Patient Explorer User Manual

Version 10.0

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1. Patient Explorer

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 Patient Explorer, described in this document.

The 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 the patient can be rapidly accessed, displayed, edited and, when required, automatically inserted in a selected document/module according to a configured workflow.

Patient Explorer is widely customizable. The workflows and procedures change according to the configuration chosen by healthcare organization.
Therefore, the screens displayed by the actual system in use can be different from those described in this manual.
This manual describes a standard configuration as example.

1.1. Accessing the Patient Explorer module

To access the Patient Explorer:

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

Fig 1

A screen listing the patients admitted to a specific department is displayed (analogous to that shown in Fig 2).

1.2. Admitted Patients

The screen shown in Fig 2 displays all the patients that are admitted to a department, (for example, an Intensive Care Unit).

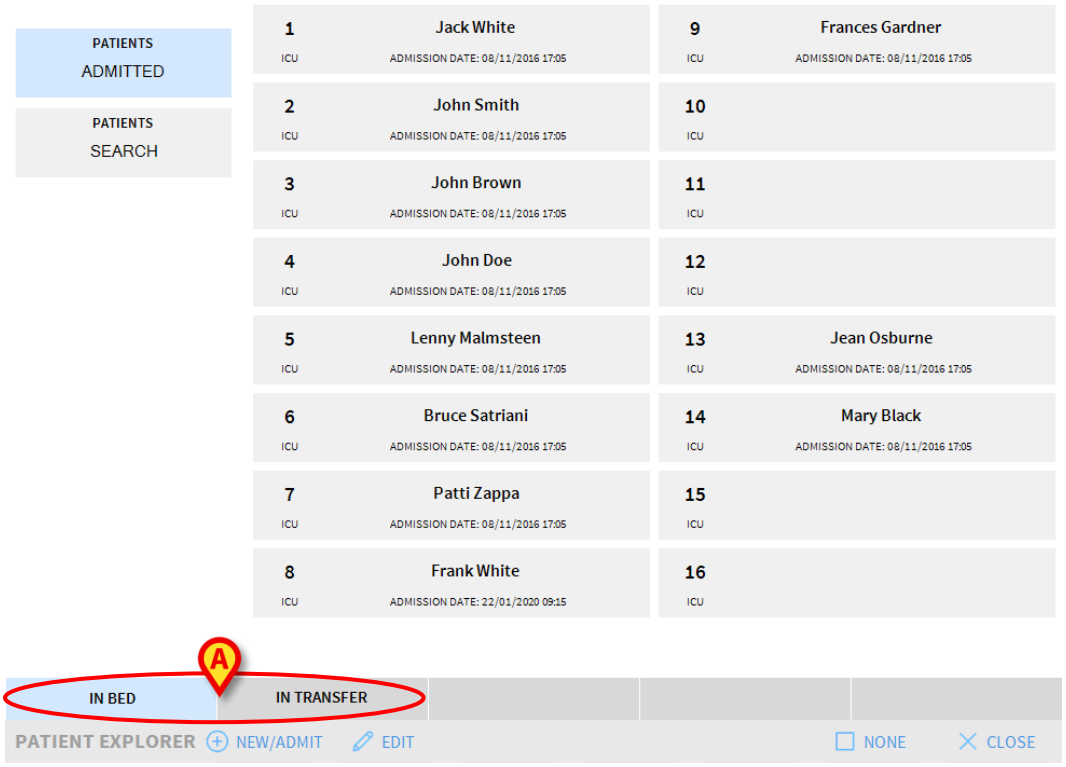

Fig 2

The numbered buttons represent beds (Fig 3).

Fig 3

On each bed button the following information is displayed (from left):

- Bed number and name of department.
- Name of the patient occupying that bed.
- Admission date and time (below the patient name).

To select a patient and display their data:

➢ Click the bed button.

The patient is selected. Their name is displayed on the **PATIENT** button on Control Bar (Fig 4).

Fig 4

1.2.1. Patient data historicization

According to configuration, in order to save disk space, patient data can be archived after a configurable number of days. Data retrieval for "archived" patients takes time. Therefore, when selecting an "archived" patient, a pop-up is displayed, warning that patient data needs to be retrieved from archive and that that could take several minutes.

- Click **Yes** on the pop-up to continue.

It is still possible to use Digistat with other patients, while the retrieval procedure is executed in background,

When the procedure is completed, a dialog box is displayed, notifying that it is now possible to select the patient.

Patient data recovery can take an unpredictable amount of time, depending on the size of patient data and technical needs.

1.3. Patient Search

The buttons in the upper-left corner of the screen (indicated in Fig 5 **A**) make it possible to select either the admitted patients list or the patient search functionality.

If the **PATIENTS ADMITTED** button is clicked the screen described in the previous section is displayed.

If the **PATIENT SEARCH** button is clicked the screen and functionalities described in the following section are activated (**PATIENT SEARCH** functionality). The screen shown in Fig 5 is displayed in this case.

