



Patient Explorer User Manual

Version 3.0

2020-07-16

Contents

1. Patient Explorer	3
1.1. Accessing the Patient Explorer module	3
1.2. Admitted Patients	4
1.3. Patient Search	5
1.3.1. Local search	6
1.3.2. Remote search	6
1.4. Patients from ADT	8
1.5. Anonymous Patient admission	9
1.6. Reconciliation (Local and Remote)	10
1.7. The Command bar	11
1.7.1. Patient selection.....	11
1.7.2. New/Admit patient.....	12
1.7.3. Edit patient.....	12
1.7.4. Move.....	13
1.7.5. Admit.....	14
1.7.6. Discharge	15
1.7.7. Delete.....	16
1.7.8. Edit.....	17
1.7.9. Deselect patient.....	18
1.7.10. Close.....	18

1. Patient Explorer



For general and detailed information about the Product environment and the instructions for use of the Control Bar software see the specific documents of the Product. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of the Patient Explorer application, 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).

PATIENTS ADMITTED	1	Jack White	9	Frances Gardner
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	ADMISSION DATE: 08/11/2016 17:05
PATIENTS SEARCH	2	John Smith	10	
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	
	3	John Brown	11	
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	
	4	John Doe	12	
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	
	5	Lenny Malmsteen	13	Jean Osburne
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	ADMISSION DATE: 08/11/2016 17:05
	6	Bruce Satriani	14	Mary Black
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	ADMISSION DATE: 08/11/2016 17:05
	7	Patti Zappa	15	
	ICU	ADMISSION DATE: 08/11/2016 17:05	ICU	
	8	Frank White	16	
	ICU	ADMISSION DATE: 22/01/2020 09:15	ICU	



IN BED

IN TRANSFER

PATIENT EXPLORER
NEW/ADMIT
EDIT
NONE
CLOSE

Fig 2

The numbered buttons represent beds (Fig 3).

4	John Doe
ICU	ADMISSION DATE: 08/11/2016 17:05

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

1.3. 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.

PATIENTS ADMITTED

PATIENTS SEARCH

First name

Last name

Birth date

/ /

Sex

Patient code

Location

Numeric

SEARCH

CLEAR

LOCAL SEARCH

REMOTE SEARCH

ANONYMOUS

LOCAL RECONCILIATION

REMOTE RECONCILIATION

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 domain.
2. **REMOTE SEARCH**, makes it possible to search remotely (for example: all the patients in the hospital patient archives).



REMOTE SEARCH is 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.

First name	Last name	Sex	Birth date	Patient code	Admission date	Admission code
White	Frank	I	12/01/1966	45634	22/01/2020	
White	Jack	M	01/01/1951	35246	08/11/2016	A0111

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.

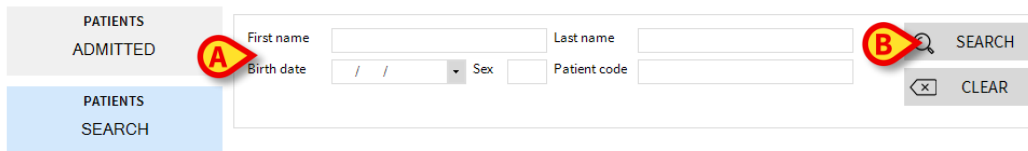
- Double-click the row corresponding to a patient to select that patient.
- Click **CLEAR** to clear the search filters.

1.3.2. Remote search

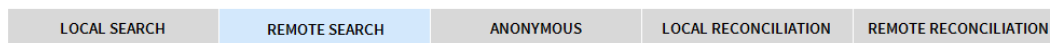
If **REMOTE SEARCH** is selected, the search is performed within all the patients existing in the archives remotely connected.

- Click **REMOTE SEARCH**.

The “REMOTE SEARCH” screen is displayed (Fig 7).



The interface shows a sidebar with 'PATIENTS ADMITTED' and 'PATIENTS SEARCH'. The search form includes fields for First name, Last name, Birth date, Sex, and Patient code. Callout A points to the First name field, B points to the SEARCH button, and C points to the PATIENTS SEARCH menu item.



