Body Graph User Manual

Version 1.0

7/4/2025

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Contents

Digistat “Body Graph”

For information about the Product environment, precautions, warnings and intended use see USR ENG Digistat Care and/or USR ENG Digistat Docs (depending on the modules installed - for the Digistat Suite EU) or USR ENG Digistat Suite NA (for Digistat Suite NA). The knowledge and understanding of the appropriate document are mandatory for a correct and safe use of “Body Graph”, described in this document.

1. Introduction

This manual describes the features and functionalities of the Digistat “Body Graph” web application. Digistat “Body Graph” is a tool making it possible to document the invasive devices applied to a patient and the possible activities performed on each device. The devices are mapped on a chart representing the human body, divided into body areas. The body figure displayed on the application main screen (Fig 3) can change, according to configuration, depending on the patient age and sex (at the moment three possibilities are configured: child; adult male; adult female).

The human body image is loaded according to a query indicated in the BodyAreaTypeCriteria system option. The body areas and the possible devices are defined on the Digistat Web Configuration application. Contact your system administrators for more information.

2. Patient selection

Digistat “Body Graph” can only be launched after patient selection. To select a patient,

- Click the **Select Patient** button indicated in Fig 1 **A**.

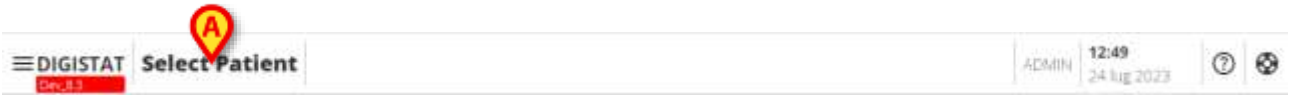


Fig 1

The Patient Explorer Web module will open. See the Digistat® Patient Explorer Web user manual (Document: *USR ENG Patient Explorer Web*) for further instructions on patient management functionalities.

Other modules can be configured for the patient selection in place of Patient Explorer Web, depending on the configuration. If this is the case, see the specific documentation for instructions.

When a patient is selected, the name and main data of the patient are displayed on the **Select Patient** button (Fig 2 **A**).

Fig 2

3. Module selection

To launch Digistat "Body Graph":

- Click the  icon on the lateral bar.

The application main screen is then displayed (Fig 3 shows an example).

4. Main screen description

The application main screen shows graphically (on the left) and lists on a table (on the right) the devices already present for the selected patient.

Fig 3

The image is a map of the human body (Fig 3 **A**, Fig 4). In this map, the red areas are those available for the insertion of a device (i.e. they are clickable, see for example Fig 4 **A**), while the grey areas are not available for the insertion of devices (i.e. they are not clickable, see for example Fig 4 **B**). The colored spots correspond to devices. Each spot is positioned according to the actual position of the physical device.
The buttons indicated in Fig 4 **C** allow to enlarge the image (), reduce it () or bring it back to the original size () after any resize.

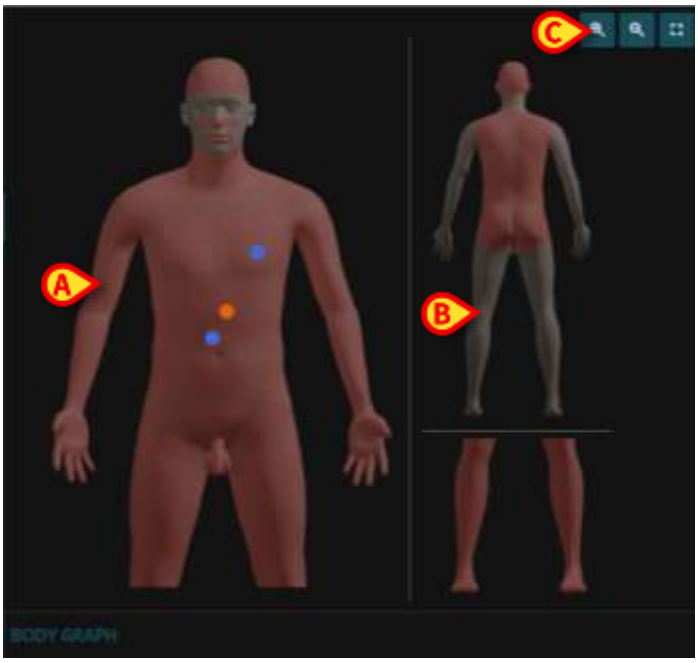
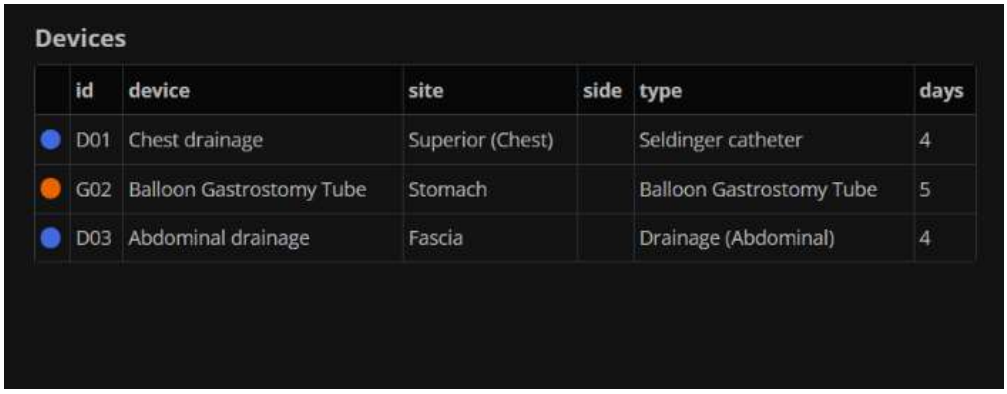


Fig 4

The table lists the devices already present for the selected patient (Fig 3 **B**, Fig 5)



Devices

	id	device	site	side	type	days
●	D01	Chest drainage	Superior (Chest)		Seldinger catheter	4
●	G02	Balloon Gastrostomy Tube	Stomach		Balloon Gastrostomy Tube	5
●	D03	Abdominal drainage	Fascia		Drainage (Abdominal)	4

Fig 5

In the table, each row corresponds to a device. For each device the following information is provided:

- Colored icon, indicating the device type and allowing to filter the device displayed (for the filtering functionalities see section 4.1);
- Device id;
- Device name (specific);
- Site of application;
- Side of application (if relevant);
- Device type (general);
- Days of permanence.

If a device is not reviewed when scheduled, according to the number of days specified at insertion time (section 5.1.1), a specific icon - - is displayed on the table. See, for example, Fig 6 **A**.

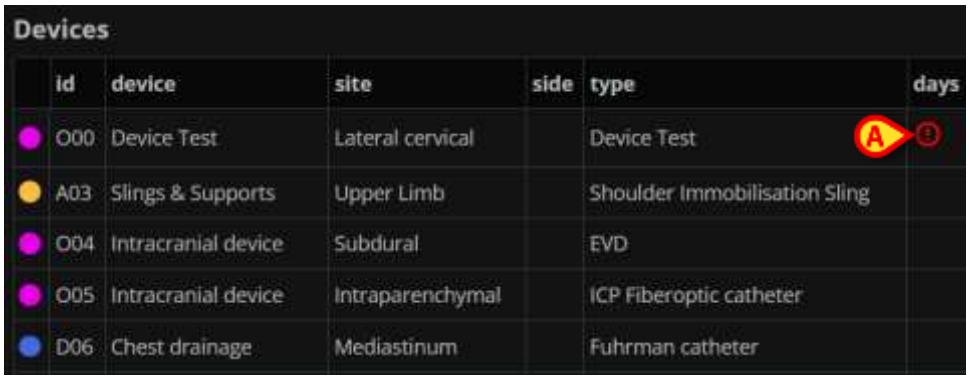


Fig 6

4.1. Filters

The buttons shown in Fig 3 **A** and Fig 7 allow to filter the devices already present and display only the chosen device types.

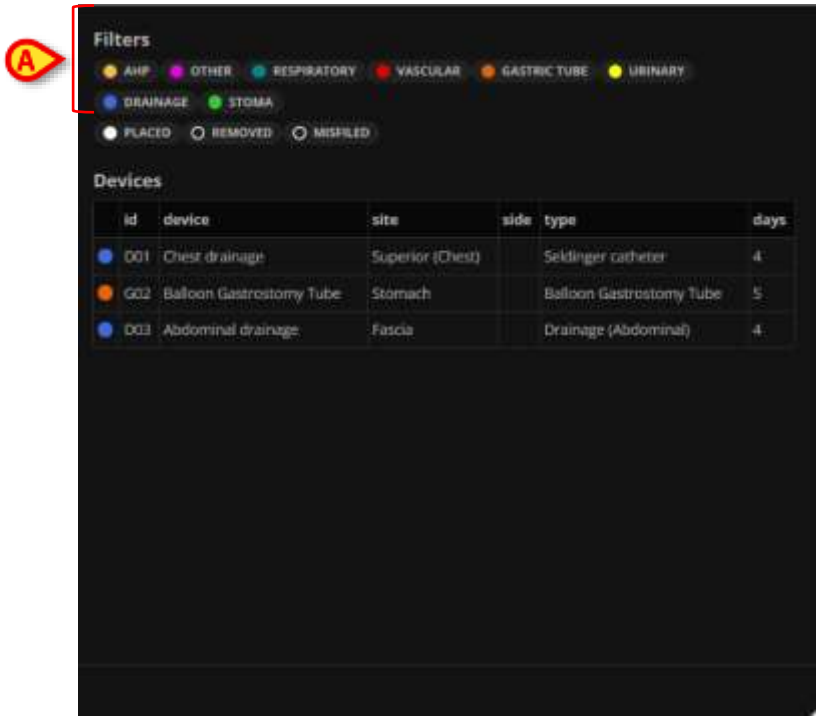


Fig 7

The buttons are all selected by default (i.e. : by default all types of devices are displayed).

- Click one button to deselect it and hide the devices belonging to the corresponding type.

The devices will be hidden both on the table and on the body map on the left. In Fig 8, for example, the **Drainage** button is deselected. All the devices belonging to the “Drainage” type (those characterized by the blue color) are therefore hidden.

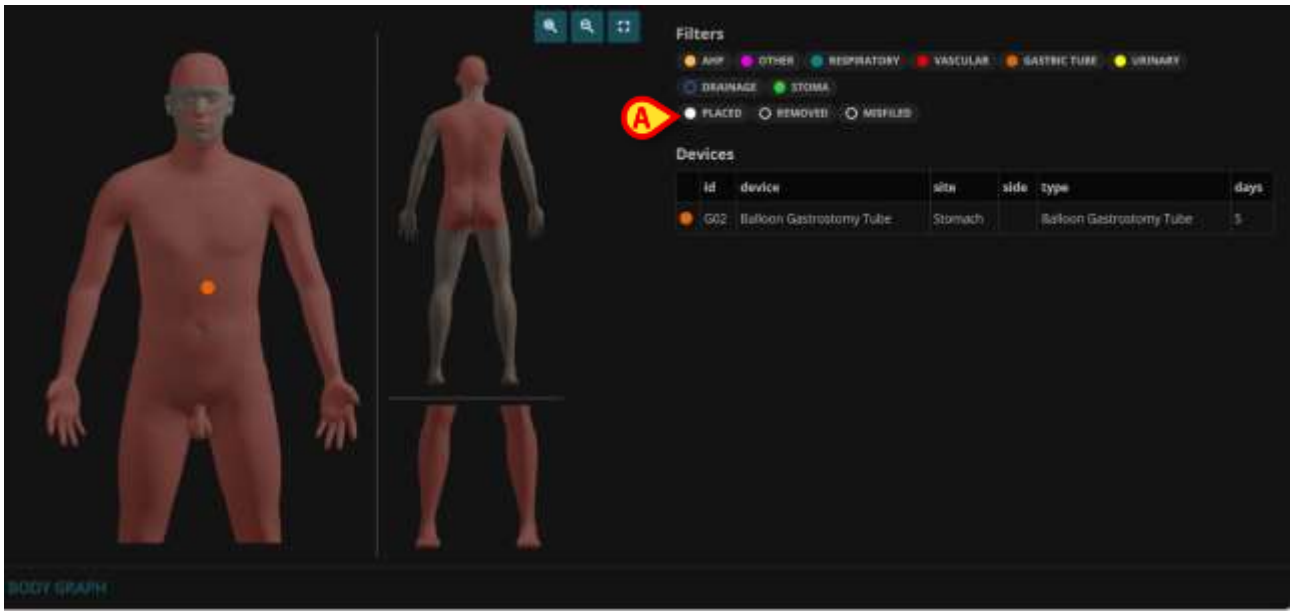


Fig 8

- Click a deselected filter-button again to select it and display the devices again.