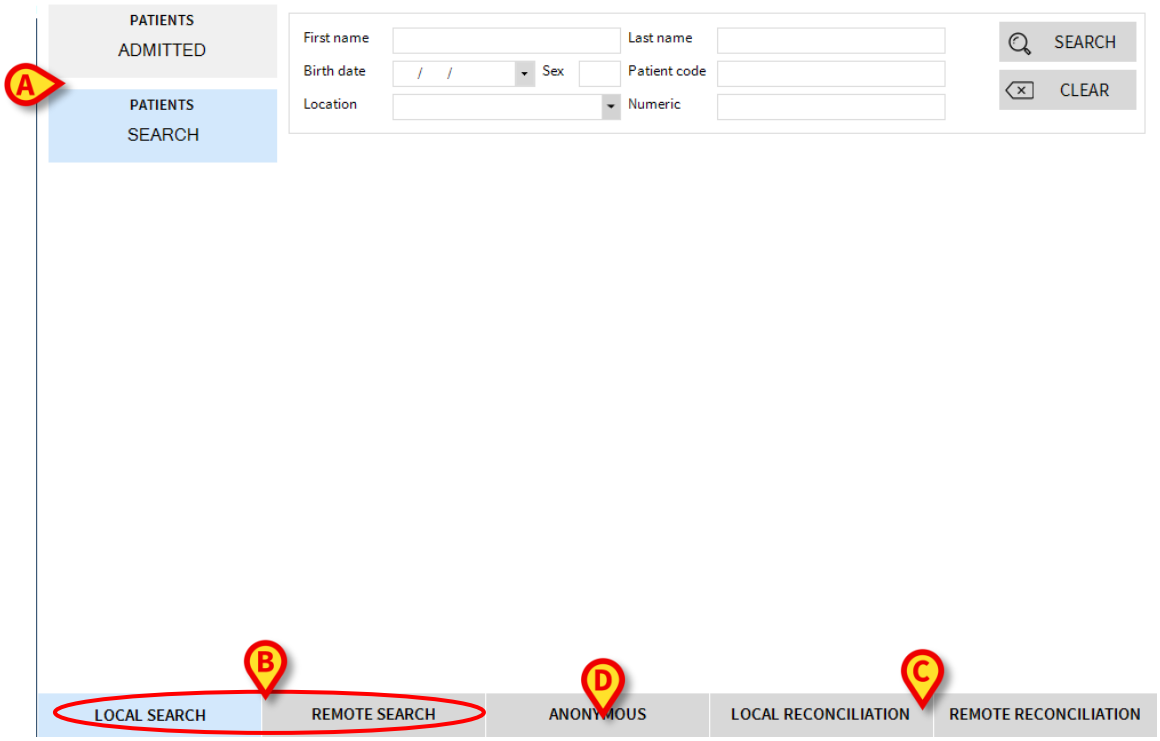

Fig 5

There are two search possibilities, depending on which button is selected on the command bar (Fig 5 **B**):

1. **LOCAL SEARCH,** makes it possible to search the patients in the local archive.
2. **REMOTE SEARCH,** makes it possible to search remotely.

RECONCILIATION (LOCAL and REMOTE - Fig 5 **C**) makes it possible to reconcile the data of the unknown/temporary patients - created on the Identity mobile application - with the actual patient data inserted in the hospital patient archives. **LOCAL RECONCILIATION** searches the Digistat database. **REMOTE RECONCILIATION** searches the hospital ADT.

The **ANONYMOUS** button (Fig 5 **D**) admits an anonymous patient (that is, all patient data are unknown) to one of the available beds.

REMOTE SEARCH and REMOTE RECONCILIATION are available only if the appropriate connection between the Digistat Suite and the remote archives is implemented.

1.3.1. Local search

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

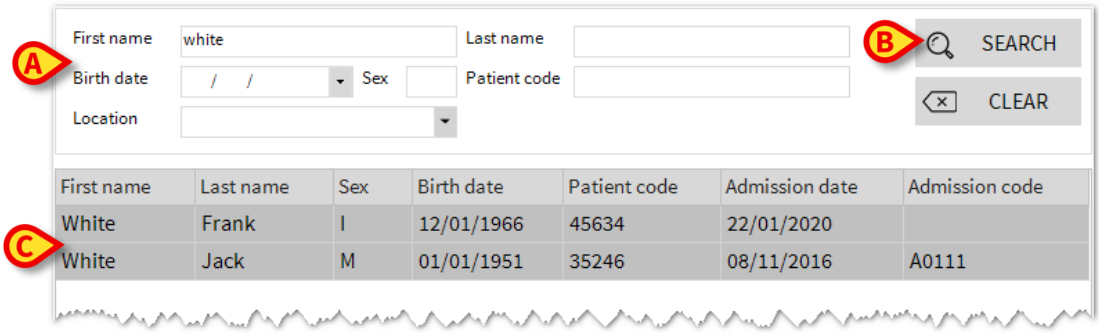

Fig 6

To search for a patient:

- Enter the known patient data in one or more fields (Fig 6 **A**).
- Click **SEARCH** (Fig 6 **B**).

The central area displays a table listing all the patients whose data match those specified (Fig 6 **C**).

If the **Location** is selected and an actual location is specified, the search is performed among the patients already admitted to the selected location.

- Double-click the row corresponding to a patient to select that patient.
- Click **CLEAR** to clear the search filters.

