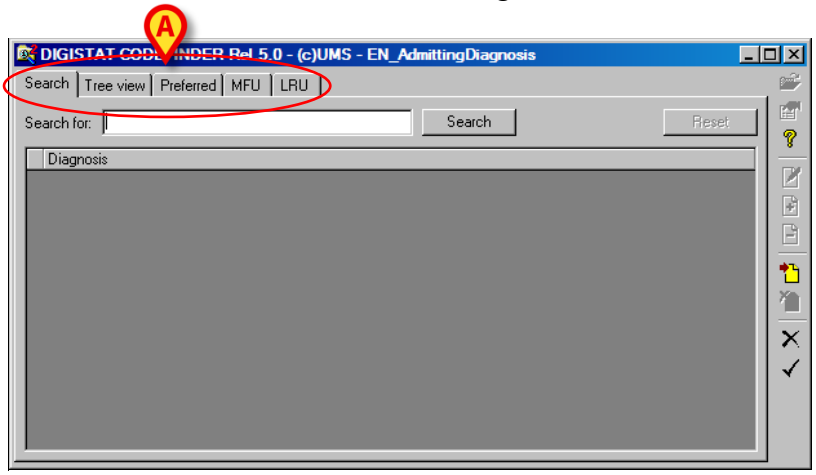

Fig 4 - Search

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**)

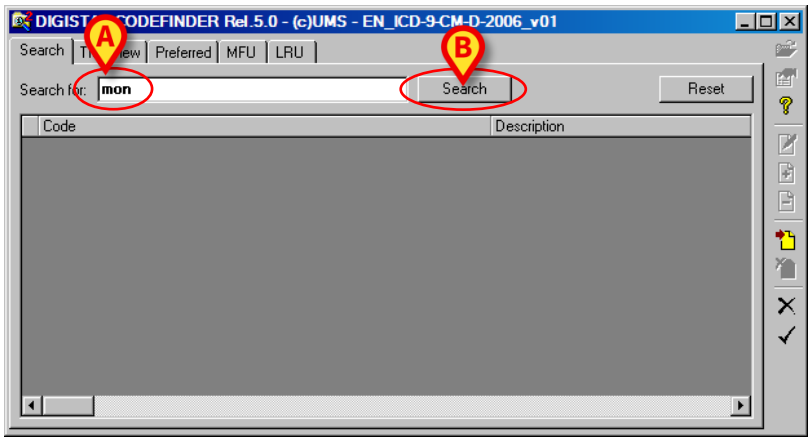

Fig 5

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

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

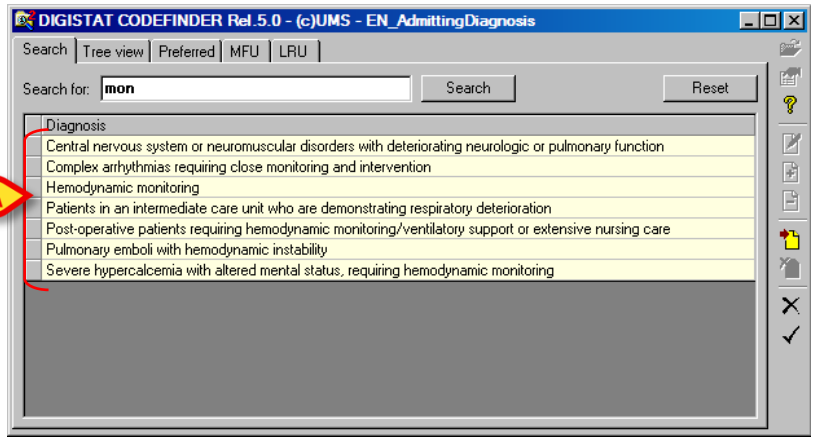

Fig 6

1.2.2. Tree-view

The "Tree-view" panel makes it possble 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).