A row of five tabs: LOCAL SEARCH, REMOTE SEARCH, ANONYMOUS, LOCAL RECONCILIATION, and REMOTE RECONCILIATION. The REMOTE SEARCH tab is highlighted in blue.

Fig 7

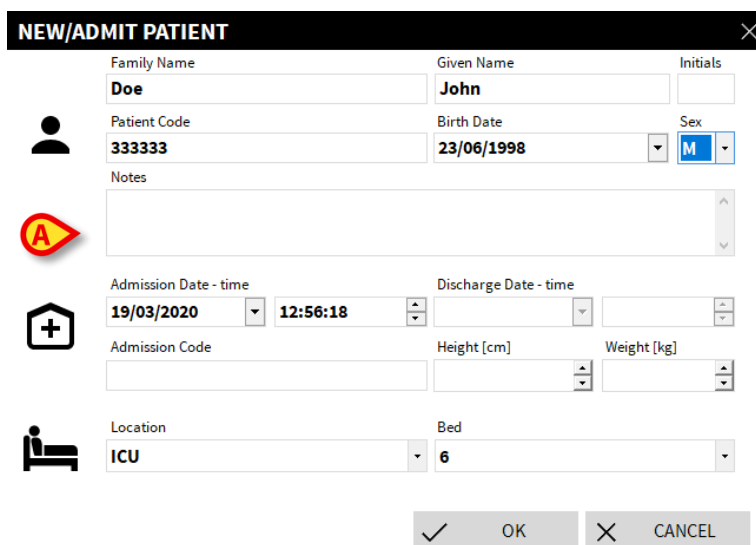
To search for a patient:

- 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).



The form is titled 'NEW/ADMIT PATIENT' and contains fields for Family Name (Doe), Given Name (John), Initials, Patient Code (333333), Birth Date (23/06/1998), Sex (M), Notes, Admission Date - time (19/03/2020 12:56:18), Discharge Date - time, Admission Code, Height [cm], Weight [kg], Location (ICU), and Bed (6). Callout A points to the Notes field.

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. 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 so configured, 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).

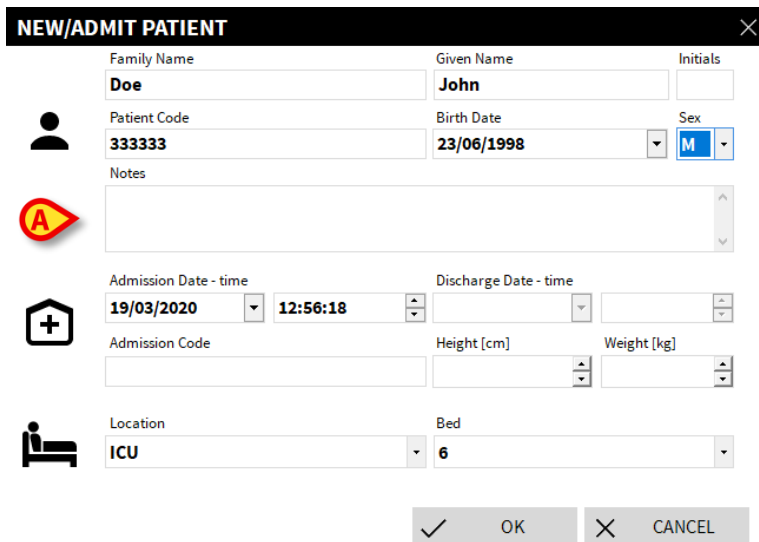
Patients assigned by the ADT are listed in the central part of the screen.
For each patient the following information is provided:

- 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 9).



The screenshot shows the "NEW/ADMIT PATIENT" window with the following fields and values:

Field	Value
Family Name	Doe
Given Name	John
Initials	
Patient Code	333333
Birth Date	23/06/1998
Sex	M
Notes	
Admission Date - time	19/03/2020 12:56:18
Discharge Date - time	
Admission Code	
Height [cm]	
Weight [kg]	
Location	ICU
Bed	6

At the bottom, there are buttons for "OK" and "CANCEL".

Fig 9

- 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).

1.5. Anonymous Patient admission

The “Anonymous Patient” screen makes it possible to admit a patient whose data are not yet available.