1.3.2. Remote search

If **REMOTE SEARCH** is selected, the archives remotely connected are searched.

- Click **REMOTE SEARCH**.

The "REMOTE SEARCH" screen is displayed (Fig 7).

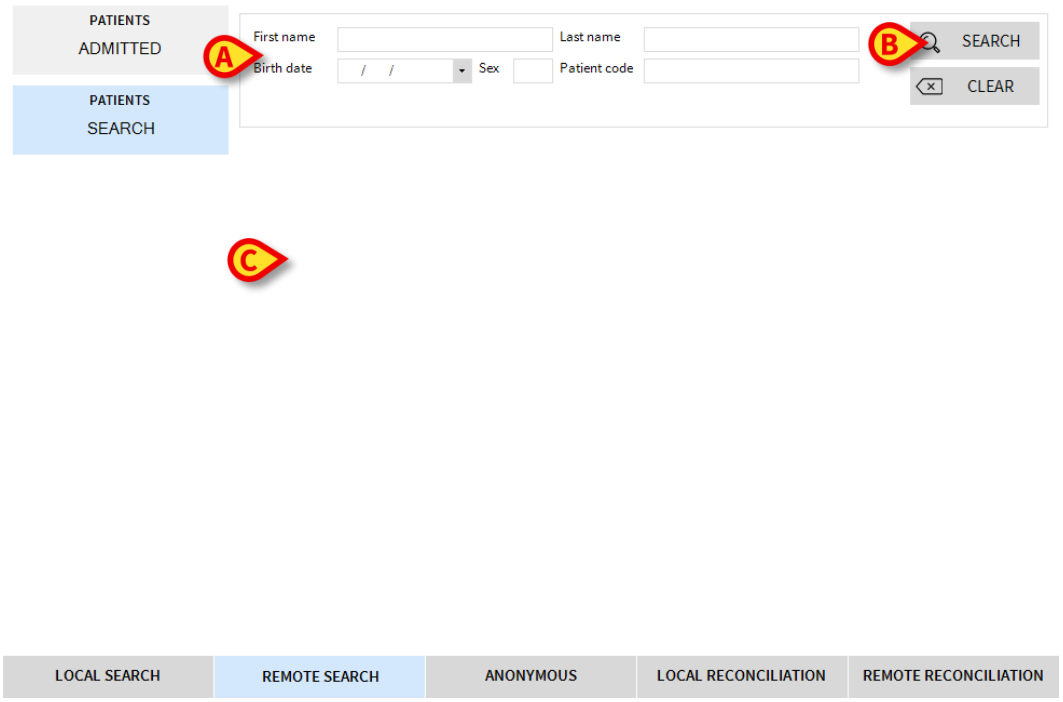

Fig 7

To search for a patient:

- Enter the known patient data in the search fields (Fig 7 **A**).
- Click **SEARCH** (Fig 7 **B**).

The list of results is displayed (Fig 7 **C**).

- Double-click the row corresponding to the wanted patient.

The "NEW/ADMIT PATIENT" window is displayed (Fig 8).

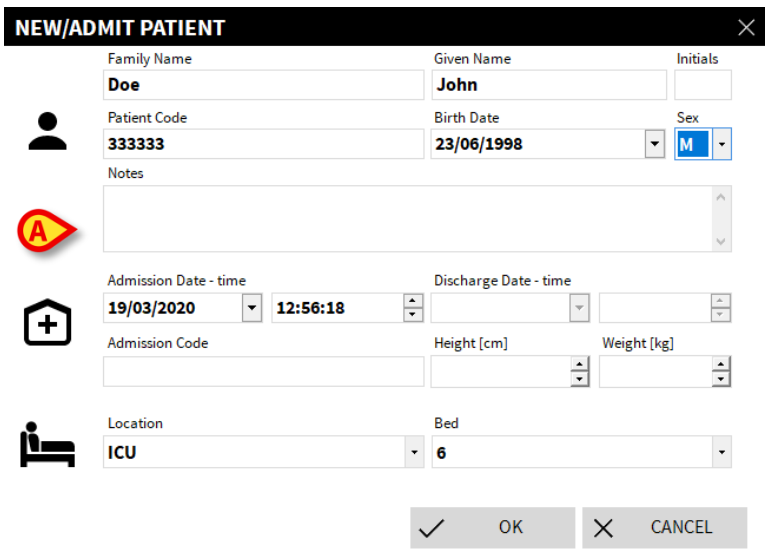

Fig 8

- Verify/Edit patient data (Fig 8 **A**) and click **OK**.

The patient is this way admitted. Their name is displayed on the specified bed button on the "PATIENTS ADMITTED" screen (Fig 2).

1.4. Custom Queries

The buttons that are present on the command bar indicated in Fig 9 **A** can be customized to trigger specific queries in the available databases. Two examples are here described: "Patients from ADT" and "Patients in transfer".