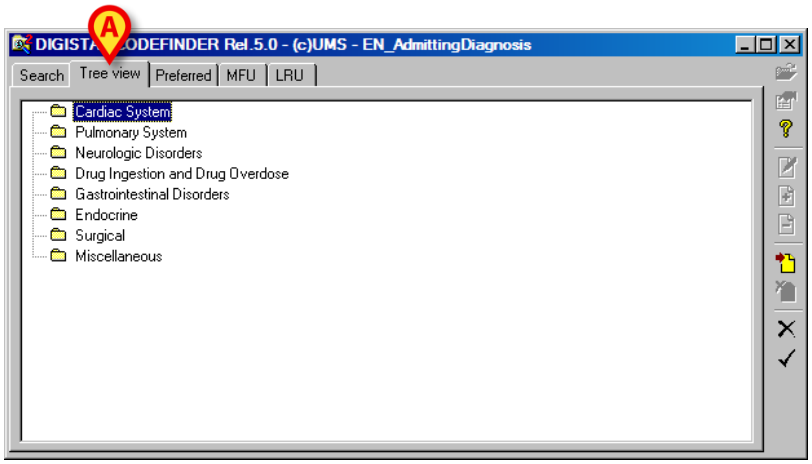

Fig 7 - Tree view

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**).

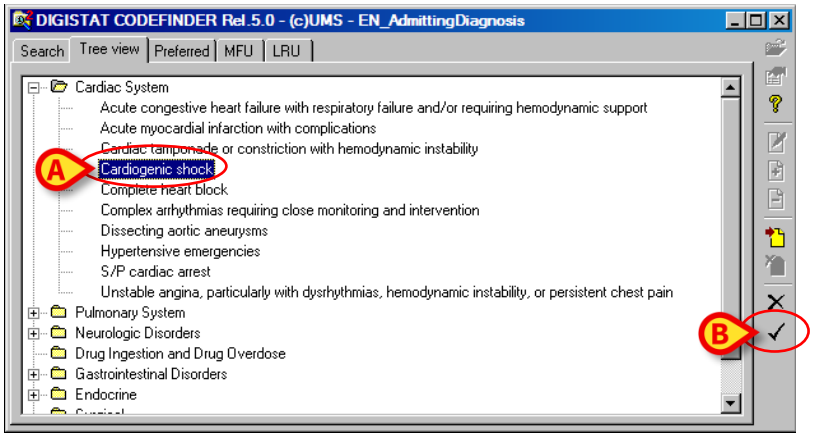

Fig 8 - “Tree view”

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.

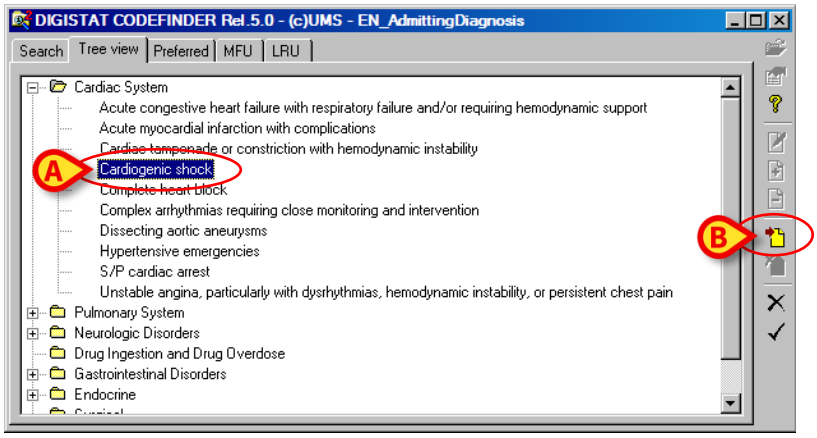

Fig 9 - Selected code

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**).

