



DIGISTAT® Patient Explorer

DIGISTAT® Version 4.3

User Manual

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DIGISTAT® version 4.3

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1. DIGISTAT® Patient Explorer



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”.

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

To access DIGISTAT® “Patient Explorer”

- Click the **Patient** button on Control Bar (Fig 1).



Fig 1 - “Patient” button



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 2 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.

The screenshot shows the 'Patient Search' interface. On the left, there are buttons for 'ICU Intensive Care Unit' and 'PATIENTS PATIENT SEARCH'. The main area contains search fields for Last Name, First Name, Sex, Birth Date, Patient Code, and Admission Code, with 'SEARCH' and 'CLEAR' buttons. Below the search fields is a table of search results. At the bottom is a command bar with buttons for 'PATIENT SEARCH', 'NEW PATIENT', 'EDIT PATIENT', 'SELECT', 'NONE', and 'CLOSE'. Callout A points to the search fields, B points to the search results table, and C points to the command bar.

Last Name	First Name	Sex	Birth Date	Patient Code	Admission Code	A	Di
AMARILLO	LAMEZIATERME	M	22/08/1935	0301424	006-RI-2010-00...	I	I
APPLETON	GALLIPOLI	M	22/02/1936	0143404	006-RI-2010-00...	0	0
APPLETON	CERNOBBIO	F	23/03/1957	0213269	006-RI-2010-00...	I	I
ARCADIA	FROSINONE	M	11/03/1929	100051584	006-RI-2011-00...	0	0
ARLINGTON	ISPICA	M	11/03/1969	0096787	006-RI-2010-00...	2	2
BALDWIN PARK	VIBOVALENTIA	F	31/08/1940	0114524	006-RI-2010-00...	I	I
BAYONNE	MONTESCAGLIOSO	F	12/10/1938	0324373	006-RI-2010-00...	2	2
BAYTOWN	SANBENEDETTO DEL TRONTO	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 2 – 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 2 A).
- 2) The “Search results” area, displaying the results of the search performed (Fig 2 B - Search results).
- 3) The control bar is formed of various function-buttons making it possible to perform different procedures (Fig 2 C).

1.3. Patient search

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

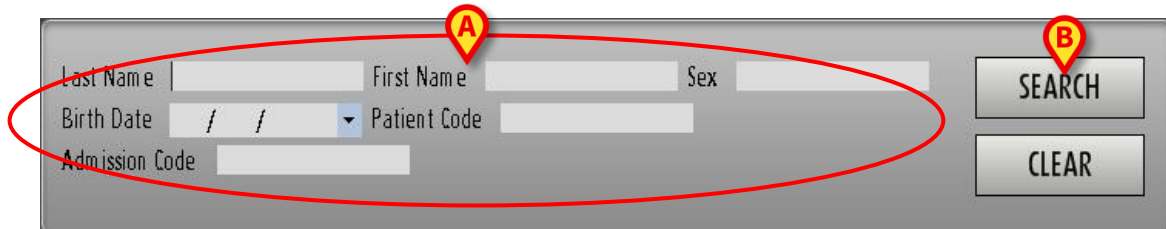


Fig 3 – Search fields

To search for a patient

1. enter the data of the patient you are searching for in one or more fields (Fig 3 **A**).
2. Click the **Search** button (Fig 3 **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 1.4.2 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 4).

Last Name	First Name	Sex	Birth Date	Patient Code	Admission Code	A	Di
AMARILLO	LAMEZIATERME	M	22/08/1935	0301424	006-RI-2010-00...	I	I
APPLETON	GALLIPOLI	M	22/02/1936	0143404	006-RI-2010-00...	0	0
APPLETON	CERNOBBIO	F	23/03/1957	0213269	006-RI-2010-00...	I	I
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...	I	I
BAYONNE	MONTESCAGLIOSO	F	12/10/1938	0324373	006-RI-2010-00...	2	2
BAYTOWN	SANBENEDETTO DEL TRONTO	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 4 – Search results

The results are displayed in alphabetical order. The information provided for each result depends on the configuration in use. In the example shown in Fig 4 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 sort the search results

The title-boxes indicated in Fig 5 and Fig 6 A can be used to sort the search results.