To access this functionality

- Click the **Anonymous** button on the command bar (Fig 10 **A**).

A screen listing all the empty beds in the ward is displayed (Fig 10 **B**).

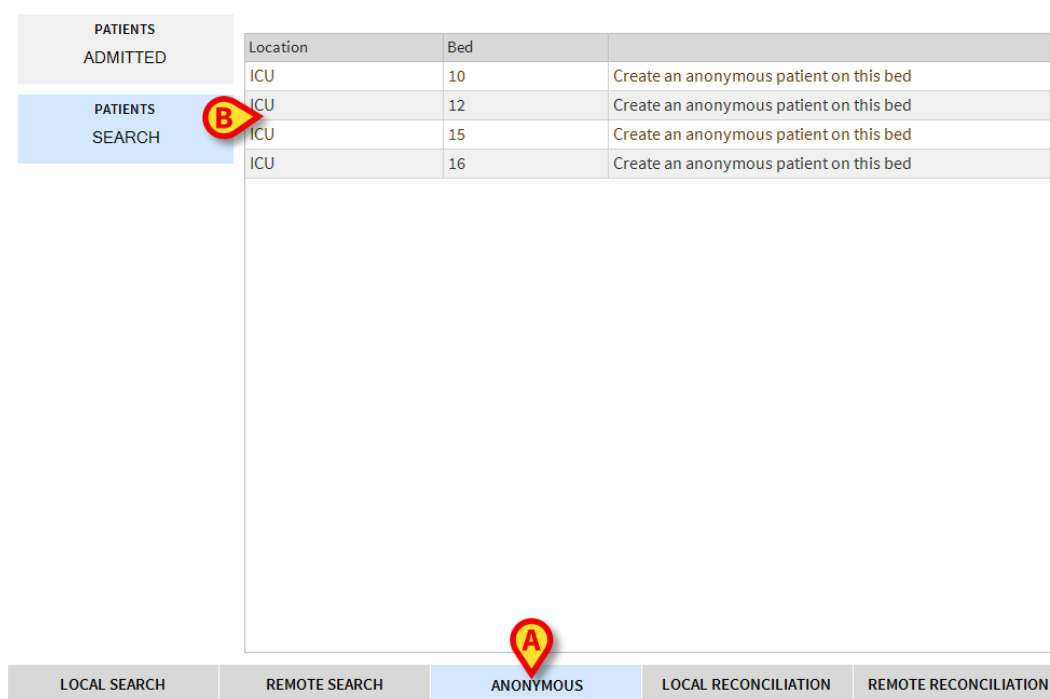


Fig 10

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 appears, asking if the chosen patient data shall overwrite the temporary patient data.

- Click **Yes** to overwrite the data.

The patient data is now reconciled. The unknown/temporary patient data has been replaced with the correct data, and the bed button is updated to show the new information.

1.7. The Command bar

The command bar (Fig 11) contains buttons making it possible to perform different procedures.



Fig 11

- 1) **New/Admit Patient** (Fig 11 **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 11 **B**) – Edit an existing patient data (see section 1.7.3).
- 3) **Print** (Fig 11 **C**) - Create print reports (the number and type of reports are decided in the configuration).
- 4) **Export** (Fig 11 **D**) - Export the current data to an XLS file.
- 5) **Select** (Fig 11 **E**) - Select a patient.
- 6) **None** (Fig 11 **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 11 **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 12).

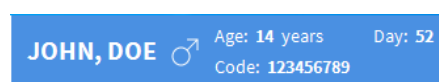


Fig 12

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 11 **E**).

1.7.2. New/Admit patient

The **New/Admit Patient** button (Fig 13) makes it possible to enter the data of a new patient and admit them to a bed.



Fig 13

To enter a new patient:

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

The following window opens (Fig 14).