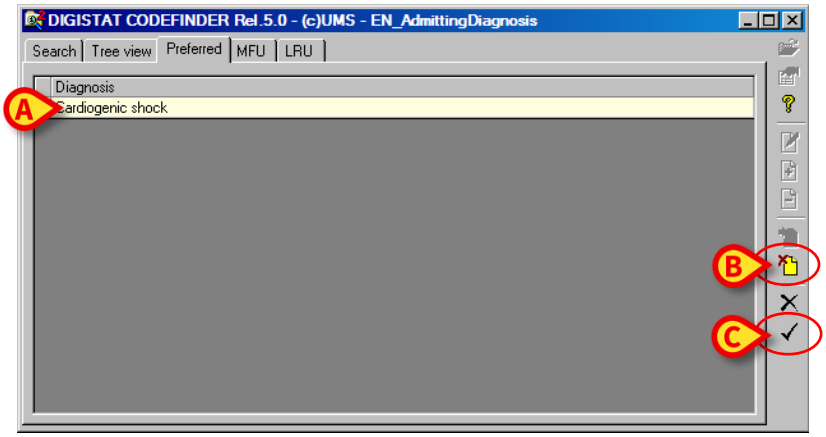

Fig 10 - "Preferred" list

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

1. click the line corresponding to the code.

The code is this way highlighted.

2. 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.

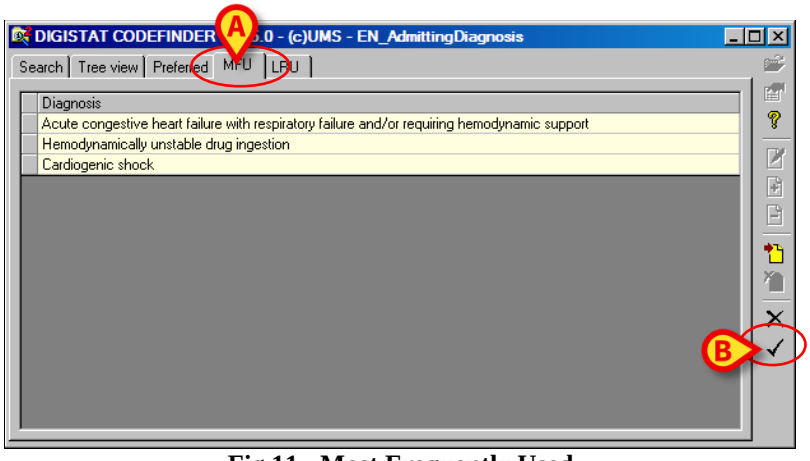

Fig 11 - Most Frequently Used

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.

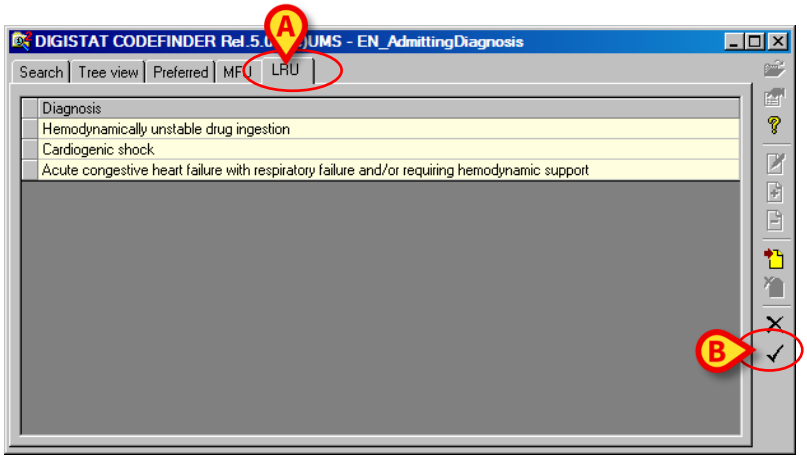

Fig 12 - Least Recently Used

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).