The option-buttons indicated in Fig 8 **A** allow to display either the devices in place, the removed ones or the misfiled ones (see paragraph 6 for the device removal procedure and paragraph 7 for the misfiling procedure). Each option can be selected or deselected independently from the others (i.e. all three can be selected at the same time, or two, or one, or none - if no button is selected, no device is displayed).

4.1.1. Display removed devices

To display the removed devices:

- Click the option button indicated in Fig 9 **A**.

Fig 9

The button will appear as selected (Fig 10 **A**). The removed devices will be again displayed as grey spots on the body map (Fig 10 **B**) and as additional rows on the devices table (Fig 10 **C**).

Fig 10

The details of a removed device can be displayed by clicking either the corresponding grey spot on the body map or the corresponding row on the table. See Fig 11 for an example. The removed device details include all the previously specified information (see section 5.1 for a description of the device details window) plus the information related to the removal procedure (removing operator, removal date/time and removal notes - Fig 11 **A**).

Fig 11

4.1.2. Display misfiled devices

To display the misfiled devices:

- Click the option button indicated in Fig 12 **A**.

Fig 12

The button will appear as selected (Fig 13 **A**). The misfiled devices will be again displayed as grey spots on the body map (a darker shade of grey as compared to the “removed” grey - Fig 13 **B**) and as additional rows on the devices table (Fig 13 **C**).

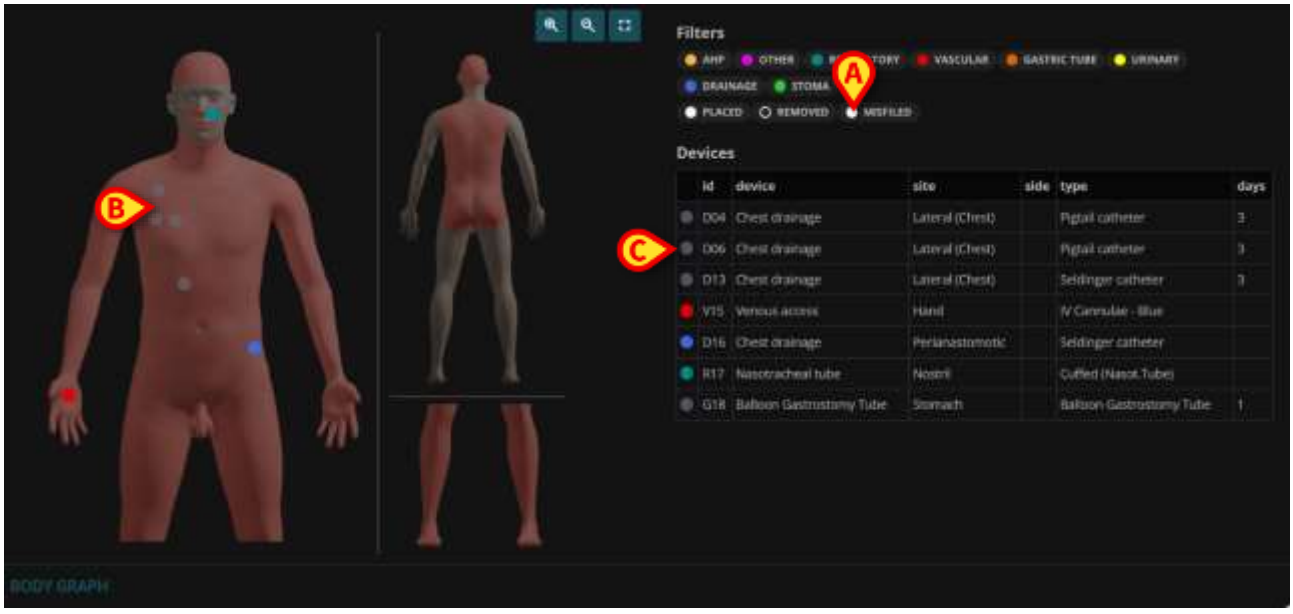


Fig 13

The details of a misfiled device can be displayed by clicking either the corresponding grey spot on the body map or the corresponding row on the table. See Fig 14 for an example. The misfiled device details include all the previously specified information (see section 5.1 for a

description of the device details window) plus the information related to the misfiling procedure (misfiling operator and misfiling notes - Fig 14 **A**).

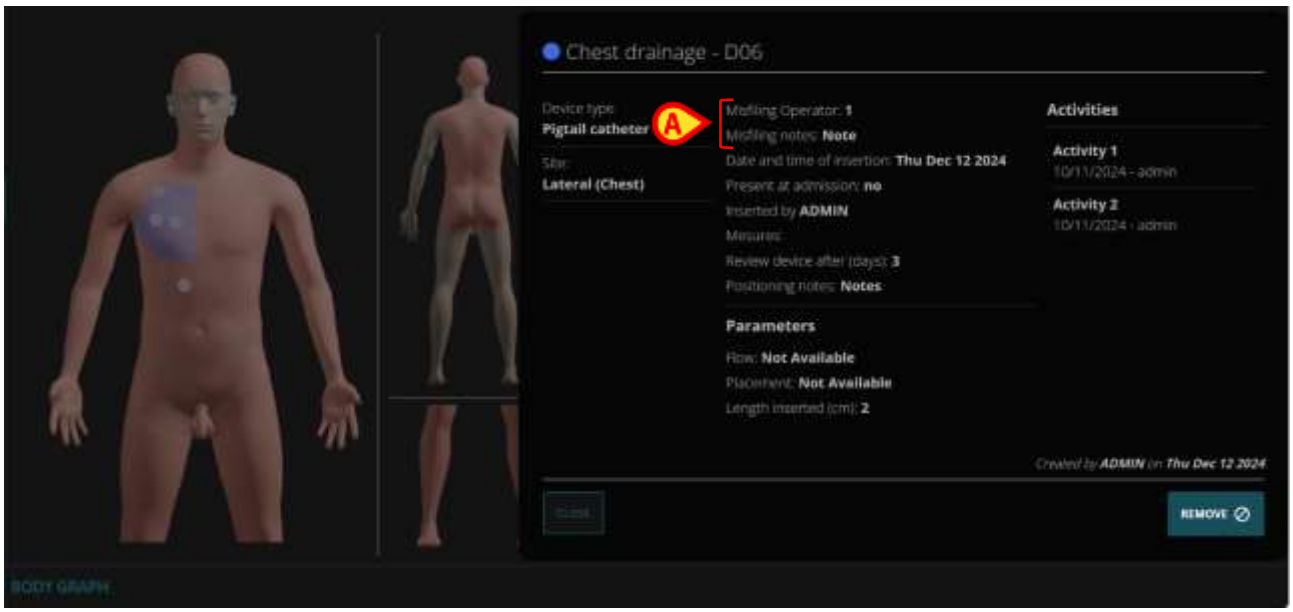


Fig 14

5. Device insertion

This section describes how to document that a new device was applied to the patient. Fig 15 shows a patient with no devices.

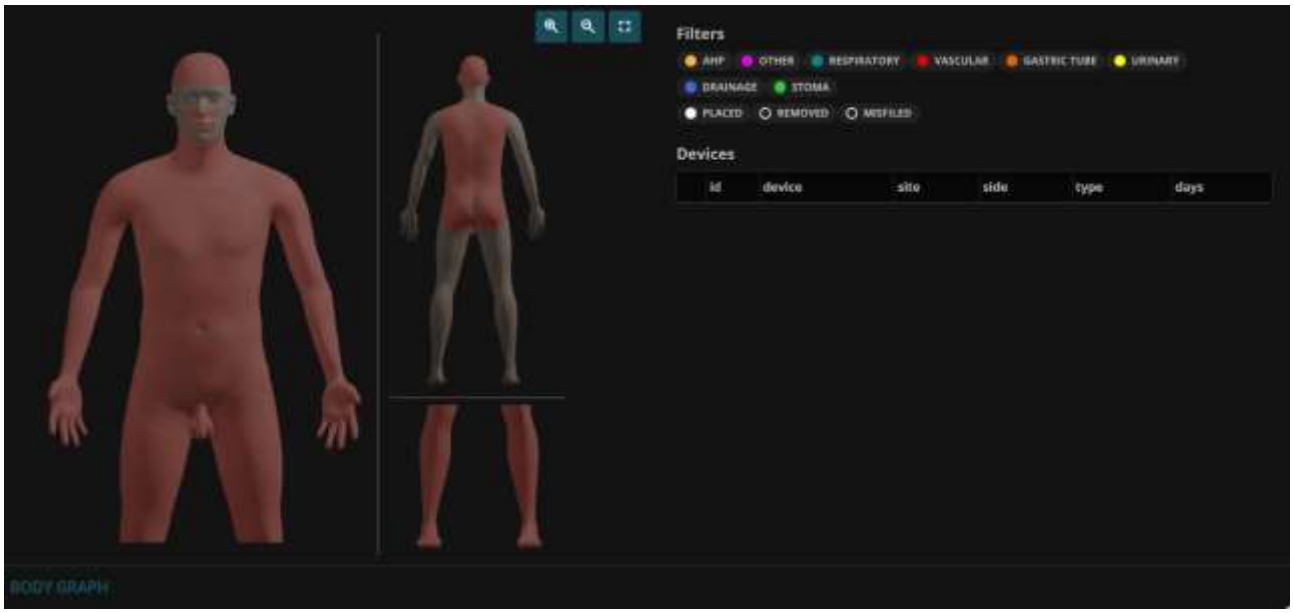


Fig 15

To add a new device:

- Move the mouse pointer on the body map.

The areas will be highlighted when reached by the mouse pointer (Fig 16 **A**).

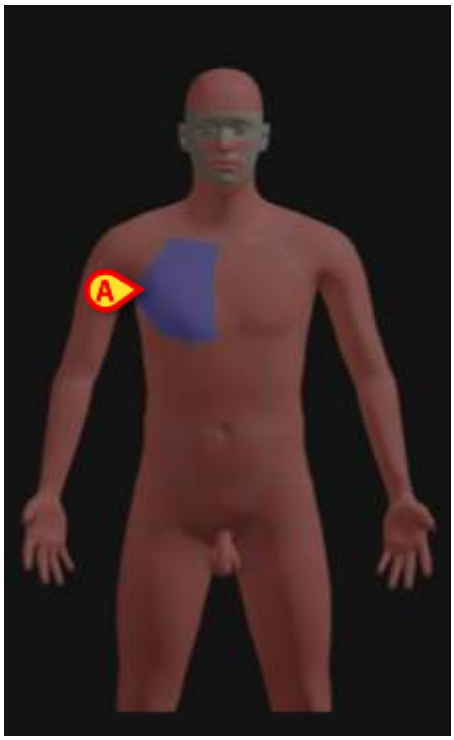


Fig 16

- Click, within the highlighted area, the position where the device is located.

The figure changes in the following way.

Fig 17

A Window is displayed, referring to the clicked area (Fig 18).

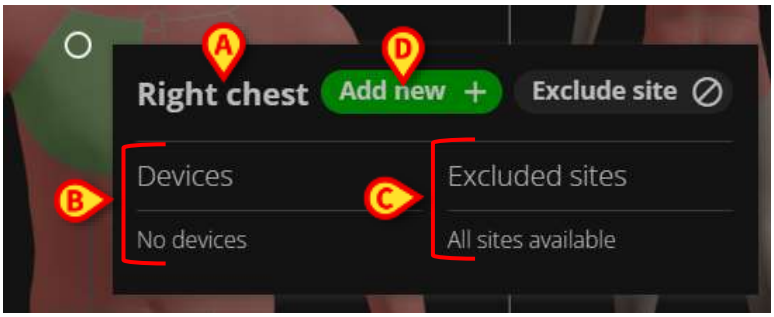


Fig 18

The window specifies the name of the selected area (Fig 18 **A**).
If there are other devices in the same area, these are listed under “Devices” (in Fig 18 **B** no devices are already present in the same area).
Some sites can be excluded. If there are excluded sites, these are listed under “Excluded sites”. See section 9 for the site exclusion procedure. All sites are available in Fig 18 **C**.

To add a new device:

- Click the **Add new** button indicated in Fig 18 **D**.

The “Add Device” window is displayed (Fig 19). The window lists all the sites belonging to the selected area.