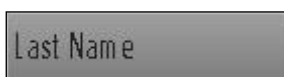


Fig 5 - Box-field (example)

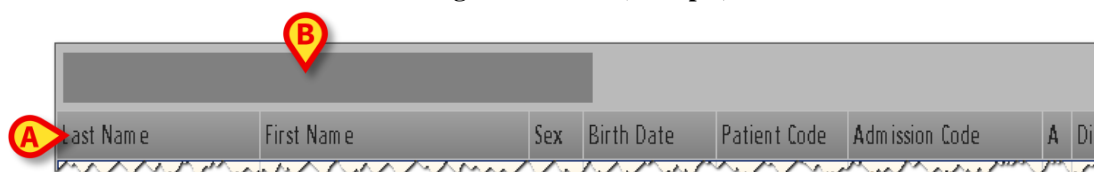


Fig 6

Initially the results are displayed in alphabetical order by family name.

To sort the results differently,

- drag the title-box of a column (Fig 5) on the gray bar (Fig 6 B)

The results are displayed in the order specified in the box.



To “drag”, move the mouse cursor over the object required, click and, keeping the button pressed, physically move the object to the position required. The object (the box in this case) moves with the cursor.

You can, for example, take the “Last name” box and drag it to the gray bar (Fig 7 A). In this way the results are grouped by last name (Fig 7), in alphabetical order. If two or more patients have the same last name, they are grouped together.



Last Name	First Name	Sex	Birth Date	Patient Code	Admission Code	A
- Last Name: AMARILLO						
AMARILLO	LAMEZIATERME	M	22/08/1935	0301424	006-RI-2010-00...	I
- Last Name: APPLETON						
APPLETON	GALLIPOLI	M	22/02/1936	0143404	006-RI-2010-00...	0
APPLETON	CERNOBBIO	F	23/03/1957	0213269	006-RI-2010-00...	I
- Last Name: ARCADIA						
ARCADIA	FROSINONE	M	11/03/1929	100051584	006-RI-2011-00...	0
- Last Name: ARLINGTON						
ARLINGTON	ISPICA	F	21/06/1969	0096787	006-RI-2010-00...	2
- Last Name: BALDWIN PARK						
BALDWIN PARK	VIBOVALENTIA	F	31/08/1940	0114524	006-RI-2010-00...	I
- Last Name: BAYONNE						

Fig 7 –Search results (by last name)

After performing this operation, you may decide to refine the arrangement of the results further. You can, for example, take the “Birthdate” box and drag it to the gray bar. This will be displayed as shown in Fig 8. The results inside every group are this way arranged by birthdate. This maintains the arrangement by family name and, within this arrangement, displays the results by birthdate.



Last Name	First Name	Sex	Birth Date	Patient Code	Admission Code
- Last Name: AMARILLO					
- Birth Date: 22/08/1935					
AMARILLO	LAMEZIATERME	M	22/08/1935	0301424	006-RI-2010-00...
- Last Name: APPLETON					
- Birth Date: 22/02/1936					
APPLETON	GALLIPOLI	M	22/02/1936	0143404	006-RI-2010-00...
- Birth Date: 23/03/1957					
APPLETON	CERNOBBIO	F	23/03/1957	0213269	006-RI-2010-00...
- Last Name: ARCADIA					
- Birth Date: 11/03/1929					
ARCADIA	FROSINONE	M	11/03/1929	100051584	006-RI-2011-00...
- Last Name: ARLINGTON					

Fig 8 – Search results by family name and birthdate

You can repeat this operation as many times as you like, using the same box several times and choosing the preferred order to refine the groups more and more.

To eliminate one of the titles from the gray bar and so change the arrangement of the results, simply drag it back to the original column (the position from where it was taken).

1.4.2. 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 12 C).

The name of the selected patient is displayed on the **Patient** button on Control Bar (Fig 9).



Fig 9 - Selected patient

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

The buttons on the left (Fig 10) 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 10

The selected option is highlighted yellow.

In Fig 10, for instance, the **Patient Search** button selects the “Patient search” screen (Fig 2), while the **Intensive Care Unit** button makes it possible to display the details of the Intensive Care Unit (Fig 11).



Fig 11

The buttons indicated in Fig 11 **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

The command bar (Fig 12) contains five buttons that enable the performance of different operations.