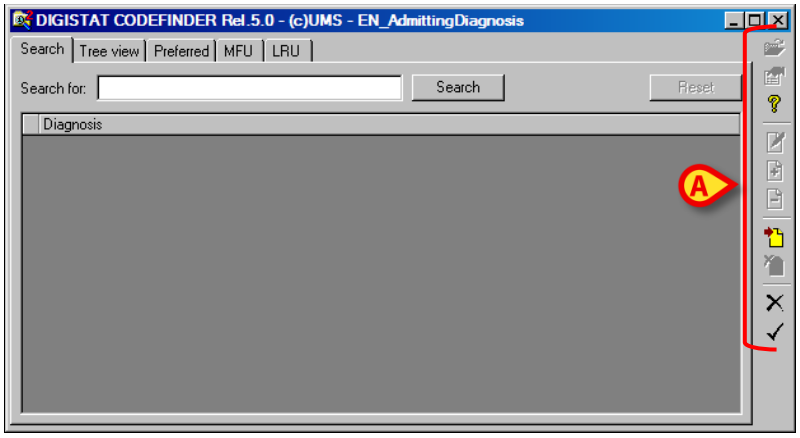

Fig 13

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 1.3.6)
“*Tree view*” (described in paragraph 1.2.2)
“*Preferred*” (described in paragraph 1.2.3)
“MFU” (described in paragraph 1.2.4)
“*LRU*” (described in paragraph 1.2.5)
“*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).

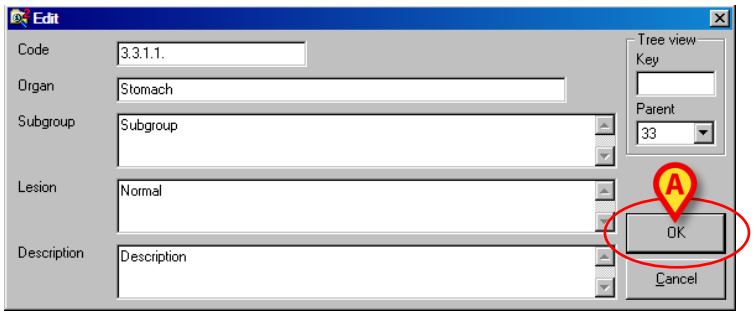

Fig 14 - Edit item

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).

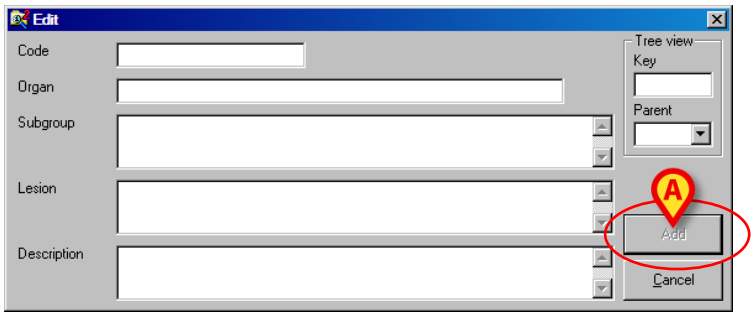

Fig 15

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

1. click the “Preferred” tab to display the list (Fig 16 **A**).

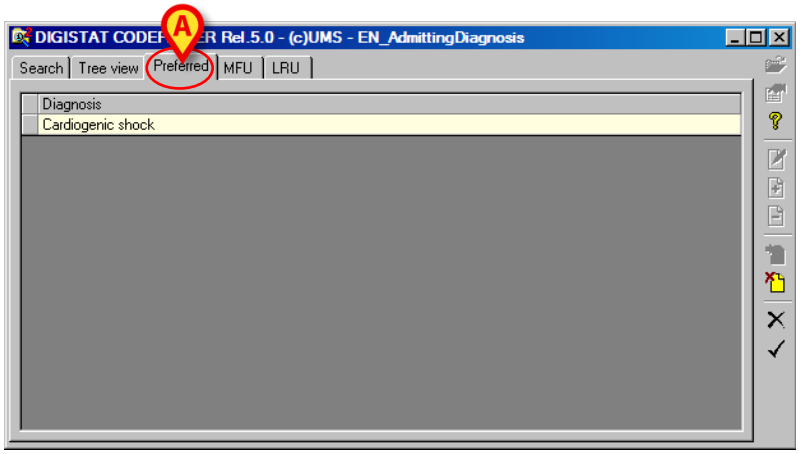

Fig 16 - “Preferred” list

2. Click the line corresponding to the wanted item.

The line is this way highlighted.