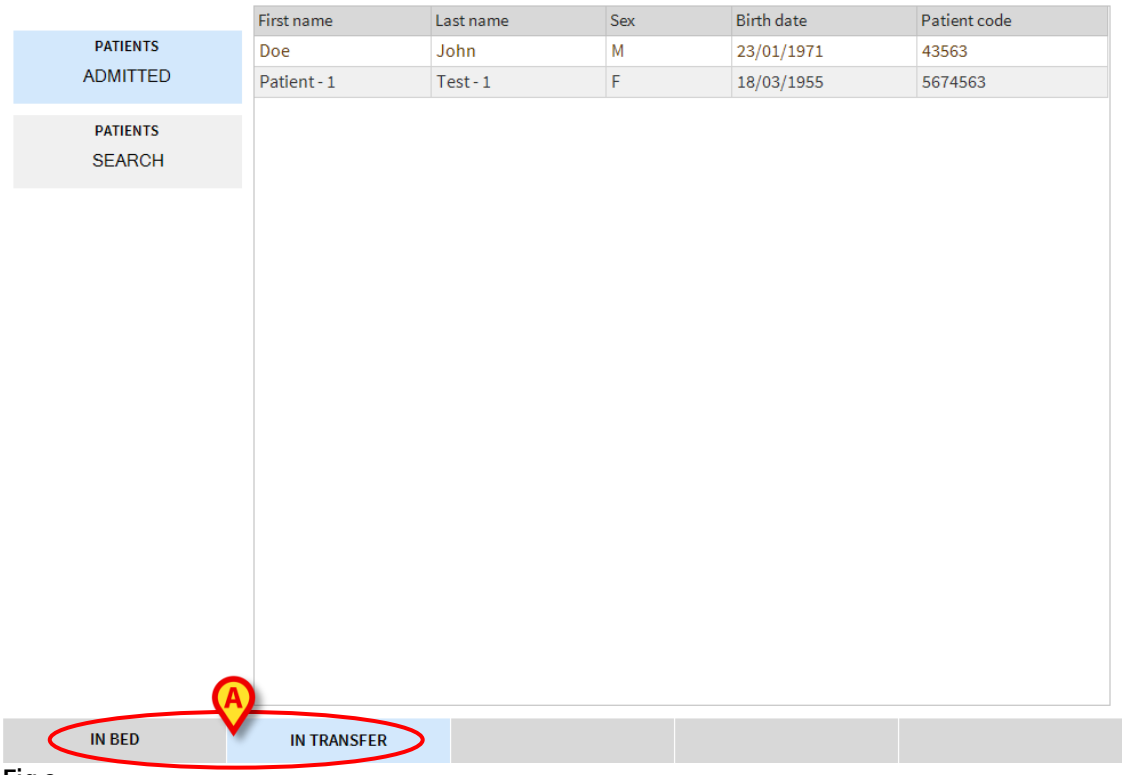

Fig 9

1.4.1. Patients from ADT

If a specific software component is installed server-side, the system can acquire patient data from the Healthcare Organization ADT (**A**dmission/**D**ischarge/**T**ransfer).
If the system is configured this way, and if bed information is provided, then the patient can be directly admitted to bed by the ADT. In this case the ward staff will automatically see the new patients on the list of admitted patients (Fig 2).
Otherwise, the patients assigned to the department by the ADT will be listed on a specific screen.
To access this screen:

- Click the ADT button on the command bar (if present).

Patients assigned by the ADT are listed in the central part of the screen.
For each patient the following information is provided:

- First name
- Last name
- Sex
- Birthdate
- Patient Code

To select a patient

➢ Double click the row corresponding to the patient.

The **New/Admit Patient** window, containing the patient data, will be displayed (Fig 10).

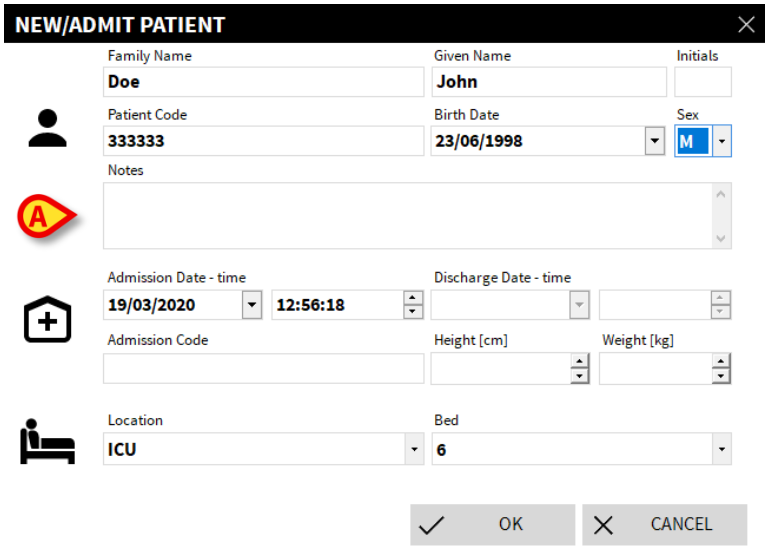

Fig 10

➢ Verify/Edit patient data (Fig 8 **A**) and click **OK**.

The patient is this way admitted. Their name is displayed on the specified bed button on the "PATIENTS ADMITTED" screen (Fig 2).