Fig 12 – Command bar



The possible presence of other buttons above those shown in Fig 12 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 12 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 12 B) – This button makes it possible to edit the patient’s data (see paragraph 1.6.2).
- 3) The **Select** button (Fig 12 C) makes it possible to select a patient (see paragraph 1.6.3).
- 4) **None** (Fig 12 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 12 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 13 A) makes it possible to enter a new patient in the database.




Fig 13 - Command bar

To enter a new patient

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

The following window opens.



The dialog box titled "EDIT PATIENT" contains the following fields and controls:

- Family Name: Text input field
- Given Name: Text input field
- Initials: Text input field
- Patient Code: Text input field
- Birth date: Date selection field (calendar icon)
- Sex: Radio button selection (Male/Female)
- Notes: Large text area for additional information
- OK: Confirmation button
- CANCEL: Cancellation button

Fig 14 – 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 15 A) makes it possible to edit the data of a patient who already exists in the database.



Fig 15 - 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 (Fig 16). See paragraph 1.4.2 for the patient selection modes.

The “edit” operations performed are always referred to the patient whose name appears on the **Patient** button (Fig 16).



Fig 16

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 17).

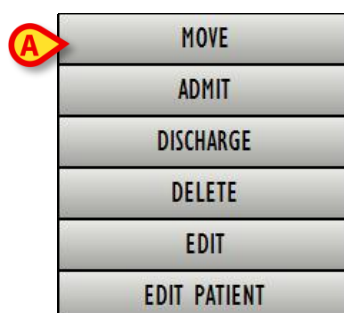


Fig 17 – Edit Patient

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 17 **A**) makes it possible to register the transferal 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 17).

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

The following window opens (Fig 18).

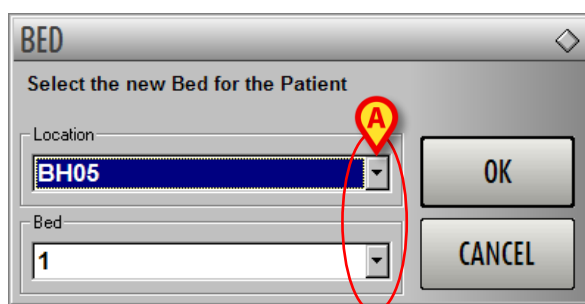


Fig 18 – Patient transferal

4. Use the arrow buttons (Fig 18 **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 19).

If the name of a patient appears alongside the bed number, the bed is already occupied (in Fig 19, beds 8, 9, 10 and 14 are occupied).

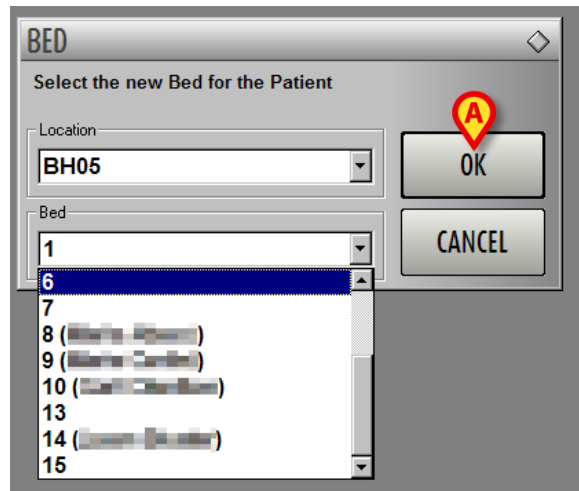


Fig 19 – List of Beds

5. Click **Ok** to confirm (Fig 19 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.

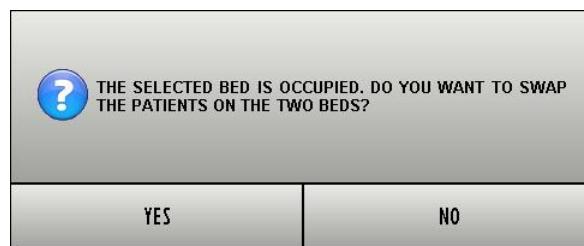


Fig 20

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 21).

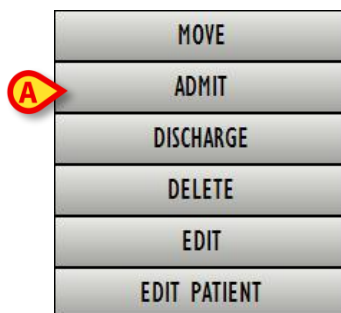


Fig 21

3. Click the **Admit** button (Fig 21 A).

The following window opens (Fig 22).