3. 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 17 indicates the buttons position on the “Codefinder” window.

BUTTON	*FUNCTION*
	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 1.3.6)
	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)

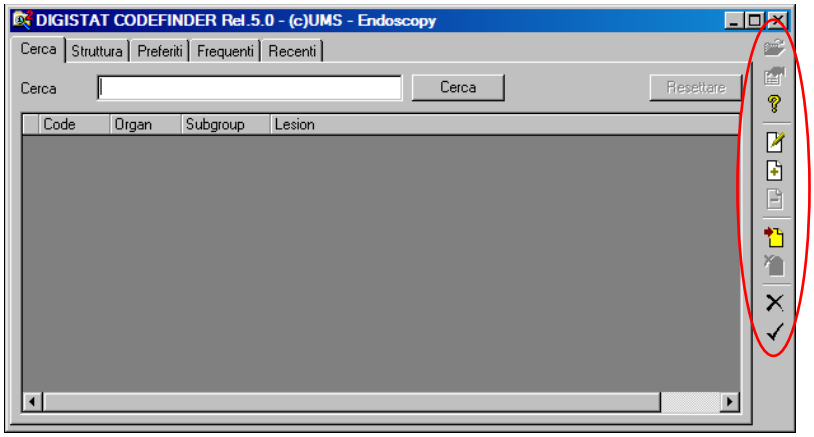

Fig 17

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 18 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.

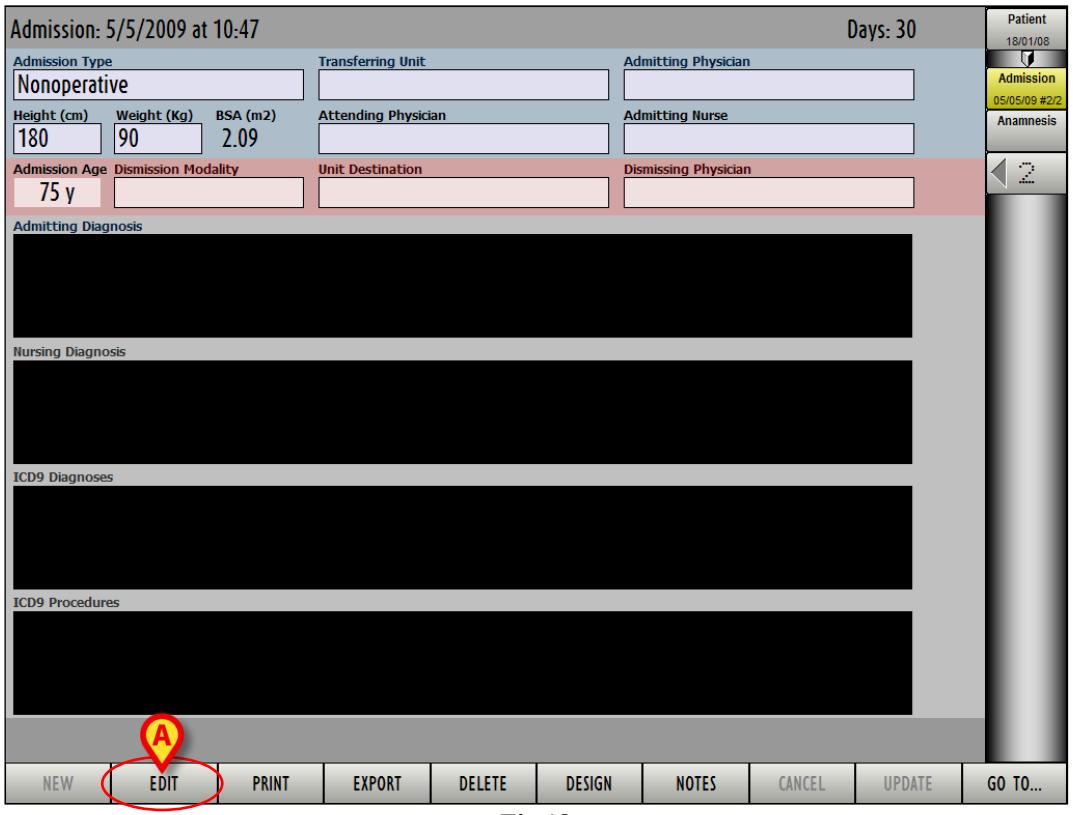

Fig 18

1.4.1. Launching “Codefinder”

To launch “Codefinder”

1. click the **Edit** button on the command bar (Fig 18 **A**).