1.4.2. Patients "In Transfer"

Patients "In transfer" are, in some healthcare structures, patients that have already been taken in charge by the hospital units covered by the workstation in use (that is, patients with an open admission) for which no bed is yet assigned. A query button can be configured (Fig 11 **A**) to display the list of patients "In Transfer".

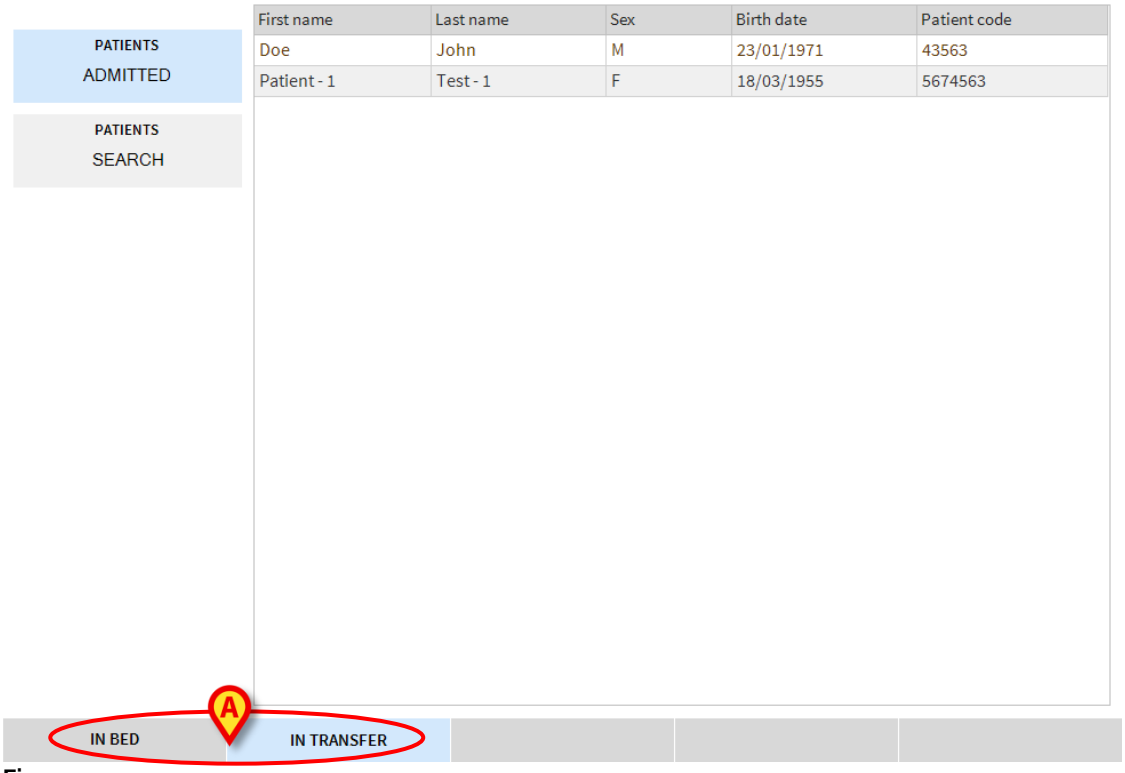

Fig 11

Each row represents a patient, displaying first name, last name, sex, birth date and patient code.

- Double-click the row corresponding to the patient to assign them a bed.

The following window opens (Fig 12).

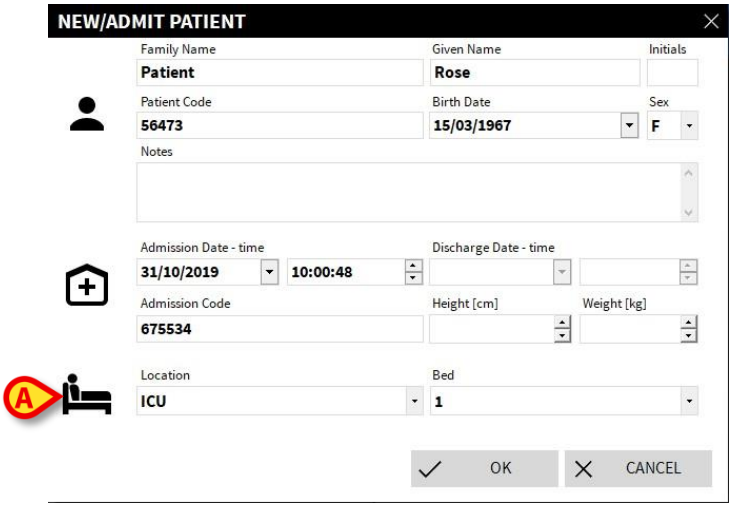

Fig 12

- Specify the destination **Location** (department) and **Bed** indicated in Fig 12.
- Click **OK**.

The patient is now assigned to a specific location and bed, and their name is displayed on the corresponding bed button (Fig 3).

1.5. Anonymous Patient admission

The "Anonymous Patient" screen makes it possible to admit a patient whose data is not yet available.
To access this functionality

- Click the **Anonymous** button on the command bar (Fig 13 **A**).

A screen listing all the empty beds in the ward is displayed (Fig 13 **B**).