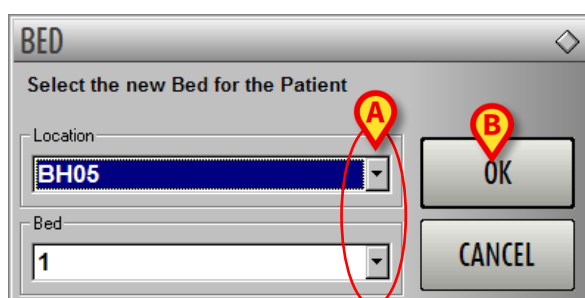


Fig 22 – Patient Admission

4. Use the arrow buttons (Fig 22 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 22 B).

After clicking **Ok** the system opens a new window making it possible to specify the patient's data (Fig 23).

Fig 23 – Patient data

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

7. Click **Ok** to complete the admission procedure (Fig 23 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 24).

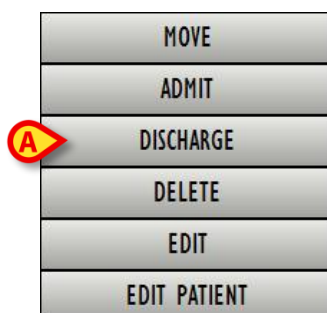


Fig 24

3. Click the **Discharge** button (Fig 24 A).

A window requesting confirmation of the operation opens (Fig 25).

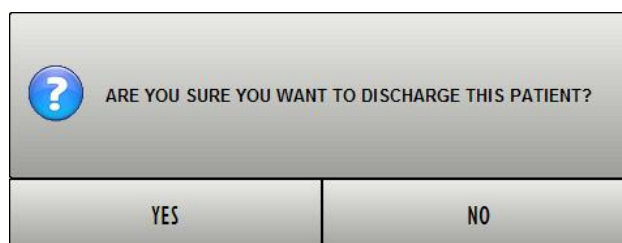


Fig 25 – Discharge patient

4. Click **Yes** to proceed with the discharge of the patient.

This action opens the window containing the patient's data (Fig 26 – unlike the window shown in Fig 23, here you can change the date and time of discharge).

EDIT PATIENT		
Family Name	Given Name	Initials
		AD
Patient Code	Birth date	Sex
222	04/08/19	F
Notes		
Date - ADMISSION - Time		Date - DISCHARGE - Time
09/06/2009 13.13.56		10/06/2009 9.16.26
Admission Code	Height [cm]	Weight [kg]
	170	65
		OK
		CANCEL

Fig 26 – Patient data (discharge)

5. Click **Ok** to complete the discharge procedure (Fig 26 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 27).

MOVE
ADMIT
DISCHARGE
DELETE
EDIT
EDIT PATIENT

Fig 27

3. Click the **Delete** button (Fig 27 A).

A window requesting confirmation of the operation opens (Fig 28).



Fig 28 – Delete Patient

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

WARNING!



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 29).

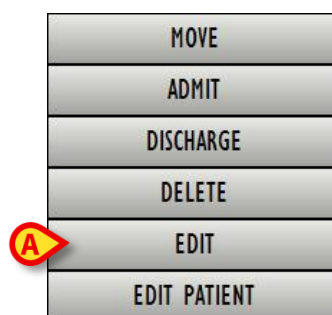


Fig 29

3. Click the **Edit** button (Fig 29 A).

A window containing the patient's data appears (Fig 30).

Fig 30 – Edit patient

4. Edit the patient's data.
5. Click **Ok** to confirm (Fig 30 A).

1.6.3. The SELECT button

The **Select** button (Fig 31 A) makes it possible to select a patient.



Fig 31 - 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 31).

The name of the selected patient appears on the **Patient** button on Control Bar (Fig 32).



Fig 32 - Patient selected



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 33 A) makes it possible to deselect the patient selected (whose name is shown on the **Patient** button).



Fig 33 - Command bar

To deselect a patient

- click the **None** button (Fig 33).

The patient's name disappears from the **Patient** button.

1.6.5. The CLOSE button

The **Close** button (Fig 34 A) makes it possible to close the “Patient Explorer” search screen.



Fig 34 - Command bar

To close the patient search screen

- click the **Close** button on the page (Fig 34).

2. Contacts

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