The screen, now in “edit mode”, changes in the following way (Fig 19).

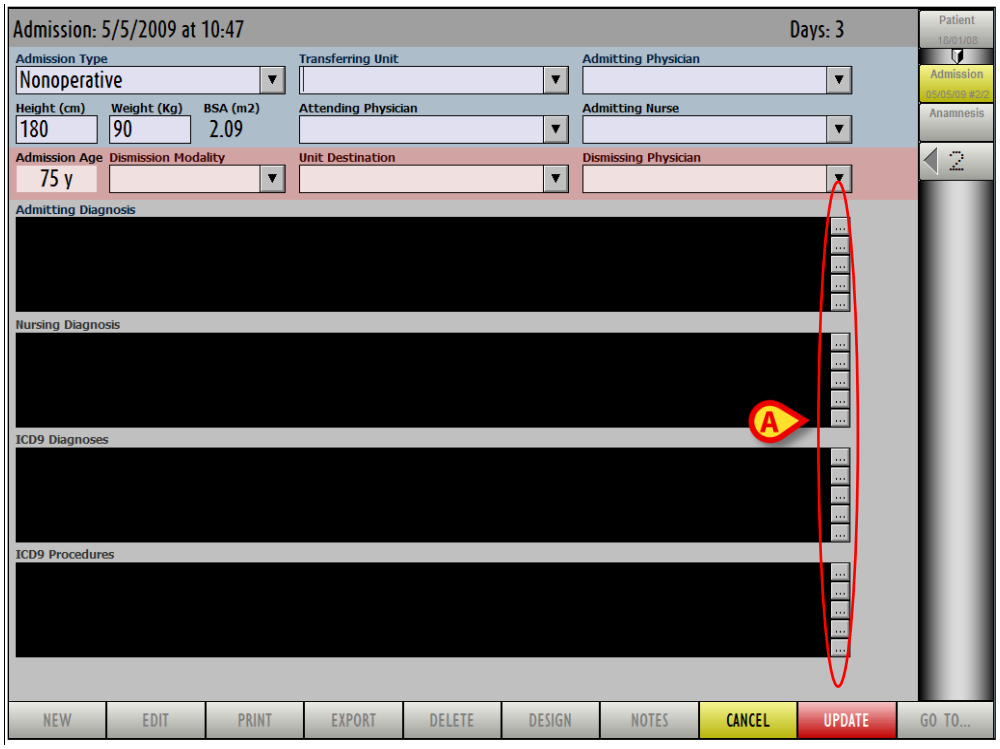

Fig 19

The "Codefinder" buttons - - are displayed in the appropriate places (Fig 19 **A**).