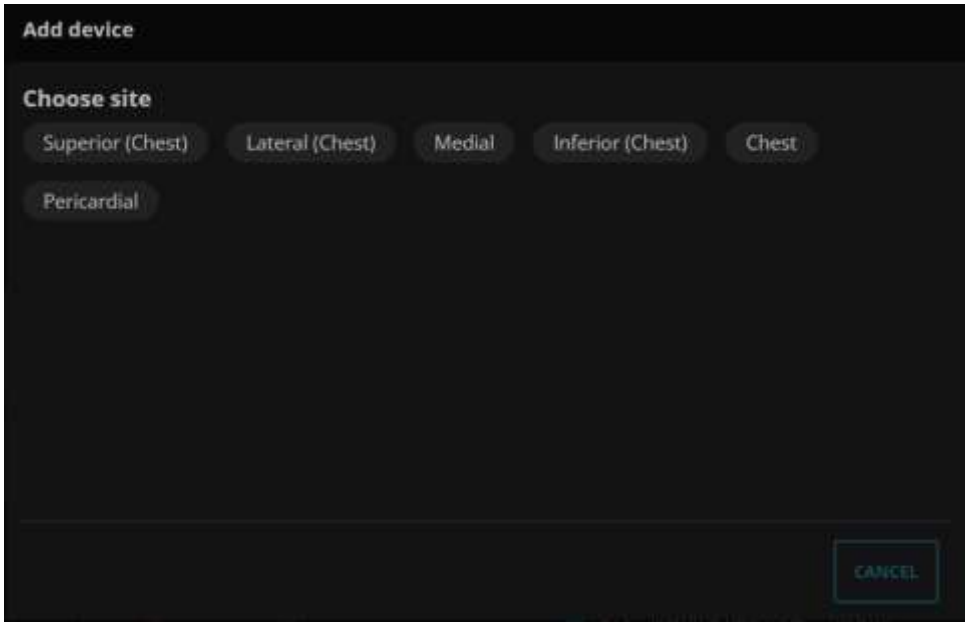


Fig 19

- Click on a site to choose it.

Another window is displayed, listing the possible device types for the selected site (Fig 20 **A**).

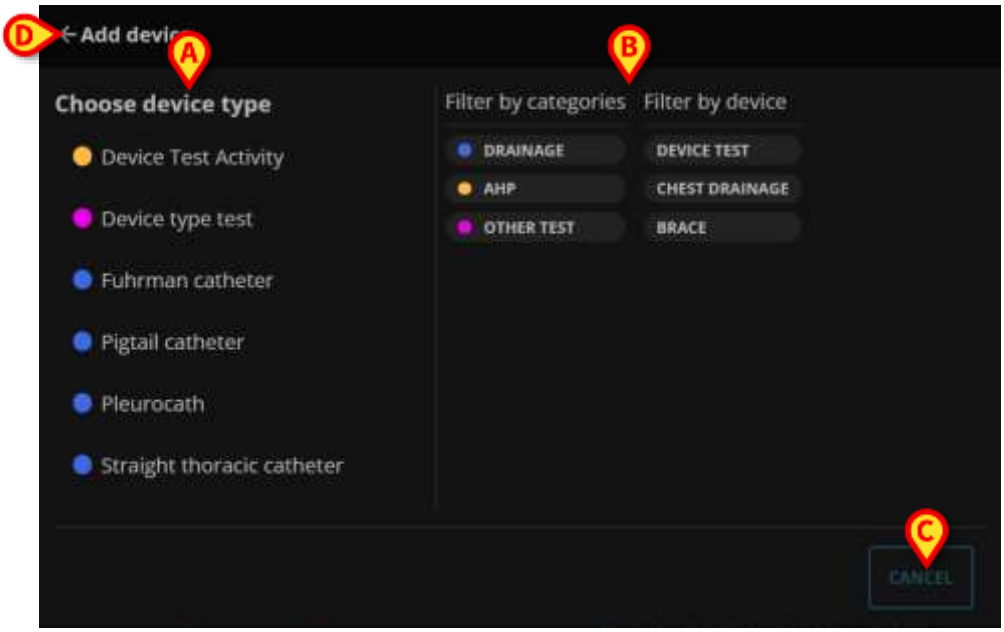


Fig 20

If different types are possible for the same site, the list can be filtered (either by category or by device - Fig 20 **B**).

- Click the required device type.

The **Cancel** button (Fig 20 **C**) allows to abandon the procedure.
The back arrow indicated in Fig 20 **D** allows to go back to the previous step.

Another window opens, allowing to specify the device features (in Fig 21, the “pigtail catheter” was chosen). This window will be described in section 5.1.

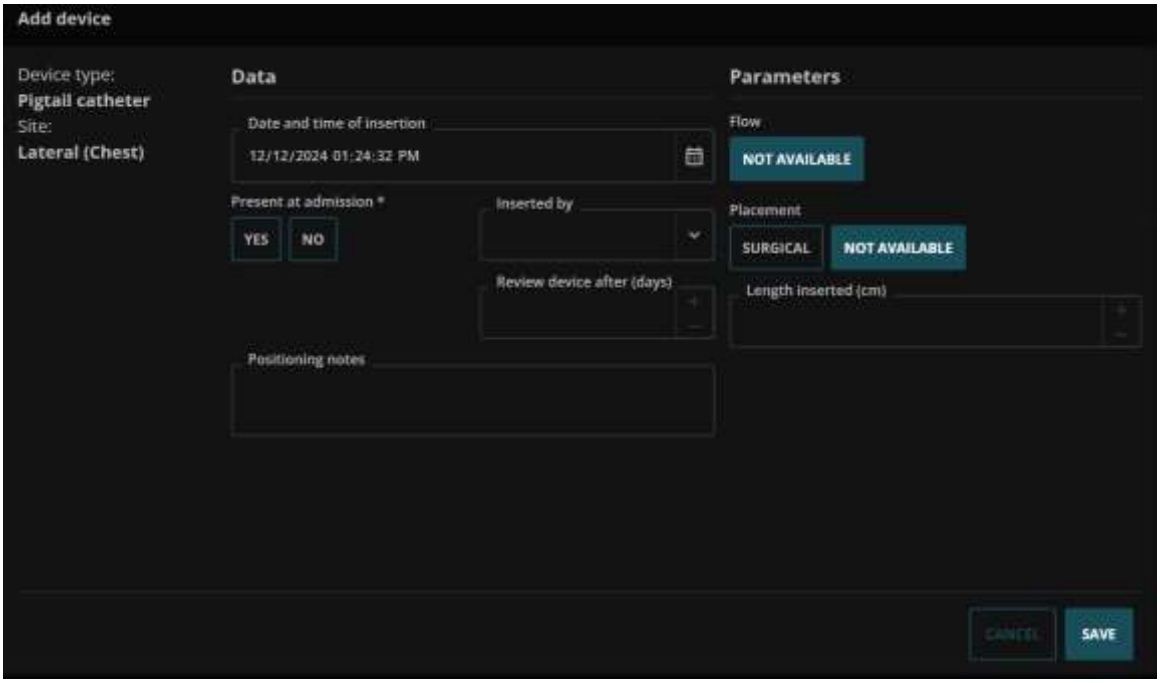


Fig 21

- Specify the device data as, for example, in Fig 22.
- Click **Save** (Fig 22 **A**).

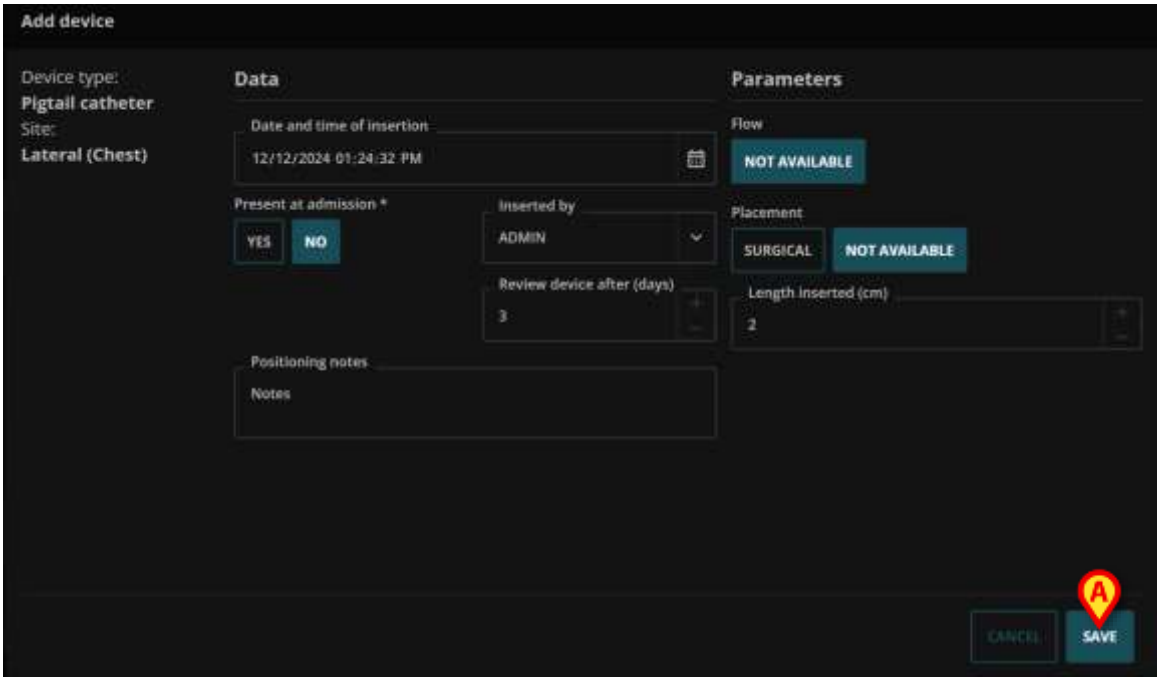


Fig 22

A spot will be displayed on the body map in a position corresponding to the device's actual position on the patient body (Fig 23 **A**). A row will be added to the table on the right, specifying the device's main features (Fig 23 **B**).

Fig 23

5.1. “Add device” window description

This paragraph describes the window that allows to specify the features of a device when added (“Add device” window – Fig 24).

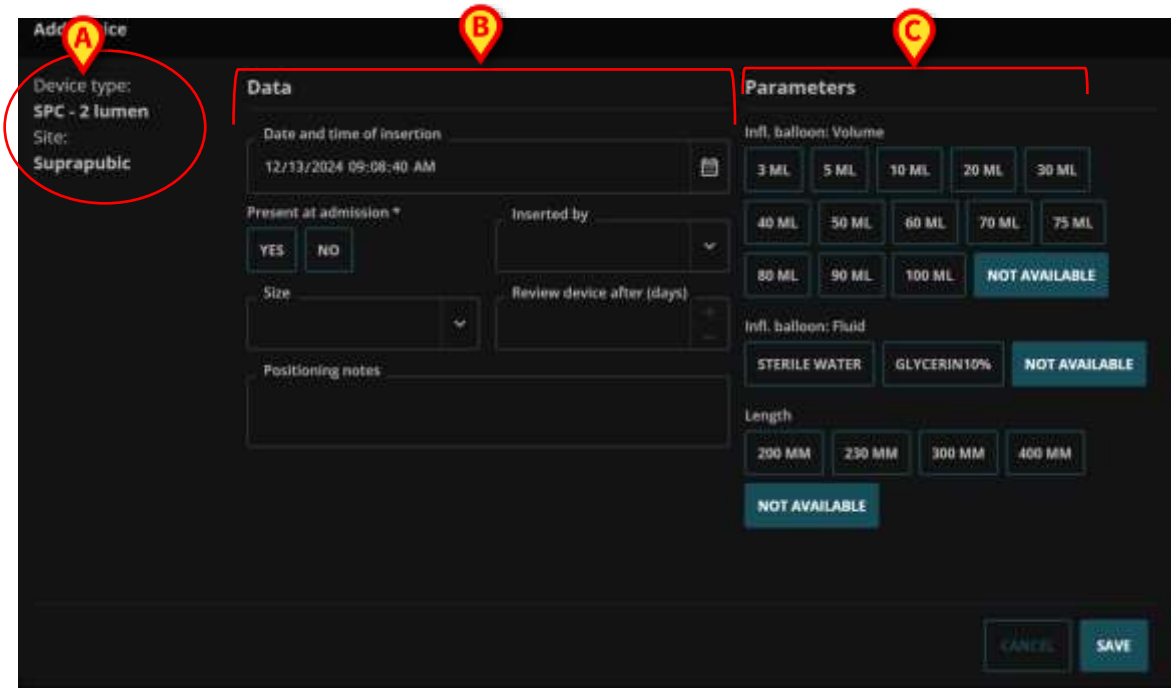


Fig 24

The device type and site of insertion are indicated in the top-left corner (Fig 24 **A**).