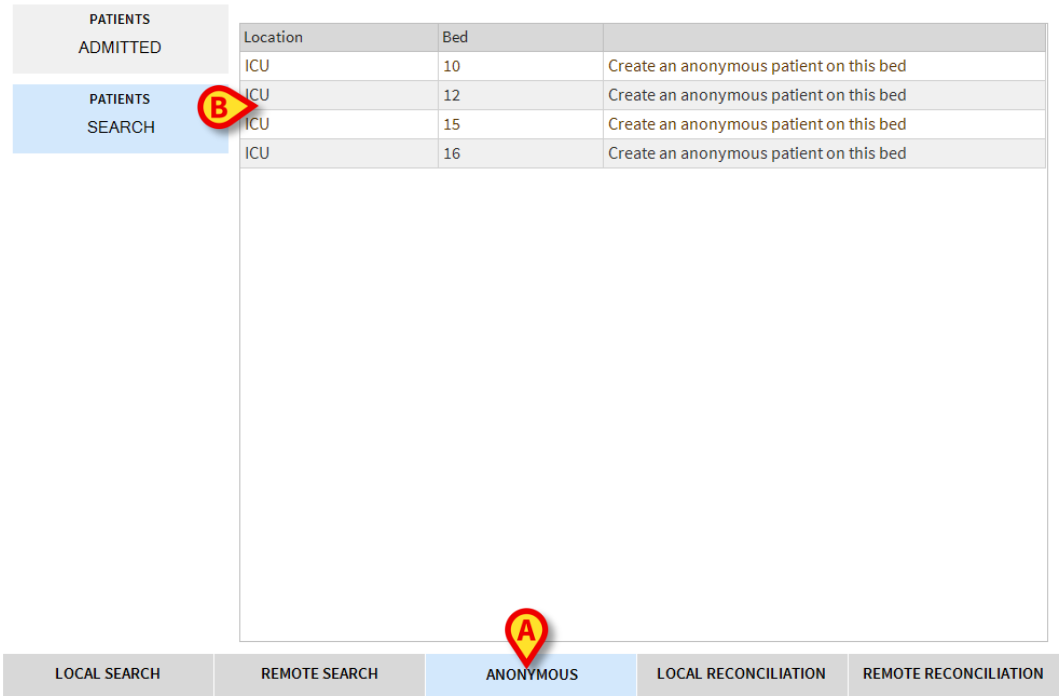

Fig 13

To admit an anonymous patient to a bed,

- Double click the row corresponding to the wanted bed.

User confirmation is required.

- Click **Yes** to admit the patient.

A temporary name is automatically assigned to the patient (for example: Patient 10).
Patient data can be later updated using the Edit Patient functionality (see section 1.7.3).

1.6. Reconciliation (Local and Remote)

This procedure is relevant only if the Identity Mobile application is in use.

This procedure makes it possible to reconcile the data of the unknown/temporary patients created on the Identity mobile application with the actual patient data inserted in the hospital patient archives. **LOCAL RECONCILIATION** searches the database. **REMOTE RECONCILIATION** searches the hospital ADT.

- Select the unknown/temporary patient currently assigned to the bed (Fig 2).
- Click the **Reconciliation** button on the command bar.

A search screen opens.

- Search for the patient whose data are the actual ones for the unknown/temporary patient. Use the search functionality as described in the previous paragraph.
- Double-click the row with the correct information for the temporary patient.

A notification is displayed, requiring user confirmation for overwriting the temporary patient data.

- Click **Yes** to overwrite.

The patient data is now reconciled. The unknown/temporary patient data is replaced by the correct data; the bed button is updated to show the new information.

1.7. The Command bar

The command bar (Fig 14) contains buttons allowing different procedures.

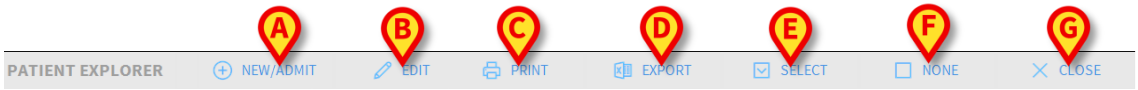

Fig 14

1) **New/Admit Patient** (Fig 14 **A**) – Enter a new patient in the database and admit them to a bed (see section 1.7.2 for the procedure).

2) **Edit Patient** (Fig 14 **B**) – Edit an existing patient data (see section 1.7.3).

3) **Print** (Fig 14 **C**) - Create print reports (the number and type of reports are decided in the configuration).

4) **Export** (Fig 14 **D**) - Export the current data to an XLS file.

5) **Select** (Fig 14 **E**) - Select a patient.

6) **None** (Fig 14 **F**) – Deselect a selected patient. After clicking the **None** button, the name of the previously selected patient disappears from the **PATIENT** button.

7) **Close** (Fig 14 **G**) – Close the Patient Explorer module.

1.7.1. Patient selection

In the Digistat Suite, the selected patient is the one whose name is displayed on the **PATIENT** button on Control Bar (Fig 15).