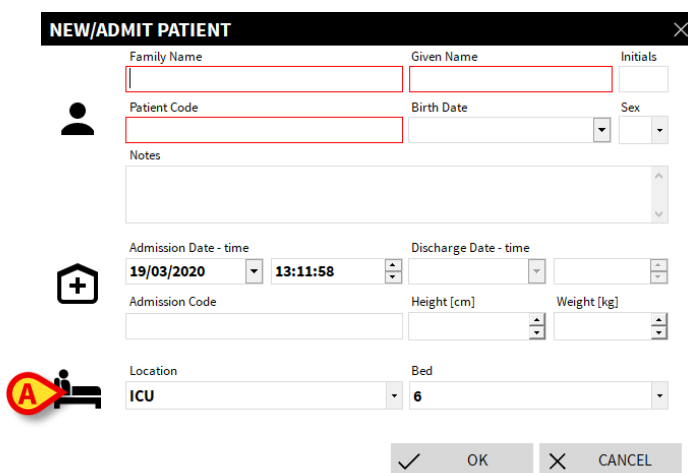
A window titled 'NEW/ADMIT PATIENT' with a close button (X) in the top right corner. The form contains several input fields. On the left side, there are three icons: a person icon, a house icon, and a bed icon with a red 'A' in a yellow circle. The form fields are: 'Family Name' (text box), 'Given Name' (text box), 'Initials' (text box), 'Patient Code' (text box, highlighted with a red border), 'Birth Date' (date picker), 'Sex' (dropdown menu), 'Notes' (text area), 'Admission Date - time' (date and time picker, showing 19/03/2020 13:11:58), 'Discharge Date - time' (date and time picker), 'Admission Code' (text box), 'Height [cm]' (text box), 'Weight [kg]' (text box), 'Location' (dropdown menu, showing ICU), and 'Bed' (dropdown menu, showing 6). At the bottom, there are three buttons: a checkmark icon, 'OK', and a close icon followed by 'CANCEL'.

Fig 14

- 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 14).

1.7.3. Edit patient

The **Edit** button (Fig 15) makes it possible to edit the data of a selected patient.

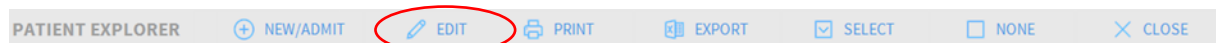


Fig 15

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 12). 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 16).

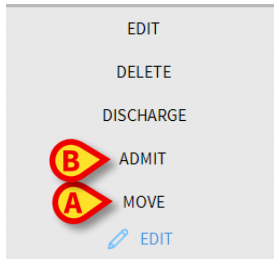


Fig 16

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

1.7.4. Move

The **Move** button (Fig 16 **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 16 opens.

- Click the **Move** button (Fig 16 **A**)

The following window opens (Fig 17).

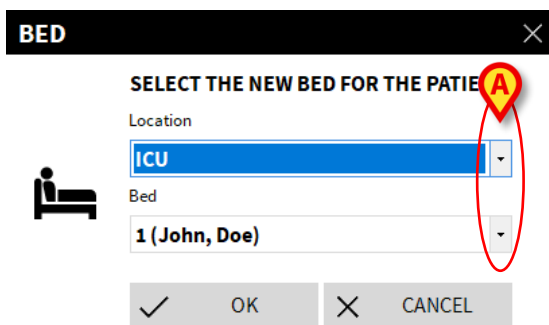


Fig 17

- Use the drop-down menus (Fig 17 **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.

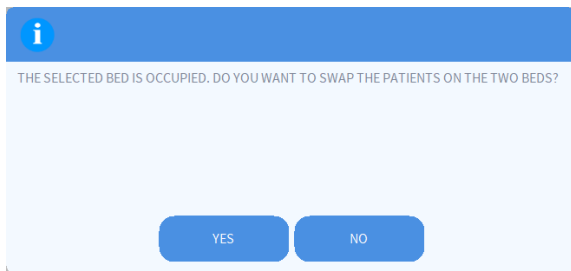


Fig 18

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 16 opens.

- Click the **Admit** button (Fig 16 **B**).

The window shown in Fig 17 opens, listing only the available beds.

- Use the drop-down menus (Fig 17 **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 19).

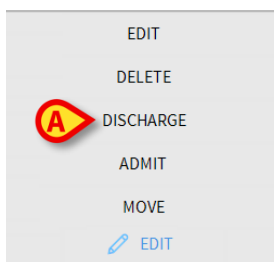


Fig 19

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

User confirmation is required.