5.1.1. Data

The data section (Fig 24 **B**, Fig 25) is the same for all devices and contains overall information on the device insertion and positioning.

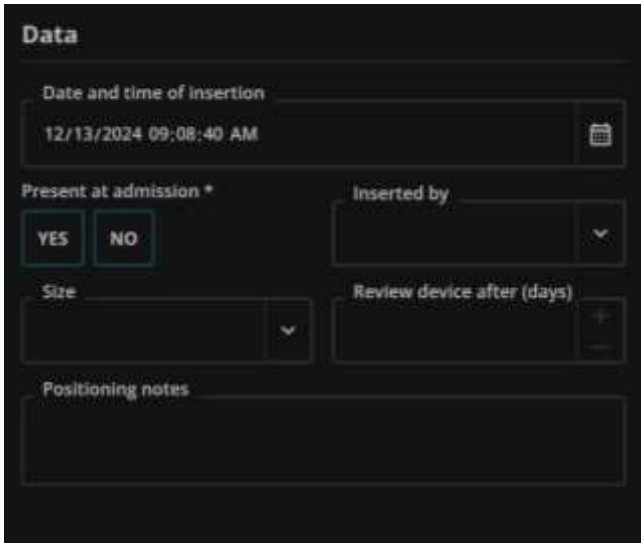


Fig 25

The following information is specified:

- ***Date and time of insertion***

The default date/time is the current date/time. This can be changed to a past date/time if the actual insertion of the device was performed significantly before there was the chance to record it on the “Body Graph” application.
There are two ways of changing the date/time:

First way:

- Click the parameter that must be changed (i.e. month; day; hours; minutes etc.).

The clicked information will be highlighted (Fig 26 **A**).

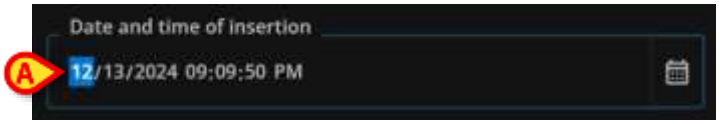


Fig 26

- Type the new value on the workstation keyboard.
- Click elsewhere on the window.

Second way:

- Click the icon on the right of the field (Fig 27 **A**).

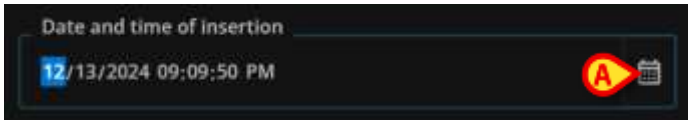


Fig 27

A day-time selection window will open (Fig 28).

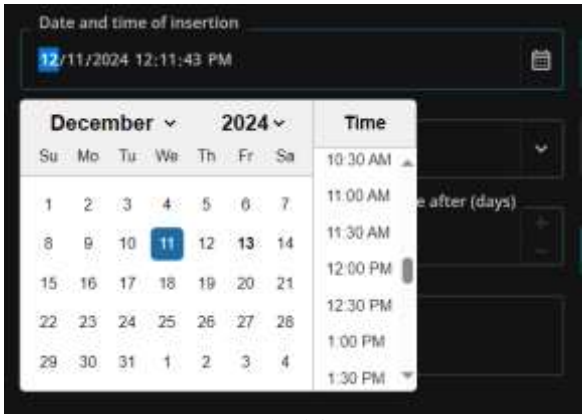


Fig 28

- Select the required date and time.
- Click elsewhere.

- ***Present at admission***

This is required information (mandatory). Click **YES** if the device was already present at patient admission.

- ***Inserted by***

Drop down menu containing the names of the users that are enabled to insert that type of device. Click the name on the menu to select it.

- ***Size***

Drop down menu containing the possible options. Click the required option to select it.

The "Size" label can change, depending on the device specific features. It could be, for example, "Length", "Height", "Depth" etc.

- ***Review device after (days)***

Either type the number of days or click the buttons on the right to increase/decrease the number of days (1 day per click).

If, after the number of days specified here, the device is not reviewed, a specific icon - - is displayed on the devices table to inform the user that the scheduled review was not performed (Fig 29 **A**).

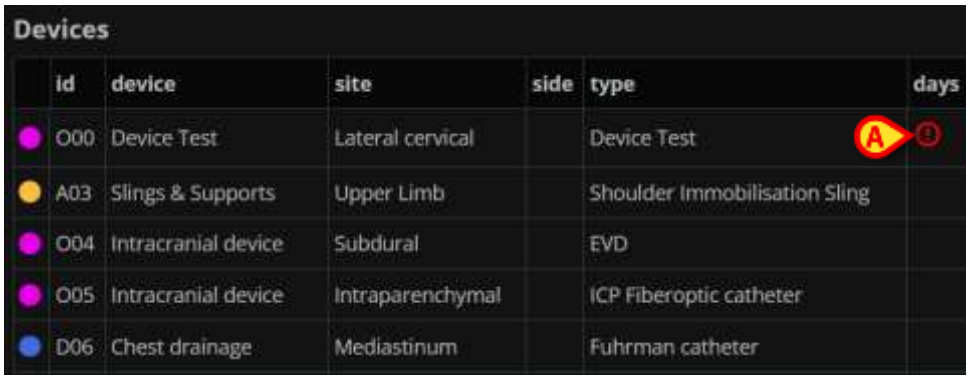


Fig 29

- ***Positioning notes***

Free text field. Type here any relevant information about the device positioning.

5.1.2. Parameters

The parameters section (Fig 24 **C**, Fig 30) changes according to the device type and features. Different parameters are relevant for different devices: the parameters section is therefore device specific. Different field types can be used for this purpose (for example: multiple choice; option buttons, drop down menus, free text fields etc...). The field content is self-explanatory.

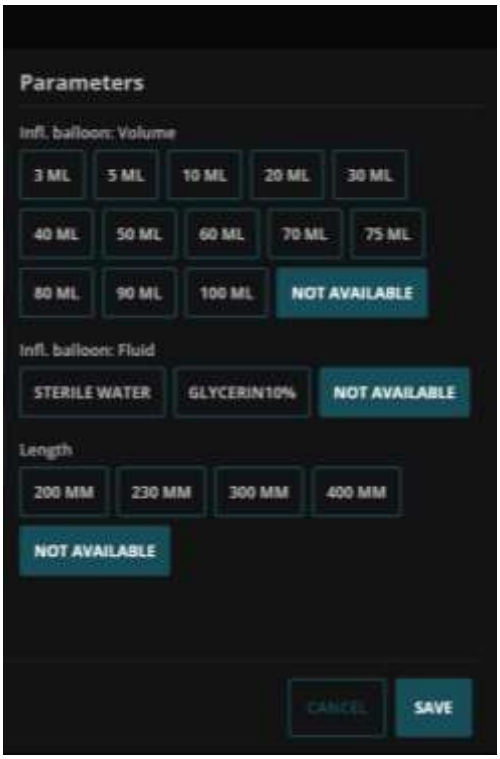


Fig 30

6. How to remove a device

To document that a device was removed from the patient's body:

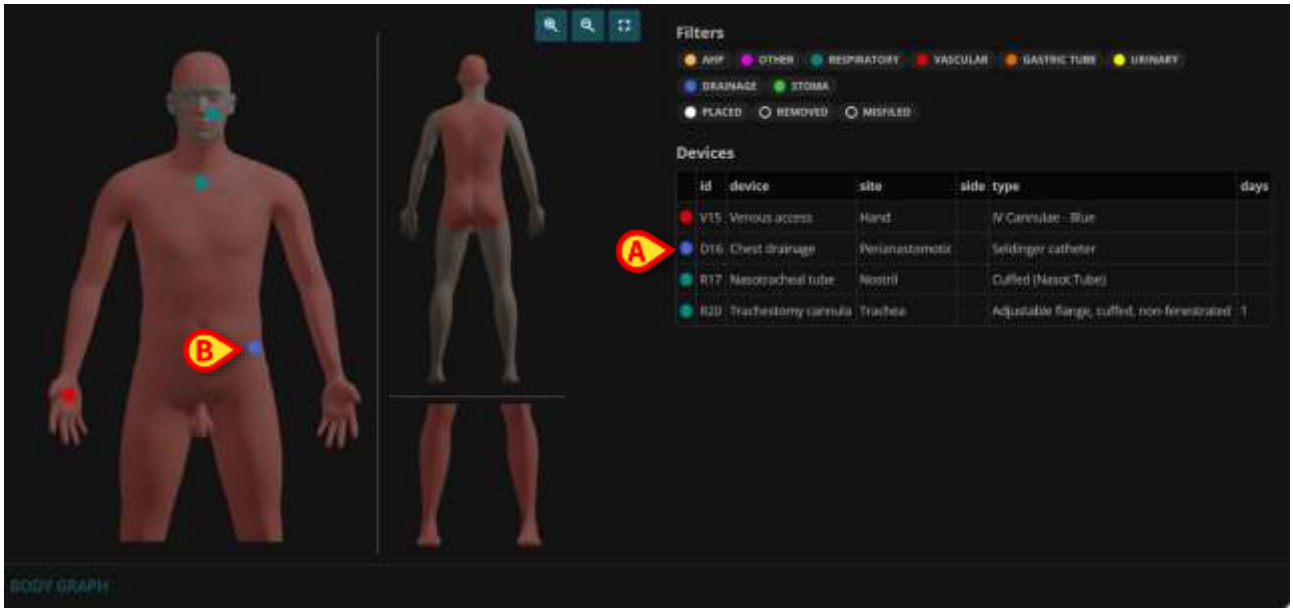


Fig 31

- either click on the corresponding row on the devices table (Fig 31 **A**),
- or click on the corresponding colored spot on the body-map (Fig 31 **B**).

In both cases a device details window is displayed (Fig 32).

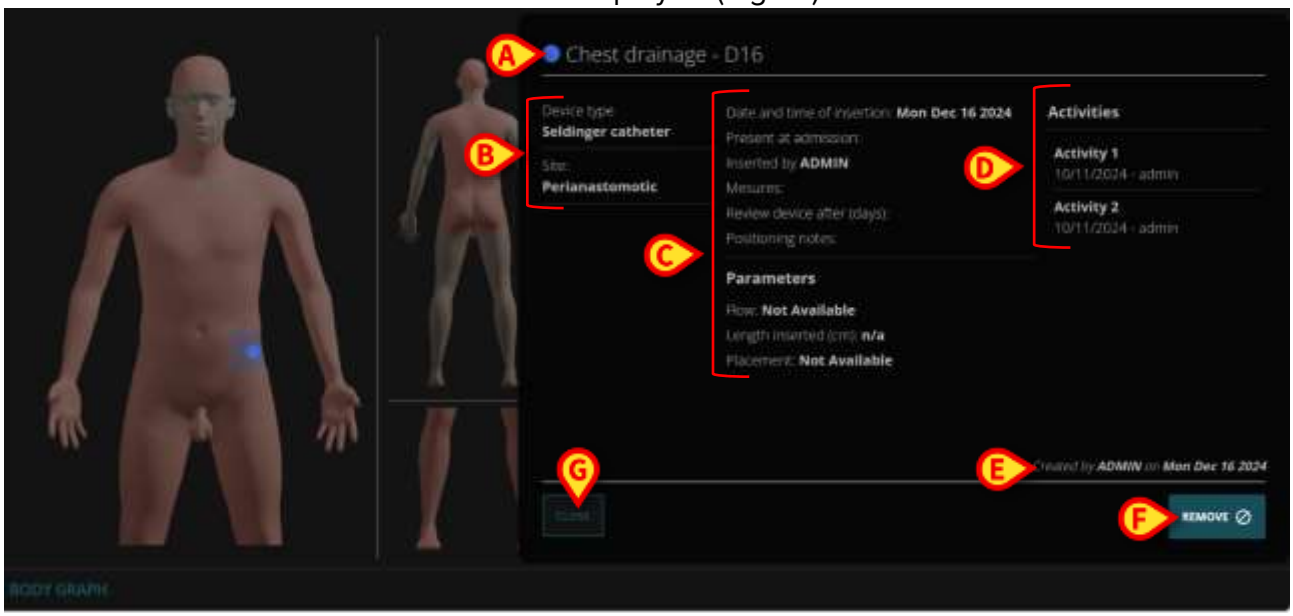


Fig 32

The window contains the following information:

- Device name and id-code (Fig 32 **A**);
- Device type and site (Fig 32 **B**);

- Device data and parameters (i.e. all that was specified for the device at insertion time (Fig 32 **C** - see section 5.1)
- Possible activities performed on the device (Fig 32 **D** - see section 10)
- Date of creation and user that created the record (Fig 32 **E**).