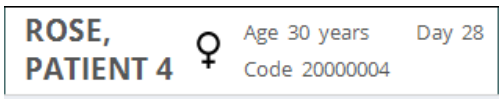

Fig 15

A patient can be selected in different module-specific ways, depending on the workflows in use. The selection procedures that are possible within the Patient Explorer module are:

1) Click the bed button of a patient (Fig 3).

2) Double-click the row containing the patient data (after, for example, a patient search procedure - Fig 7 **C**).

3) Click the row containing the patient data to highlight it and then click **Select** on the command bar (Fig 14 **E**).

1.7.2. New/Admit patient

The **New/Admit Patient** button (Fig 16) makes it possible to enter the data of a new patient and admit them to a bed.

Fig 16

To enter a new patient:

- Click the **New/Admit** Patient button.

The following window opens (Fig 17).

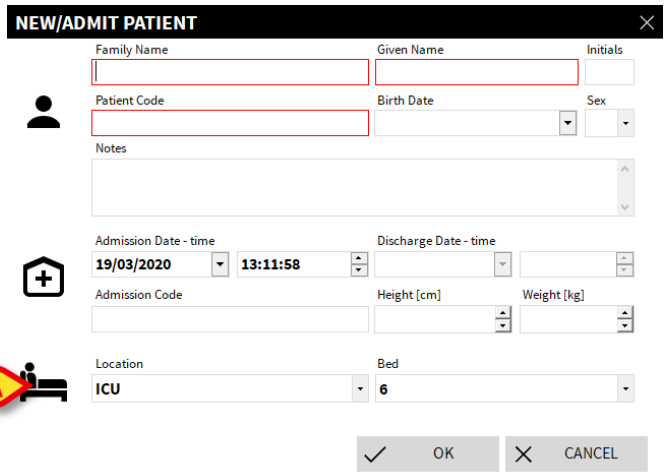

Fig 17

- Enter the data of the new patient. The red-circled fields are mandatory.
- Click **Ok** to confirm.

The new patient is this way created and admitted to the bed/department specified in the "Location" and "Bed" fields (Fig 17).

1.7.3. Edit patient

The **Edit** button (Fig 18) makes it possible to edit the data of a selected patient.

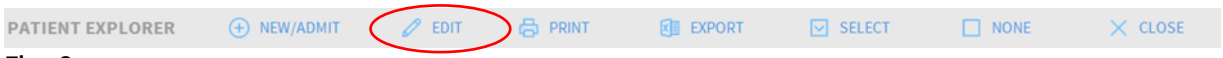

Fig 18

This button can only be used if a patient is selected, which means their name is displayed on the **PATIENT** button on Control Bar (Fig 15). The "edit" procedures always refer to the selected patient. See section 1.7.1 for the patient selection procedures.

To edit the patient data:

- Select the patient whose data must be edited.
- Click the **Edit** button.

A menu containing different options opens (Fig 19).

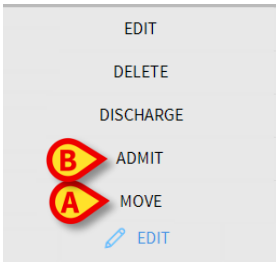

Fig 19

Each option enables a different procedure. All of them are described in the following sections.

1.7.4. Move

The **Move** button (Fig 19 **A**) makes it possible move a patient from one bed/location to another.

To move a patient:

- Select the patient.

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

- Click the **Edit** button.

The menu shown in Fig 19 opens.

- Click the **Move** button (Fig 19 **A**)

The following window opens (Fig 20).

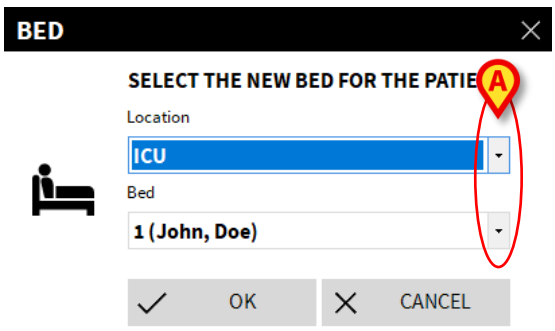

Fig 20

- Use the drop-down menus (Fig 20 **A**) to select the destination location/bed.

The upper button opens a list of all the available locations.
The lower button opens a list of all the beds available in the selected location.
If the name of a patient appears alongside the bed number, the bed is already occupied.

- Click **Ok** to confirm.

If an occupied bed is selected and the **Ok** button is clicked, a pop-up message is displayed, asking whether the user wants to swap the patients in the two beds.

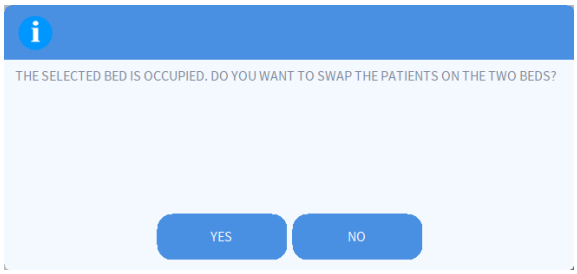

Fig 21

1.7.5. Admit

The **Admit** button allows to admit a selected patient to a specific Location/Bed.

To admit a patient:

- Select the patient.

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

- Click the **Edit** button.

The menu shown in Fig 19 opens.