2. Click the button placed alongside the field to be edited to open the "Codefinder" window (Fig 20).

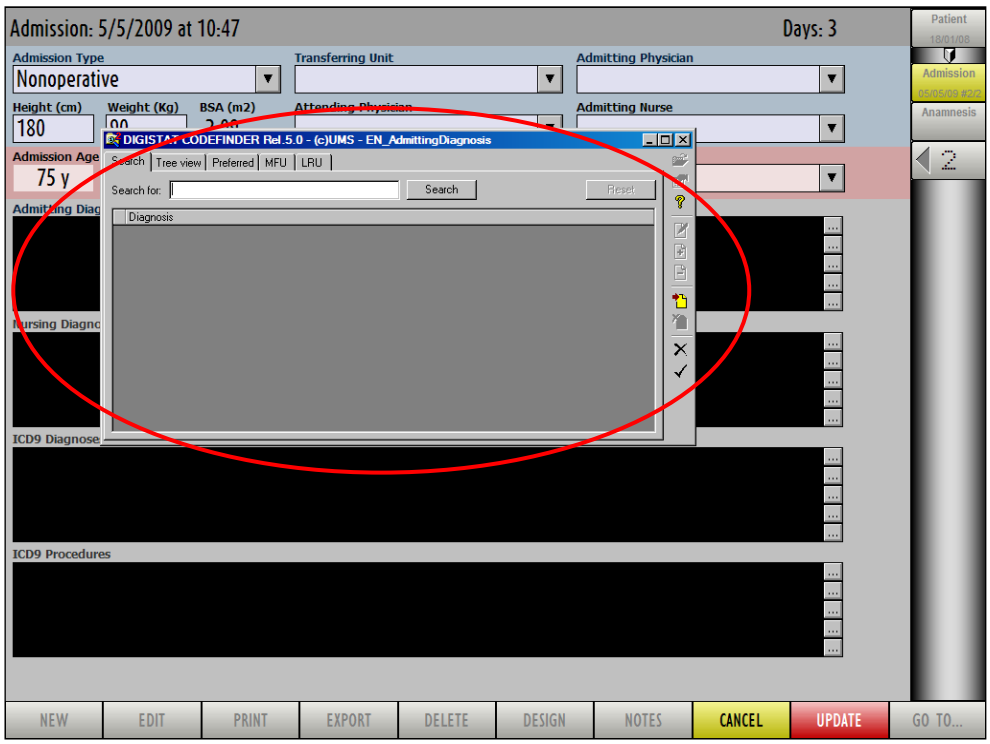

Fig 20

1.4.2. “Codefinder” - item search and selection

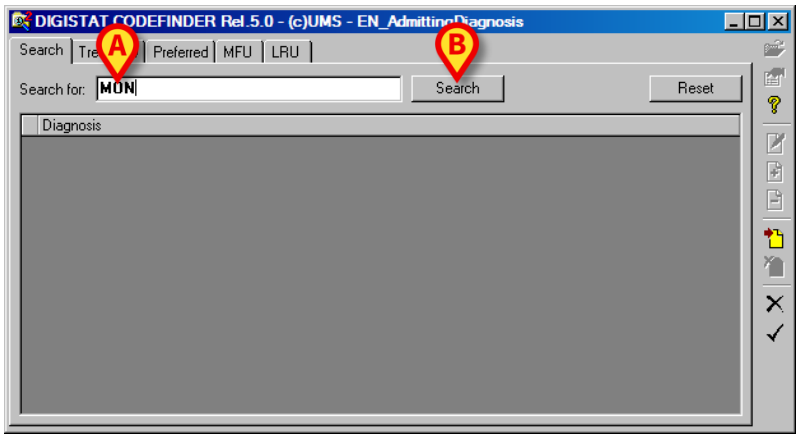

Fig 21

To search an item

1. type the name, or part of the name, of the wanted item in the “Search” field (Fig 21 **A**).
2. Click the **Search** button (Fig 21 **B**).

The “Codefinder” window displays all the items containing the specified string (Fig 22 **A**).

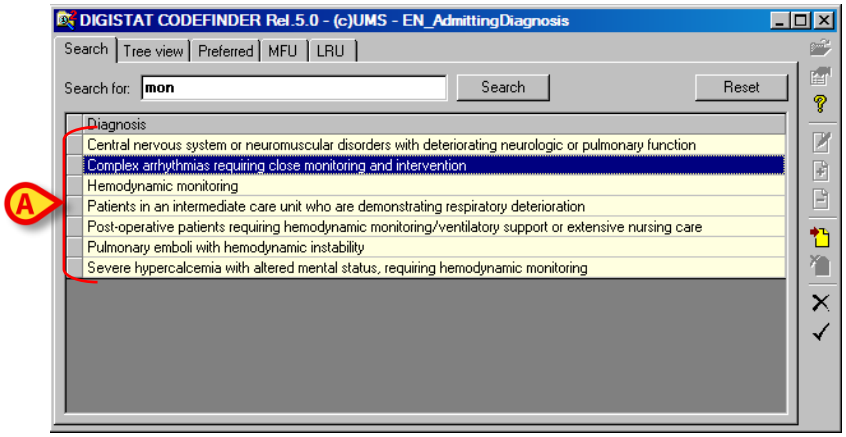

Fig 22

To insert the wanted item in the current “Clinical Forms” record

3. double click the corresponding line (Fig 22 **A**).