---

*Click the **Close** button (Fig 32 **G**) to close the device details window without removing the device.*

➢ Clik the **Remove** button to document the device removal (Fig 32 **F**).

A “Remove device” window will open (Fig 33)

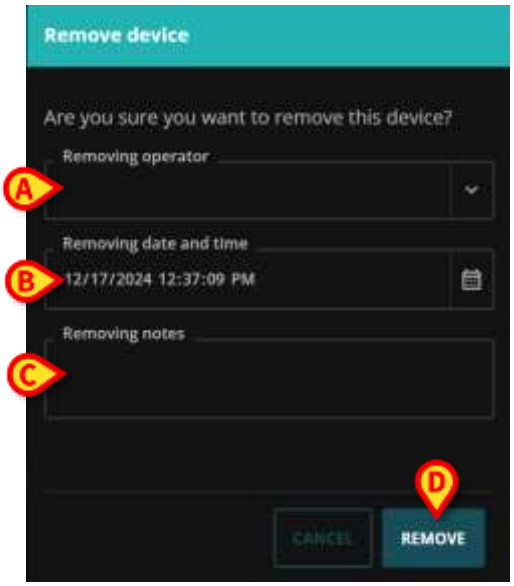


Fig 33

The window allows to specify:

- the removing operator (selectable on a drop-down list - Fig 33 **A**);
- the removal date and time (default is current date/time, click the calendar icon to select a different one - Fig 33 **B**);
- possible notes (free text field - Fig 33 **C**).

➢ Click the **Remove** button (Fig 33 **D**) to confirm the device removal.

The corresponding row on the device table and the corresponding spot on the body-map will disappear.

The removed devices can be displayed again if the “Removed” filter is selected (see section 4.1.1).

7. How to misfile a device

To record that a device was erroneously indicated as present in the “Body Graph” application, it is possible to perform a “Misfile” procedure. “Misfiling” a device means that there was an error during data entry; the device information is therefore deleted.

The misfiling procedure is available for a limited time after insertion. Refer to your system administrators for more information.

To misfile a device:

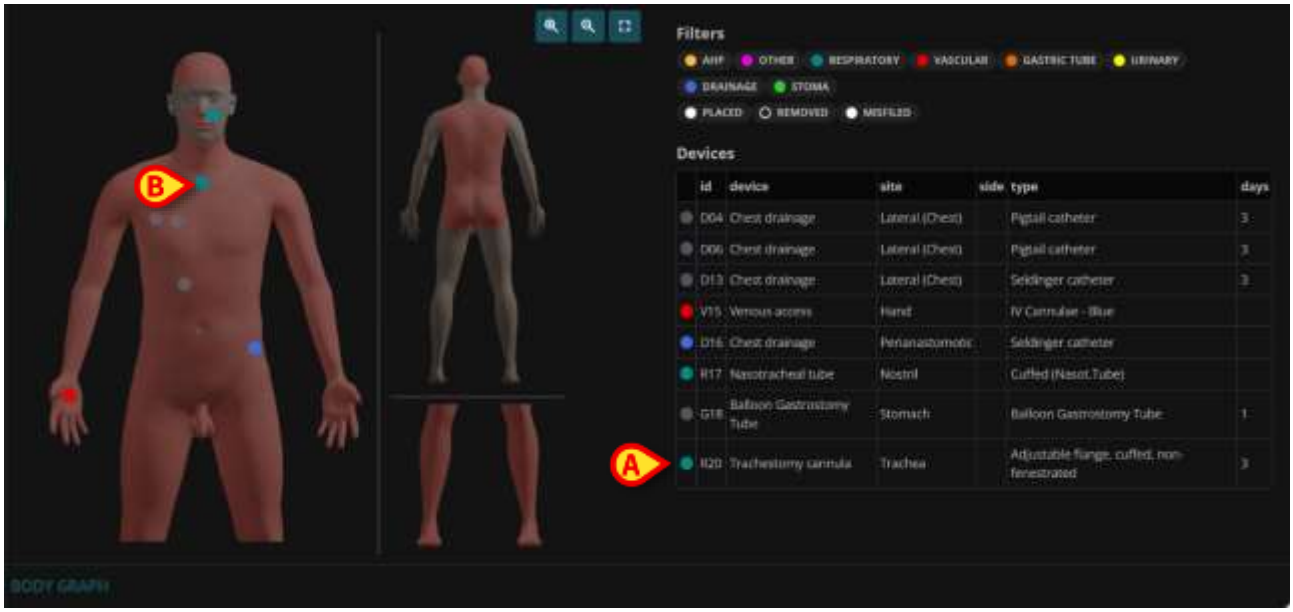


Fig 34

- either click on the corresponding row on the devices table (Fig 34 **A**),
- or click on the corresponding colored spot on the body-map (Fig 34 **B**).

In both cases a device details window is displayed (Fig 35).

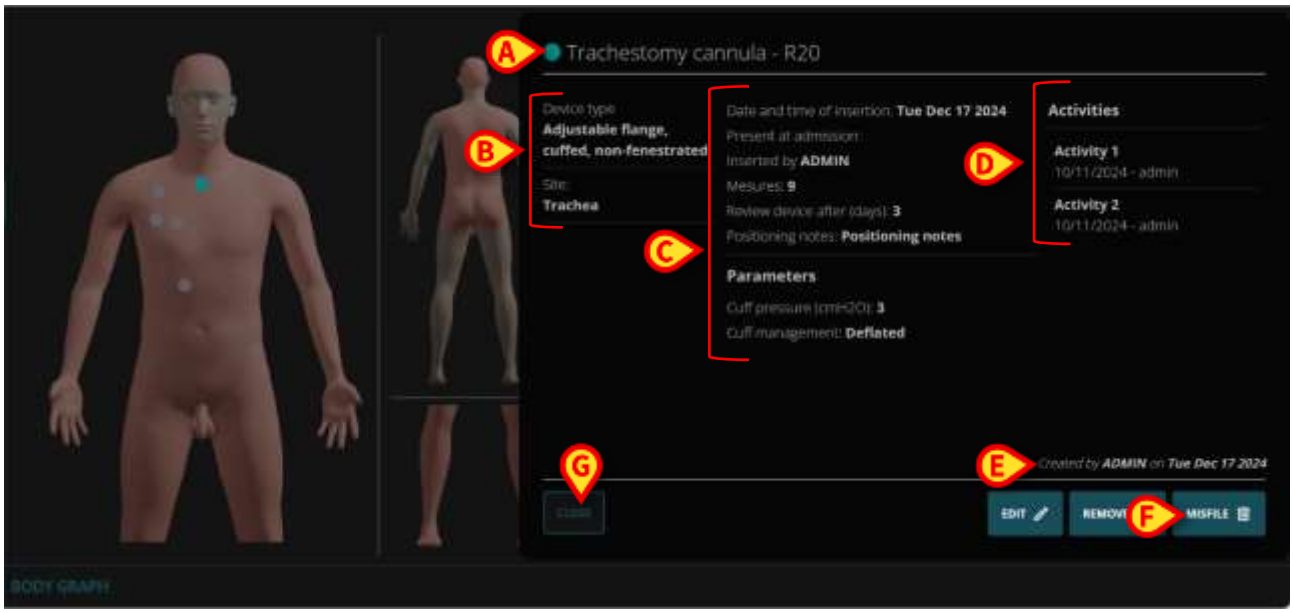


Fig 35

The window contains the following information:

- Device name and id-code (Fig 35 **A**);
- Device type and site (Fig 35 **B**);
- Device data and parameters (i.e. all that was specified for the device at admission time (Fig 35 **C** - see section 5.1)
- Possible activities performed on the device (Fig 35 **D** - see section 10).
- Date of creation and user that created the record (Fig 35 **E**).

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*Click the **Close** button (Fig 35 **G**) to close the device details window without misfiling the device.*

➢ Clik the **Misfile** button (Fig 35 **F**).

A “Misfile device” window will open (Fig 36).

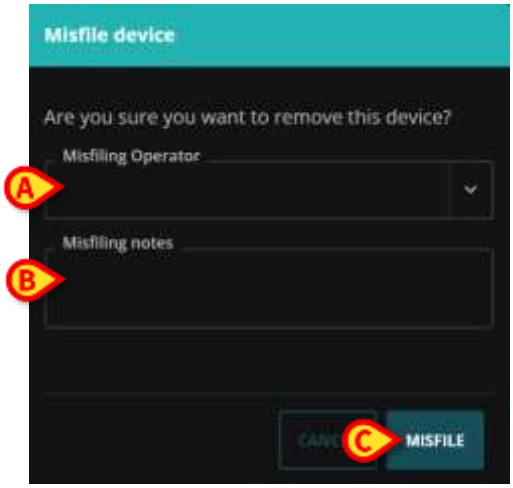

Fig 36

The window allows to specify:

- the misfiling operator (selectable on a drop-down list - Fig 36 **A**);
- possible notes (free text field - Fig 36 **B**).

➢ Click the **Misfile** button (Fig 36 **C**) to confirm.

The corresponding row on the device table and the corresponding spot on the body-map will disappear.

The misfiled devices can be displayed again if the “Misfiled” filter is selected (see section 4.1.2).

8. How to Edit a device’s data

It is possible to edit a device’s data for a limited time after insertion. Refer to your system administrators for more information.

To edit the data of a device:

Fig 37

➢ either click on the corresponding row on the devices table (Fig 37 **A**),

➢ or click on the corresponding colored spot on the body-map (Fig 37 **B**).

In both cases a device details window is displayed (Fig 38).

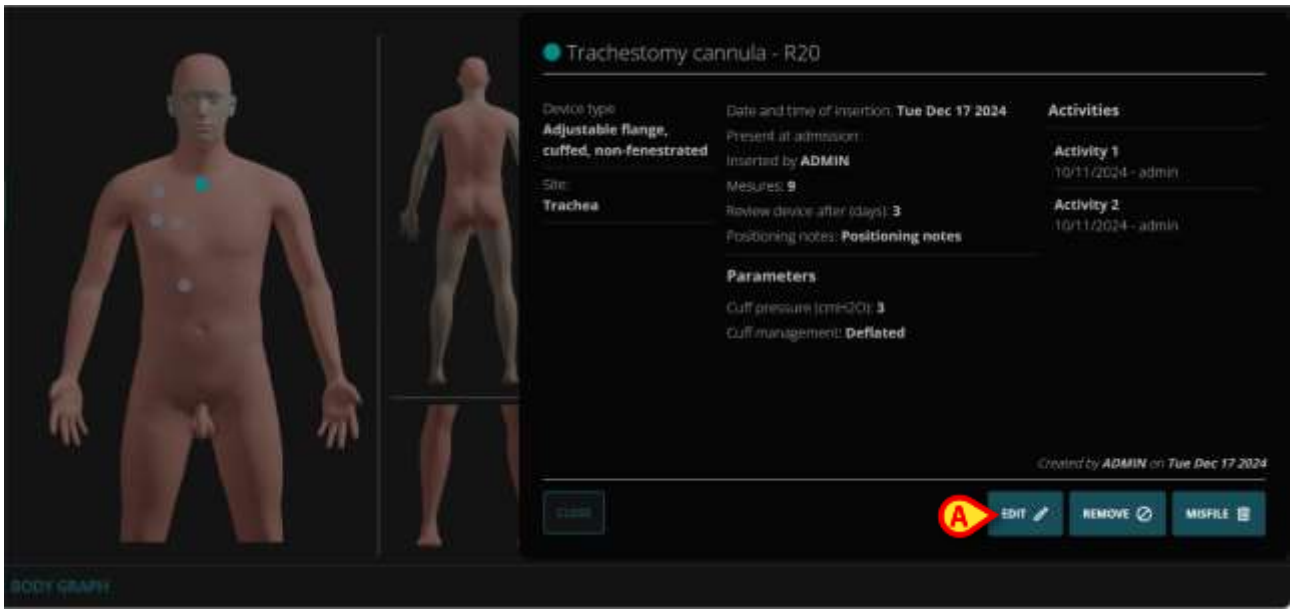

Fig 38

- Clik the **Edit** button (Fig 38 **A**).

The device data specification window will be displayed again (Fig 39).