- Click the **Admit** button (Fig 19 **B**).

The window shown in Fig 20 opens, listing only the available beds.

- Use the drop-down menus (Fig 20 **A**) to select the destination location/bed.

- Click **Ok** to confirm.

1.7.6. Discharge

The **Discharge** button makes it possible to discharge a patient.
To discharge a patient:

- Select the patient.

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

- Click the **Edit** button.

The following menu opens (Fig 22).

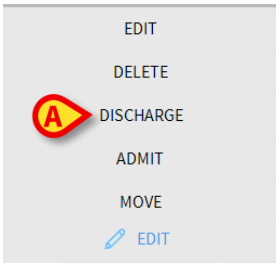

Fig 22

- Click the **Discharge** button (Fig 22 **A**)

User confirmation is required.

- Click **Yes** to proceed. The following window opens:

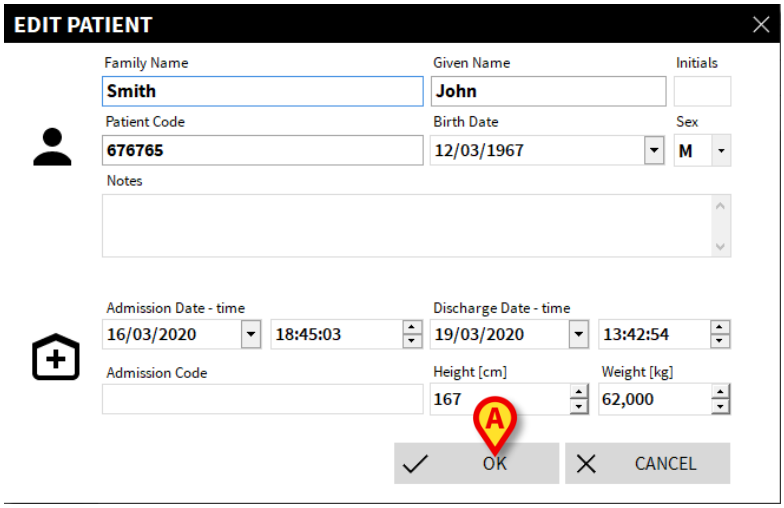

Fig 23

Here the user can see and possibly edit the date and time of discharge.

- Click **Ok** to complete the discharge procedure (Fig 23 **A**).

1.7.7. Delete

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

- Select the patient.

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

- Click the **Edit** button

The following menu opens (Fig 24).

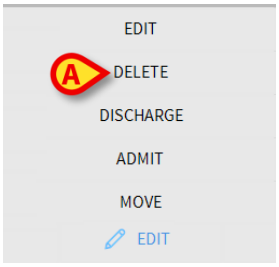

Fig 24

- Click the **Delete** button (Fig 24 A)

User confirmation is required.

- Click **Yes** to complete the deletion procedure.

Once a patient is deleted it is no longer possible to access any patient documentation. Therefore, it is necessary to perform this operation with extreme caution. Only users with specific permissions are enabled to delete a patient's data.

1.7.8. Edit

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

To edit a patient's data:

- Select the patient.

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

- Click the **Edit** button on the command bar.

The following menu opens (Fig 25).

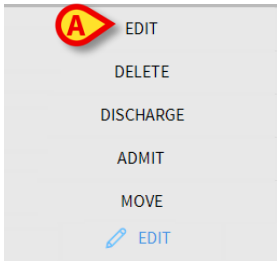

Fig 25

- Click the **Edit** button on the menu (Fig 25 **A**)

A window containing the patient data opens (Fig 26).

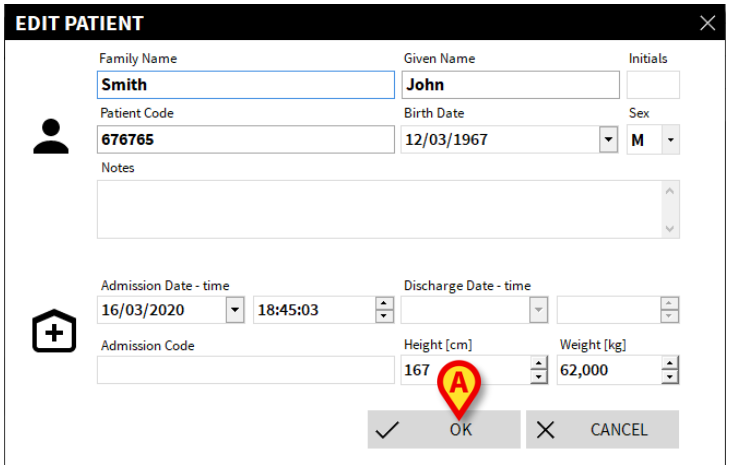

Fig 26

- Edit the patient data .

- Click **Ok** to confirm (Fig 26 **A**).

1.7.9. Deselect patient

The **None** button (Fig 27) makes it possible to deselect a selected patient.

Fig 27

To deselect a patient:

- Click the **None** button (Fig 27).

The patient name disappears from the **PATIENT** button.

1.7.10. Close

The **Close** button closes the Patient Explorer module (Fig 28)

Fig 28