



# **Patient Explorer Web User Manual**

**Version 6.0**

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# 1. Patient Explorer Web



*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 Web, described in this document.*

## 1.1 Introduction

The Patient Explorer Web module allows 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.*

## 1.2 Accessing the Patient Explorer Web module

To access Patient Explorer Web:

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



Fig 1

A screen analogous to that displayed in Fig 2 opens.

## 1.3 Admitted Patients

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



Fig 2

The numbered buttons represent beds (Fig 3).

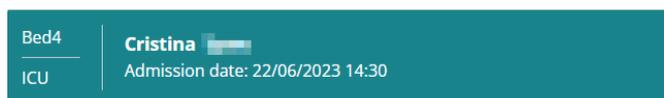


Fig 3

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 selected patient's name and main data data are displayed on the **Select Patient** button on Control Bar (Fig 4).



Fig 4

### 1.3.1 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.



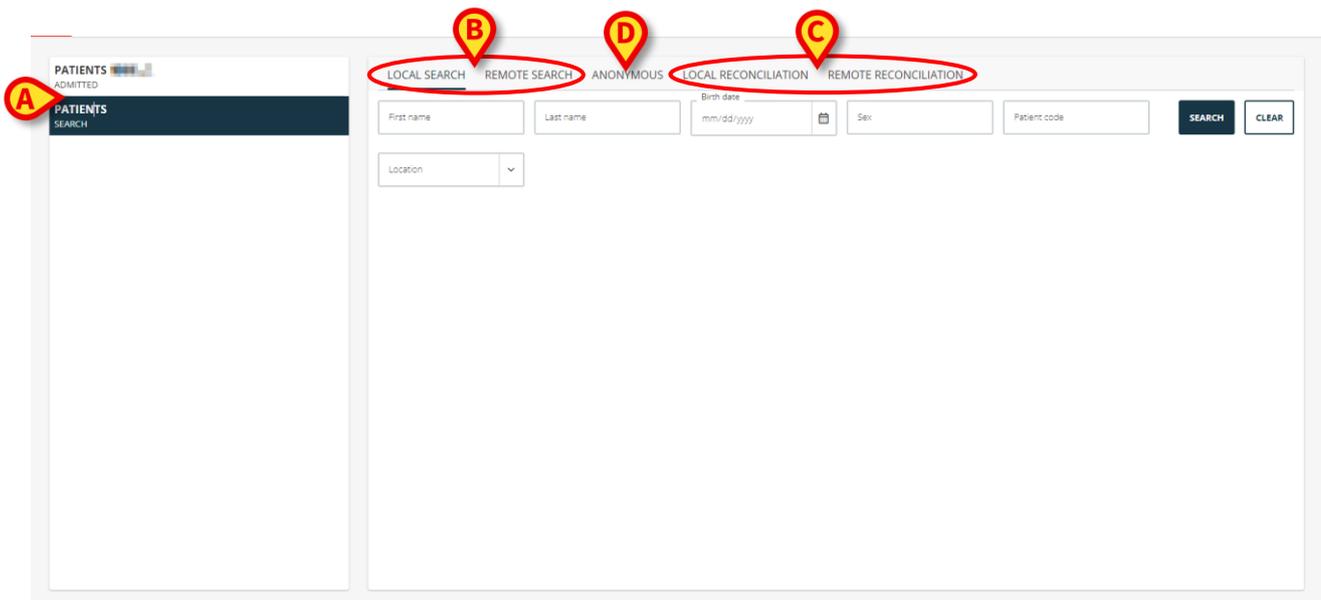
*Patient data recovery can take an unpredictable amount of time, depending on the size of patient data and technical needs.*

## 1.4 Patient Search

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

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

If the **PATIENT SEARCH** button is selected, 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 – Patient search**

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.*

## 1.5 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
	test	I	01/12/2000			
	Test	I				
	test	I				

**Fig 6 – Search fields**

To search for a patient

- Enter the data of the patient you are searching for in one or more fields (Fig 6 A).
- Click the **Search** button (Fig 6 B).

The central area displays in a table the list of 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.

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

- Click the  icon placed on the right of each row on the results area (Fig 6 D) to display a tooltip containing a summary of patient data (Fig 7).

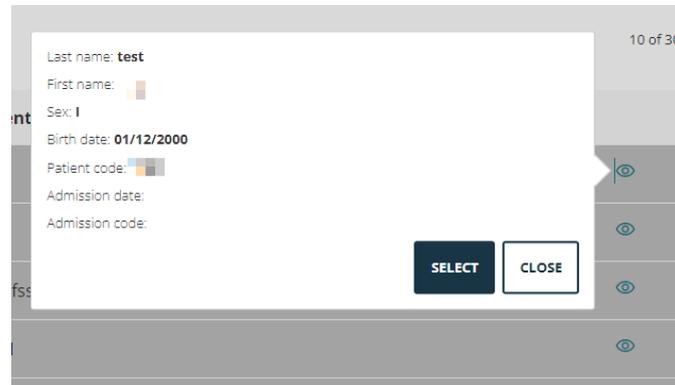


Fig 7

On the tooltip,

- Click **SELECT** to select the patient; click **CLOSE** to close the tooltip.