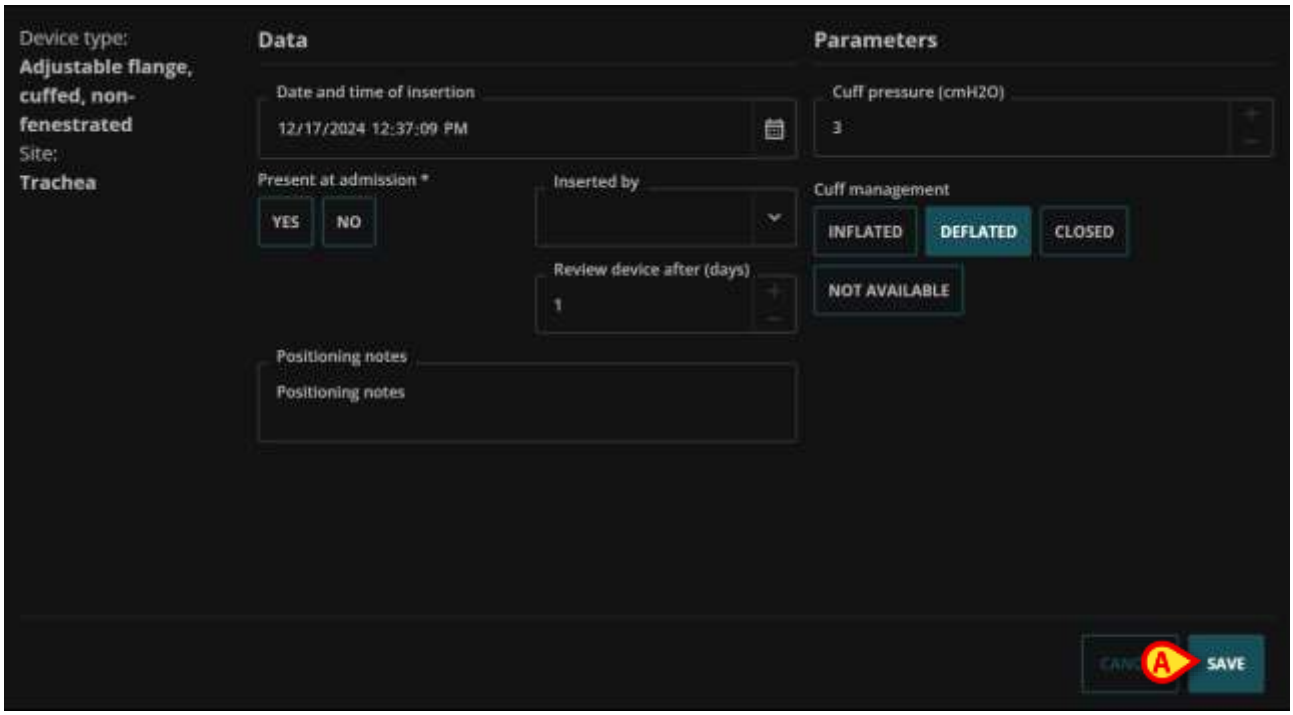

Fig 39

- Edit data.
- Click the **Save** button (Fig 39 **A**).

A confirmation window will be displayed, allowing to add notes relating to the changes made (Fig 40).

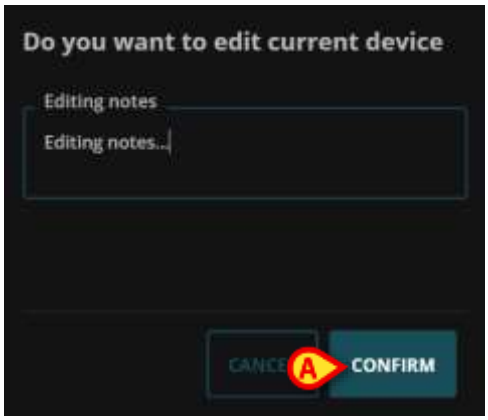

Fig 40

- Click **Confirm** (Fig 40 **A**).

The device data specification window will be displayed again (Fig 41) with the edited data and including the notes related to the last editing (Fig 41 **A**).

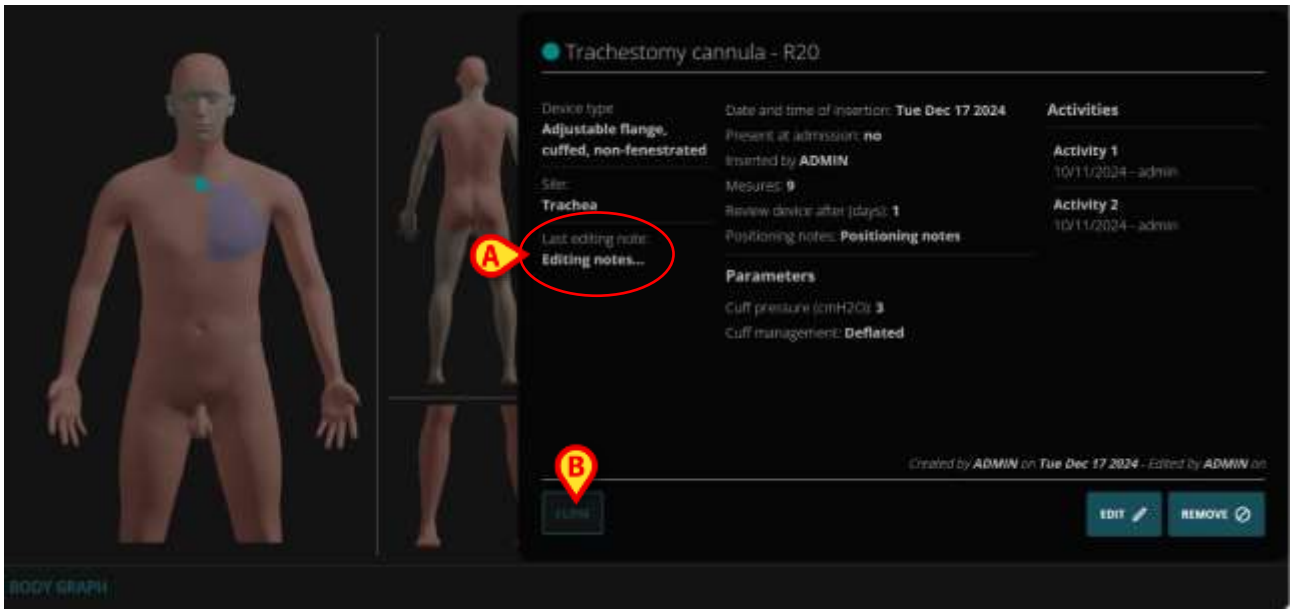

Fig 41

- Click **Close** to close the device details window (Fig 41 **B**).

9. How to exclude a site

If a site is not available for a patient, it is possible to exclude that site from the body map.

To do that, on the body map,

- Click the relevant body area (Fig 42 **A**)

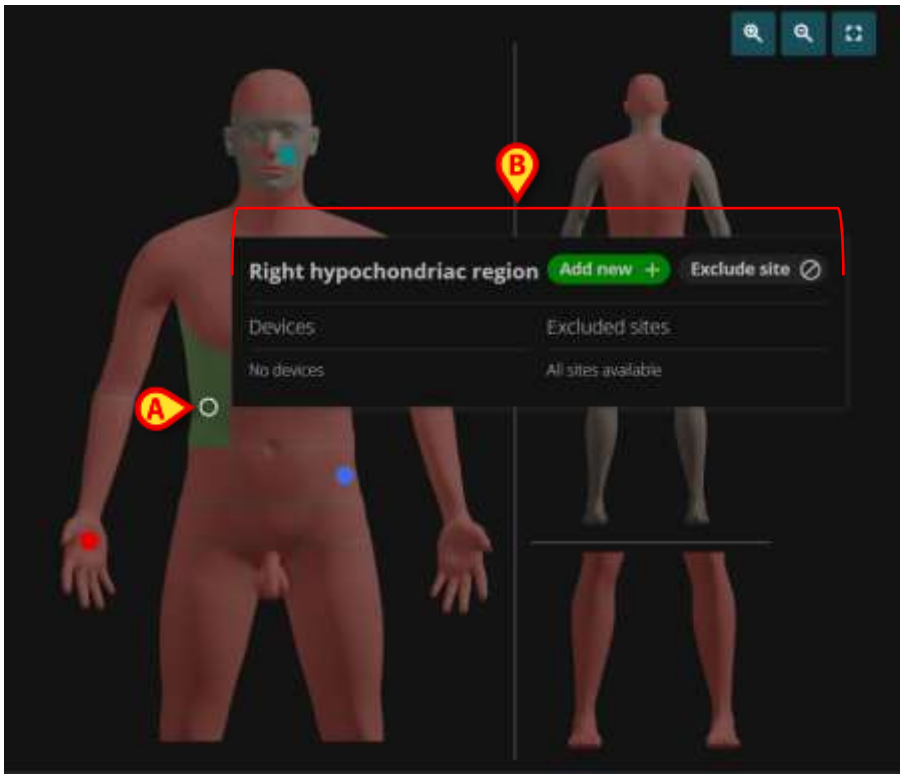

Fig 42

The window indicated in Fig 42 **B** and enlarged in Fig 43 will open.

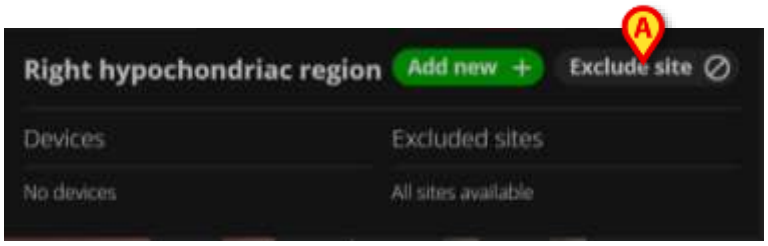

Fig 43

- Click the **Exclude site** button on the window (Fig 43 **A**).

A window listing the available sites in the selected area will be displayed (Fig 44).

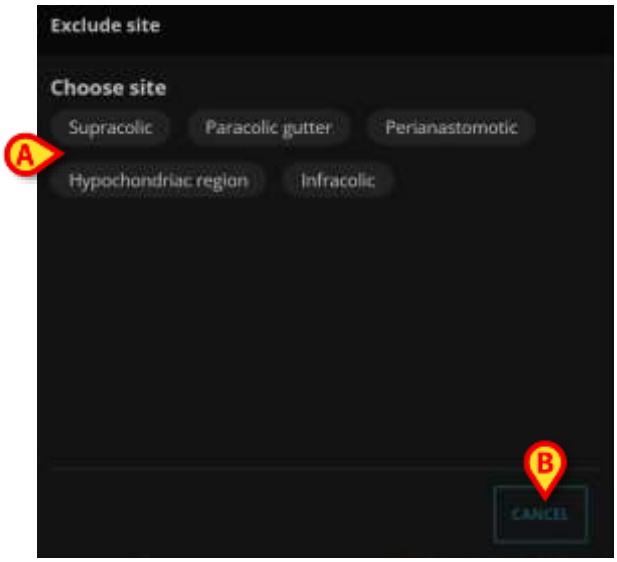

Fig 44

- Click the site that must be excluded to select it (Fig 44 **A**).

The **Cancel** button (Fig 44 **B**) allows to abandon the procedure.

A window requiring to specify the exclusion reason will be displayed (Fig 45).

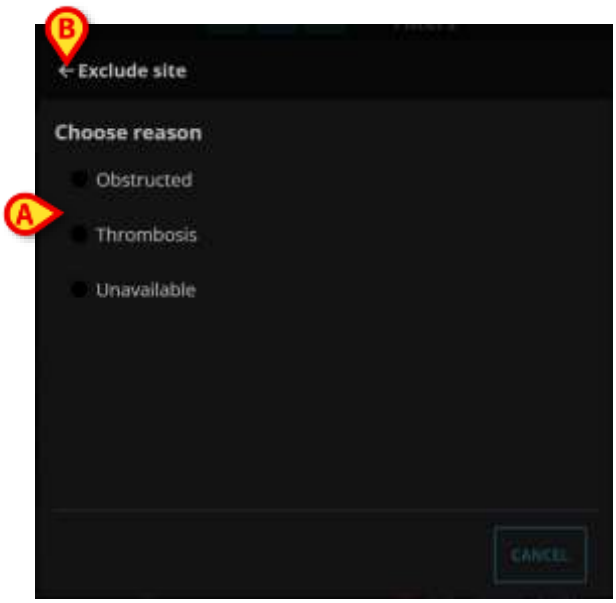

Fig 45

- Click one of the available options (Fig 45 **A**).

A window allowing to add possible notes will be displayed (Fig 46).

The back arrow indicated in Fig 45 **B** allows to go back to the previous window.