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

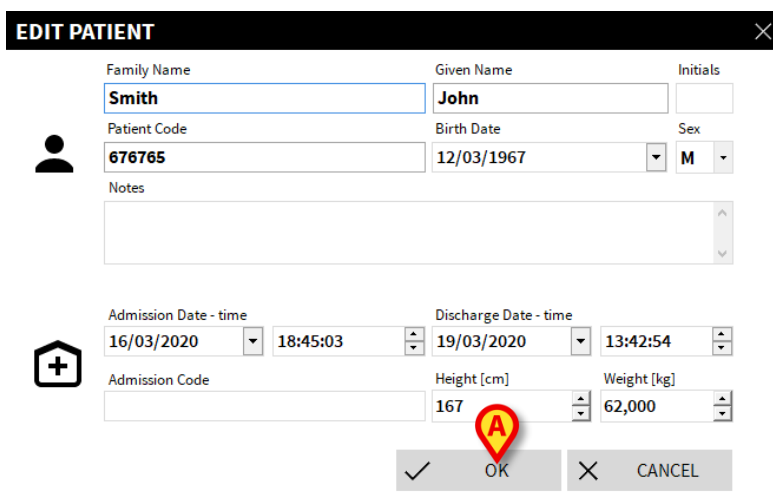


Fig 20

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

- Click **Ok** to complete the discharge procedure (Fig 20 **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 21).

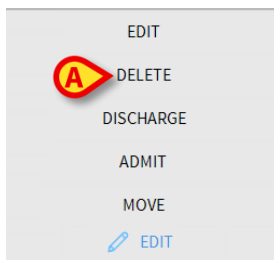


Fig 21

- Click the **Delete** button (Fig 21 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 22).

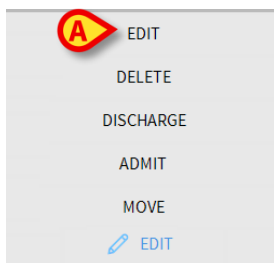


Fig 22

- Click the **Edit** button on the menu (Fig 22 **A**)

A window containing the patient data opens (Fig 23).

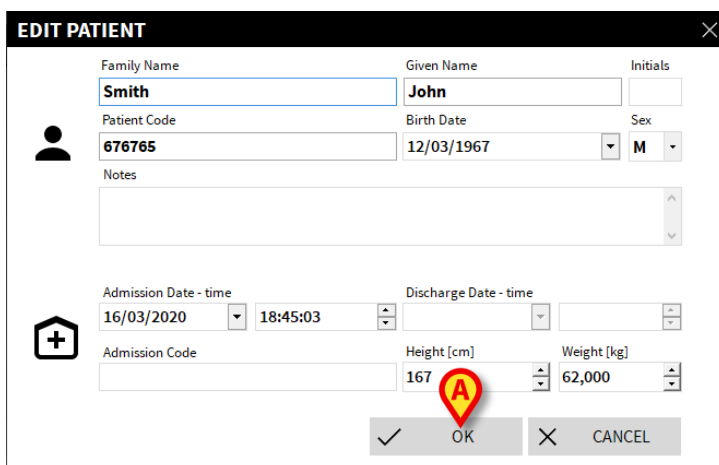


Fig 23

- Edit the patient data .
- Click **Ok** to confirm (Fig 23 **A**).

1.7.9. Deselect patient

The **None** button (Fig 24) makes it possible to deselect a selected patient.

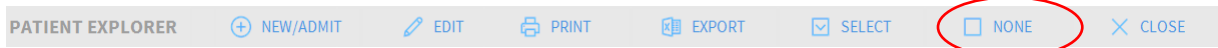


Fig 24

To deselect a patient:

- Click the **None** button (Fig 24).

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

1.7.10. Close

The **Close** button closes the Patient Explorer module (Fig 25)

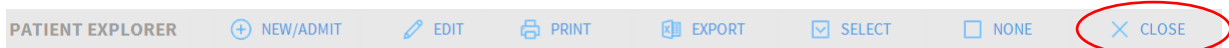


Fig 25