The item is displayed on the “Clinical Form” record in the appropriate field (Fig 23 **A**).

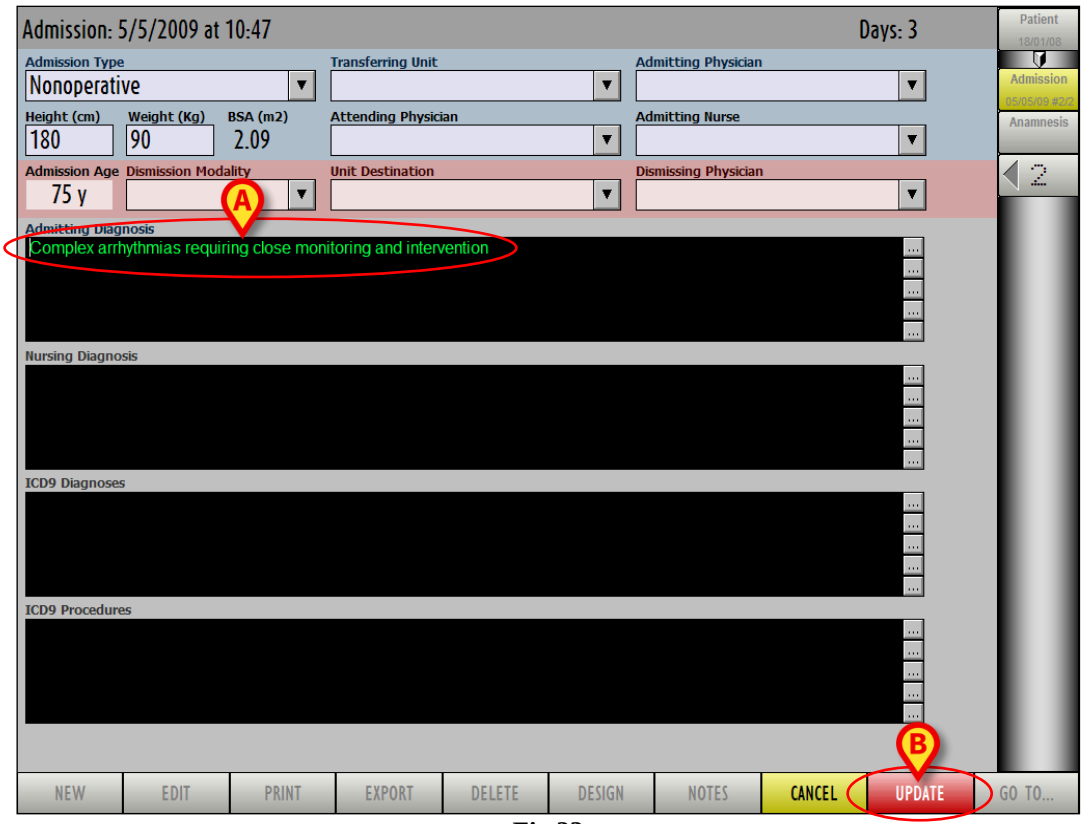

Fig 23

4. Click the Update button on the command bar (Fig 23 **B**) to save the data.

2. Contacts

- **ASCOM UMS srl unipersonale**

Via Amilcare Ponchielli 29, 50018, Scandicci (FI), Italy
Tel. (+39) 055 0512161
Fax (+39) 055 8290392

- **Technical assistance**

support.it@ascom.com

800999715 (toll free, Italy only)

- **Sales and products information**

it.sales@ascom.com

- **General info**

it.info@ascom.com