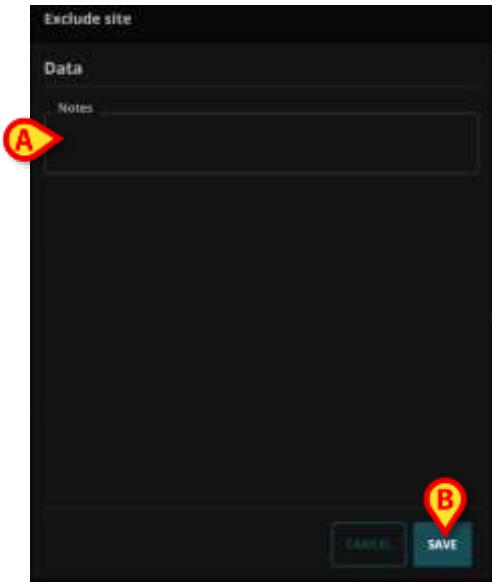

Fig 46

- Type the notes in the “Notes” field (Fig 46 **A**).

- Click **Save** (Fig 46 **B**).

The body map will be displayed again. The area including the excluded site appears grey on the map (Fig 47 **A**).

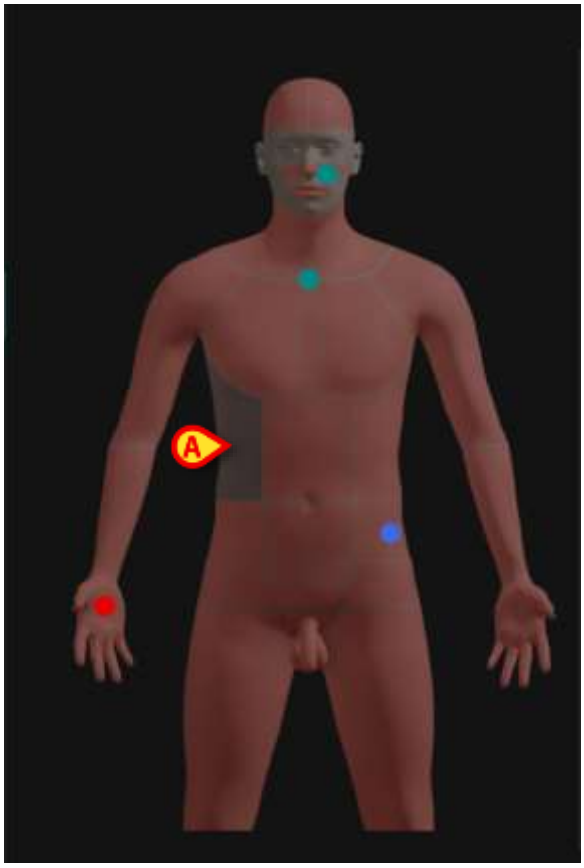

Fig 47

It is still possible to insert devices in other sites of the same area. The excluded site is indicated in the dedicated window when the area is clicked. See for example Fig 48 **A**.

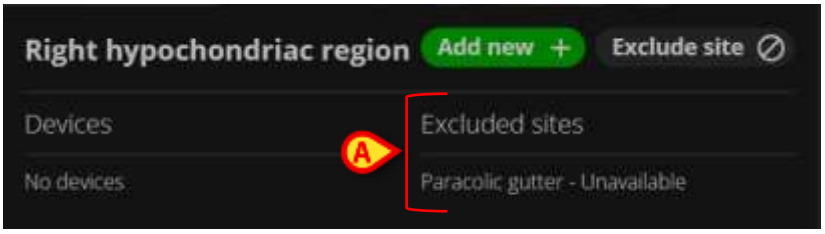

Fig 48

When excluding another site, on the window listing the sites of the area, the already excluded ones are written in strike-through characters (Fig 49 **A**).

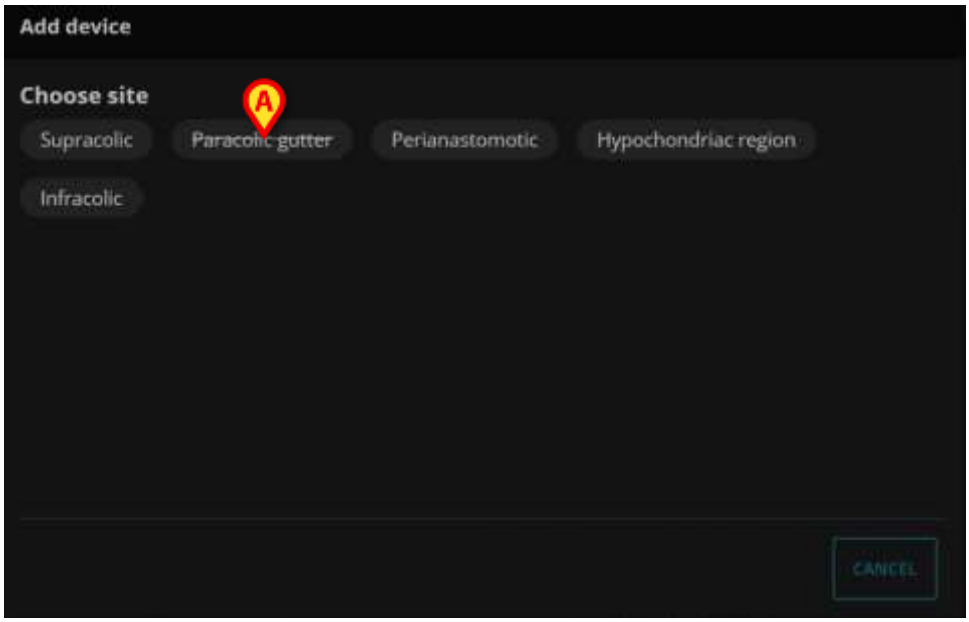

Fig 49

9.1. How to operate on an excluded site

The data referring to the exclusion of a site can be deleted or misfiled. To do that:

- Click the area to which the excluded site belongs (the area should be grey).

The following window is displayed

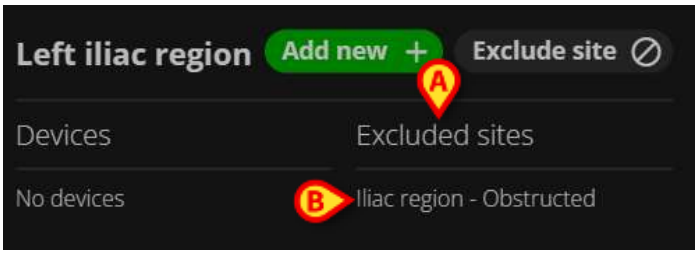

Fig 50

The excluded sites are indicated on the right (Fig 50 **A**).

- Click the name of the relevant excluded site (Fig 50 **B**).

The following window will open (Fig 51)

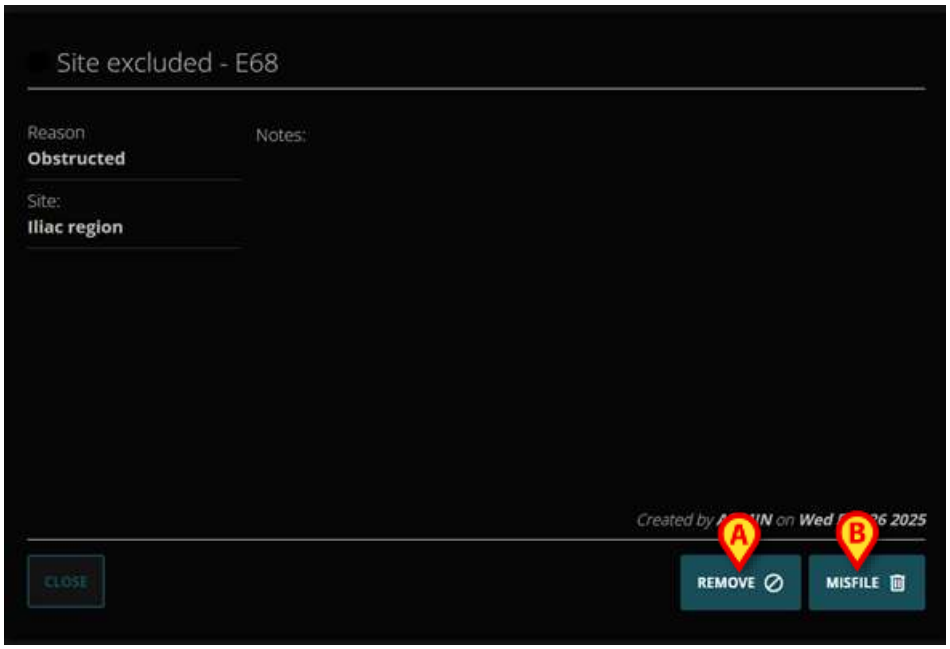

Fig 51

9.1.1. Remove

- Click **Remove** (Fig 51 **A**) to remove the exclusion of the site (i.e. to make the site available again for device insertion).

User confirmation is required (Fig 52).

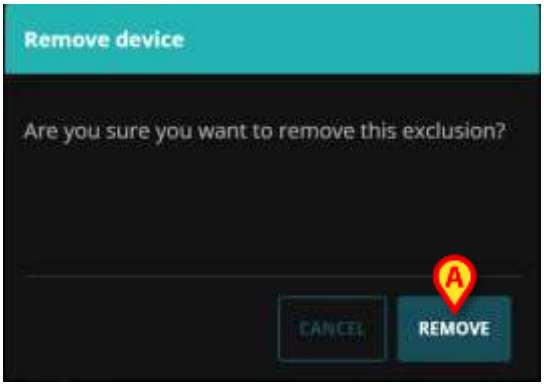

Fig 52

- Click **Remove** (Fig 52 **A**) to confirm the removal of the exclusion.

9.1.2. Misfile

The misfiling procedure is available for a limited time after insertion. Refer to your system administrators for more information.

- Click **Misfile** (Fig 51 **B**) to misfile the exclusion of the site (and to make the site available again for device insertion).

The following window will be displayed (Fig 53).

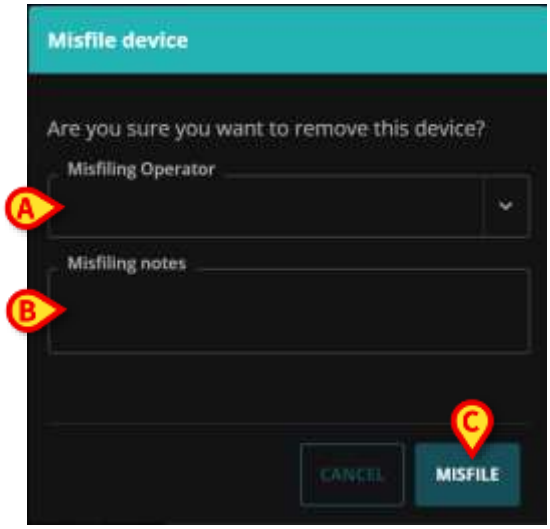

Fig 53

The window allows to specify:

- the misfiling operator (selectable on a drop-down list - Fig 53 **A**);
- possible notes (free text field - Fig 53 **B**).

➢ Click the **Misfile** button (Fig 53 **C**) to confirm.

10. Activities on a device

Some devices require the clinical staff to perform specific activities. These could be checking procedures, substitution of parts, cleaning procedures, etc. depending on the specific device. The devices on the “Body Graph” application can be configured to document the appropriate activities.

If the Digistat Nurse Care Plan web application is in use in the healthcare structure, then these activities are managed on Nurse Care Plan. See the Digistat Nurse Care Plan user manual for instructions (document: *USR ENG Nurse Care Plan*). In these cases, the “Body Graph” application only lists the activities performed for a device on the “device details window” (see for example Fig 54 **A**), but no activity-related procedure is performed on “Body Graph”.

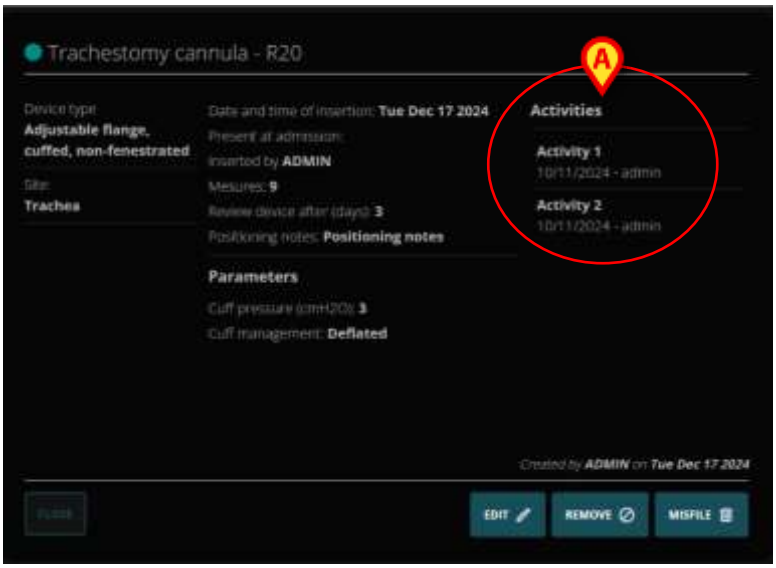

Fig 54

If the Digistat Nurse Care Plan application is not in use, the activities are managed on “Body Graph”.

10.1. Add Activity

If activities are configured for a device and they can be triggered on the “Body Graph” application, a specific **Add Activity** button is present on the “Device details” window (Fig 55 **A**).

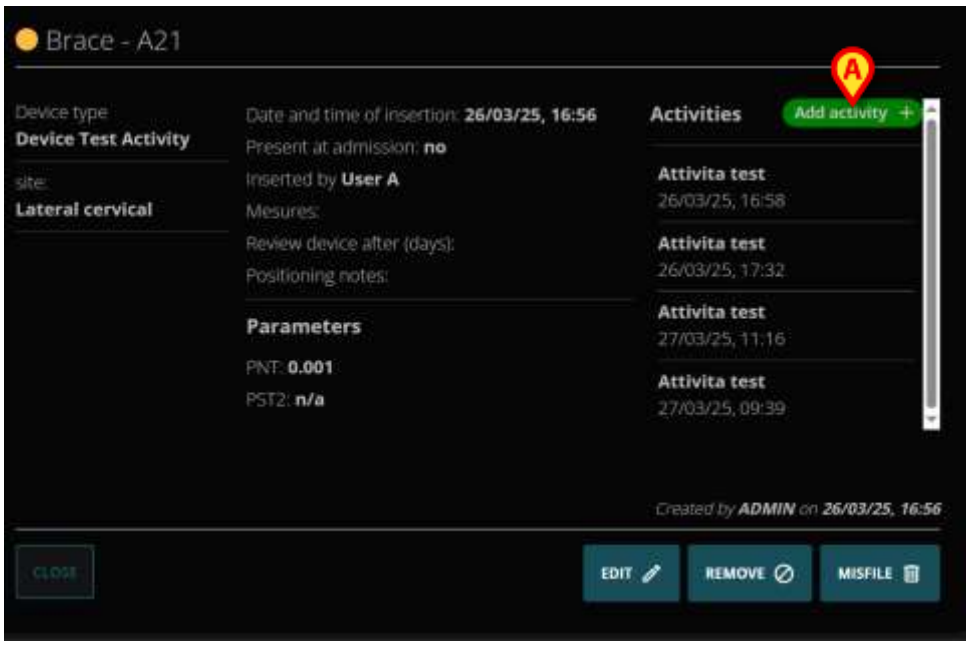

Fig 55

- Click the **Add Activity** button to indicate that a certain activity was performed on a device.

A window listing all the possible activities for the selected device opens. In Fig 56 **A** only one activity is configured for the device (Test Activity).

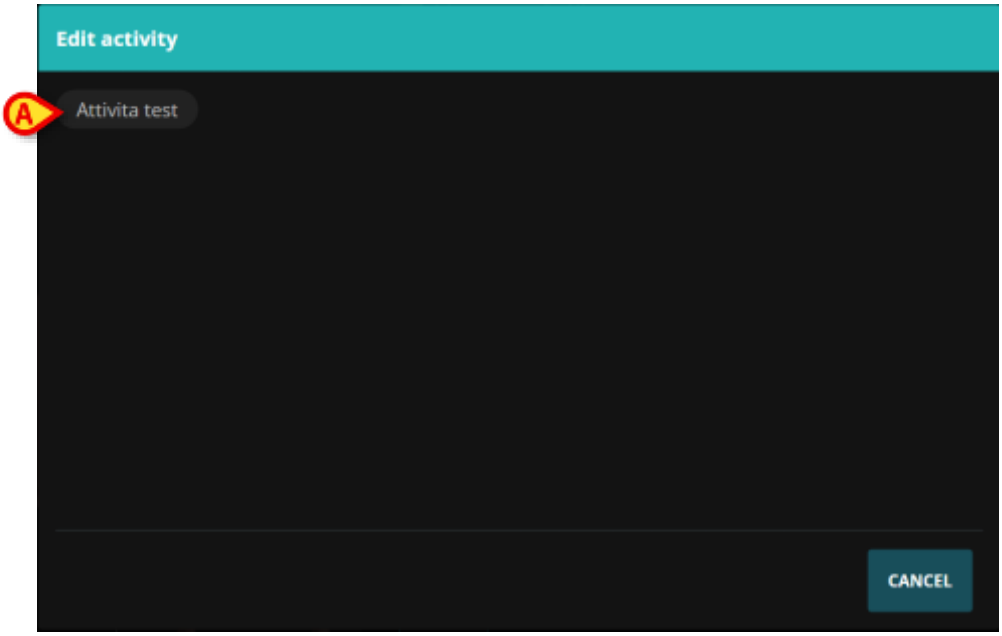

Fig 56

- Click the button corresponding to the activity to be added (Fig 56 **A**).

A window allowing to indicate the activity details will open ("Edit activity" - Fig 57).

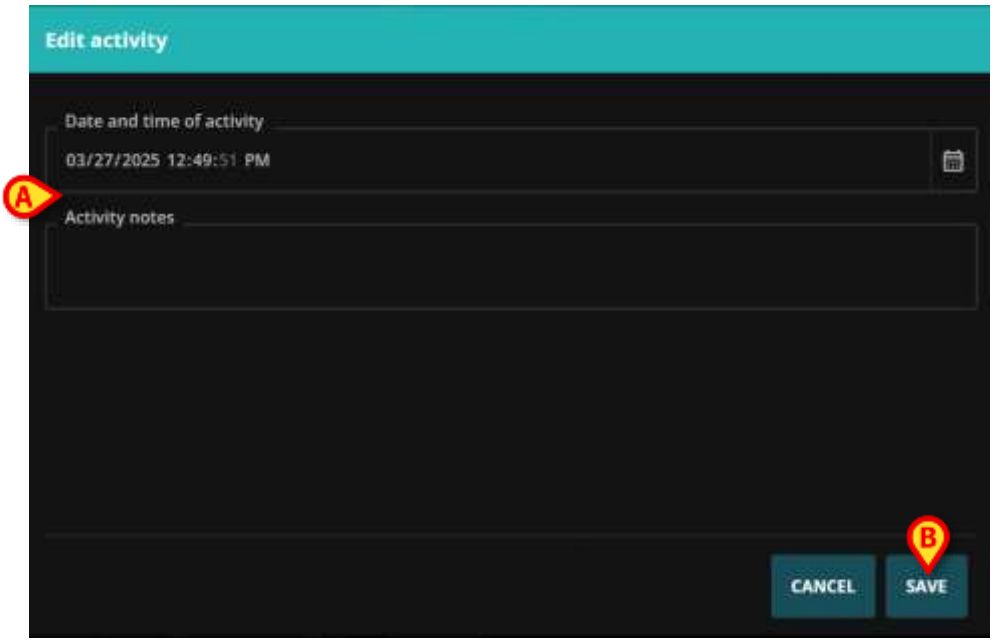

Fig 57

The “Edit Activity” window can change according to the specific features of the selected activity.

- Specify all the relevant information (i.e.: in Fig 57 **A** this is “Date and time of activity” and “Activity notes”).

- Click the **Save** button.

The activity will be added to the activities listed on the “Device details” window (Fig 55 **A**).

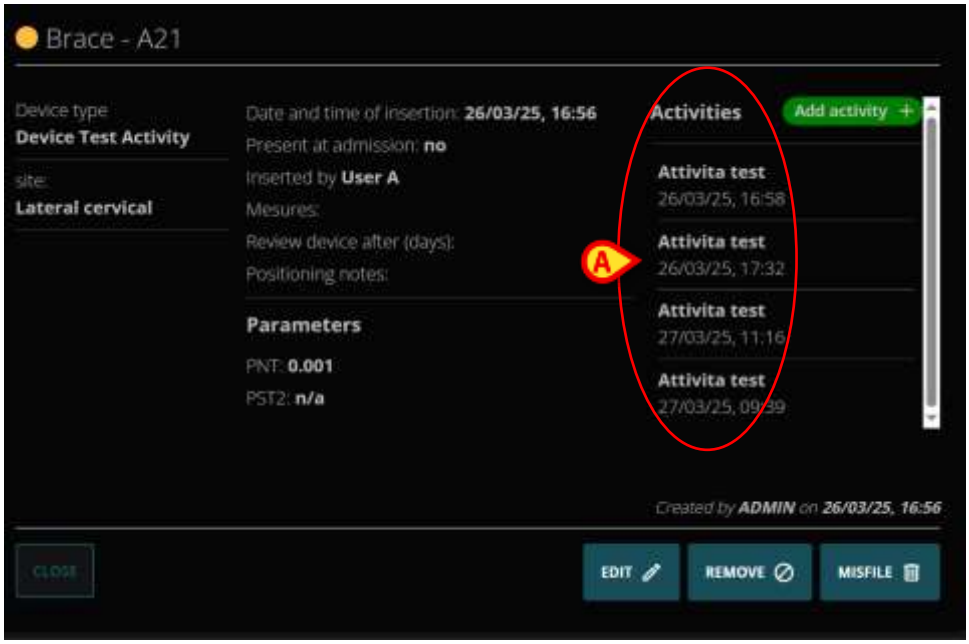

Fig 58

10.2. Edit, remove, misfile activity

To edit, delete or misfile an activity:

- Click the relevant activity on the activities list (Fig 59 **A**).

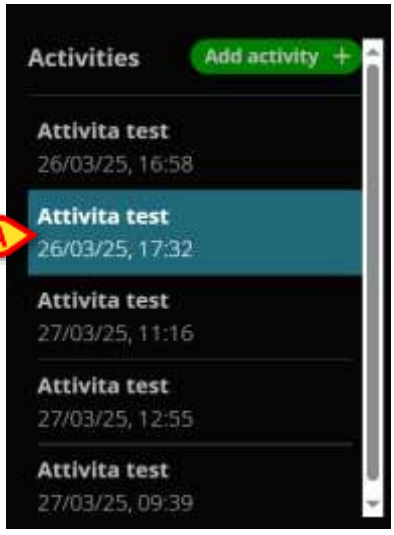

Fig 59

The corresponding “Activity details” window will open (Fig 60).

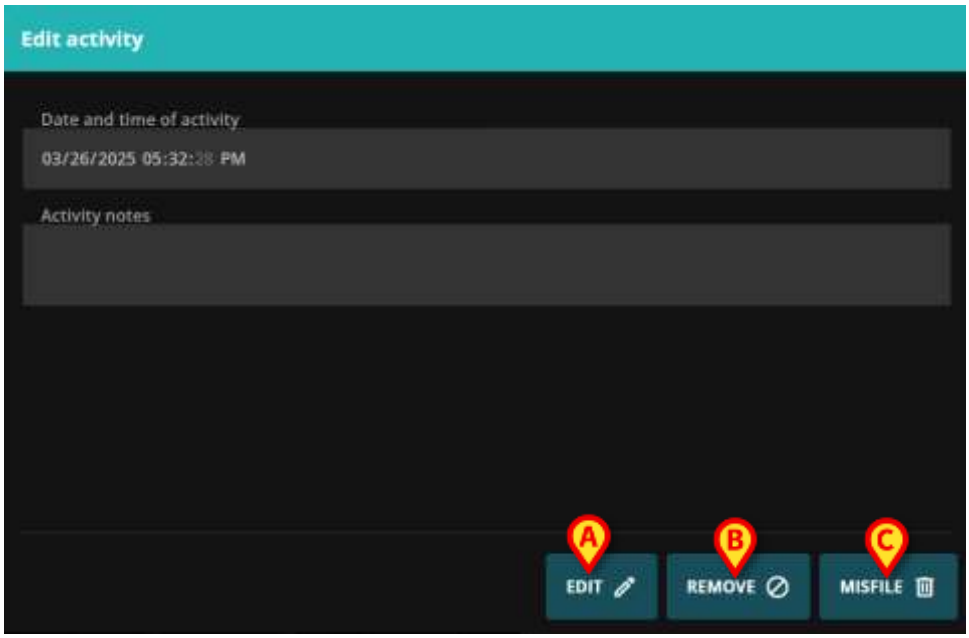

Fig 60

- Click **Edit** (Fig 60 **A**) to edit the activity details.
- Click **Remove** (Fig 60 **B**) to delete the activity.
- Click **Misfile** (Fig 60 **C**) to state that the activity was added by mistake.

The editing and misfiling procedures are available for a limited time after insertion. Refer to your system administrators for more information.