### 1.5.1 Remote search

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

- Click **REMOTE SEARCH**.

The “REMOTE SEARCH” screen is displayed (Fig 8).

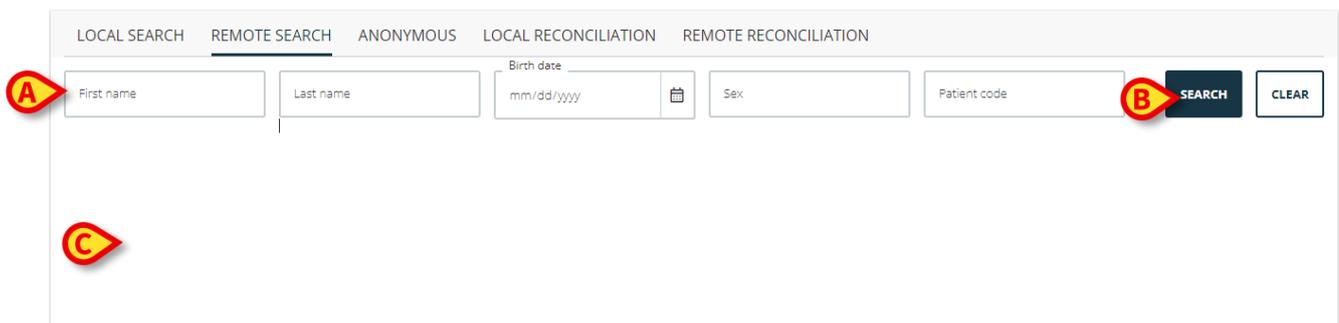


Fig 8

To search for a patient:

- Enter the known patient data in the search fields (Fig 8 A).
- Click **SEARCH** (Fig 8 B).

The list of results is displayed (Fig 8 C).

- Click the row corresponding to the wanted patient.

The patient is selected. The selected patient’s name and main data data are displayed on the **Select Patient** button on Control Bar (Fig 4).

## 1.6 Custom queries

The buttons that are present on the command bar on top, 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

### 1.6.1 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:

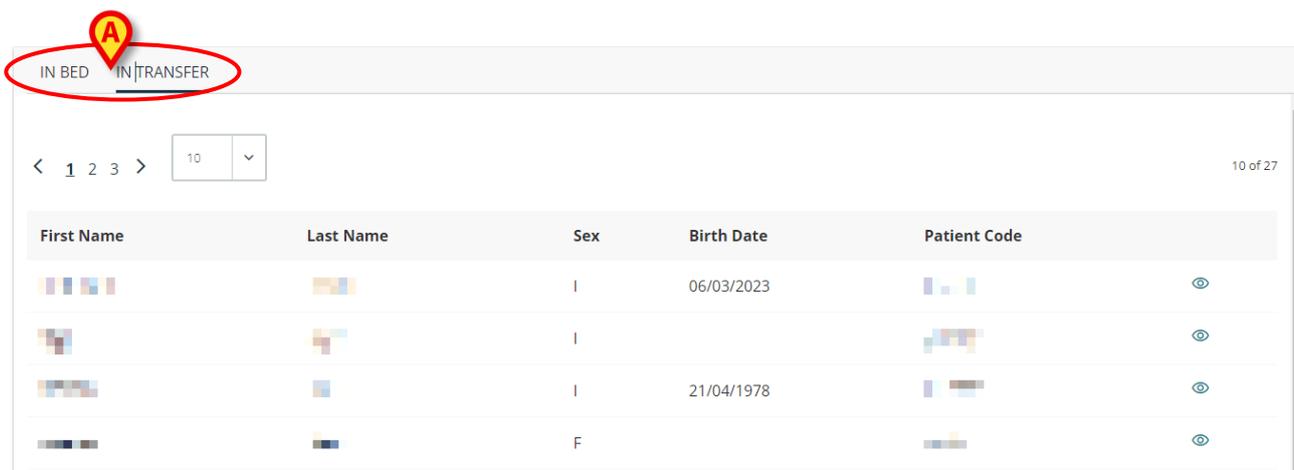
- First name
- Last name
- Sex
- Birthdate
- Patient Code

To select a patient

- Click the row corresponding to the patient.

### 1.6.2 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 10 **A**) to display the list of patients “In Transfer”.



**Fig 10**

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

- Click the row corresponding to the patient to select it.
- Use the Edit/Admit functionalities to admit the patient (see sections 1.10.2 and 1.10.4.1)

## 1.7 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 11 A).

A screen listing all the empty beds in the ward is displayed (Fig 11 B).

Location	Bed	
ICU	10	Create an anonymous patient on this bed
ICU	12	Create an anonymous patient on this bed
ICU	15	Create an anonymous patient on this bed
ICU	16	Create an anonymous patient on this bed

**Fig 11**

To admit an anonymous patient to a bed,

- Click the row corresponding to the wanted bed.

User confirmation is required.

- Click **Ok** 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 1.10.2).

## 1.8 Reconciliation (Local and Remote)

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

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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.
- 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.

## 1.10 The Command Bar

The command bar (Fig 12 **A**) contains buttons allowing different procedures.

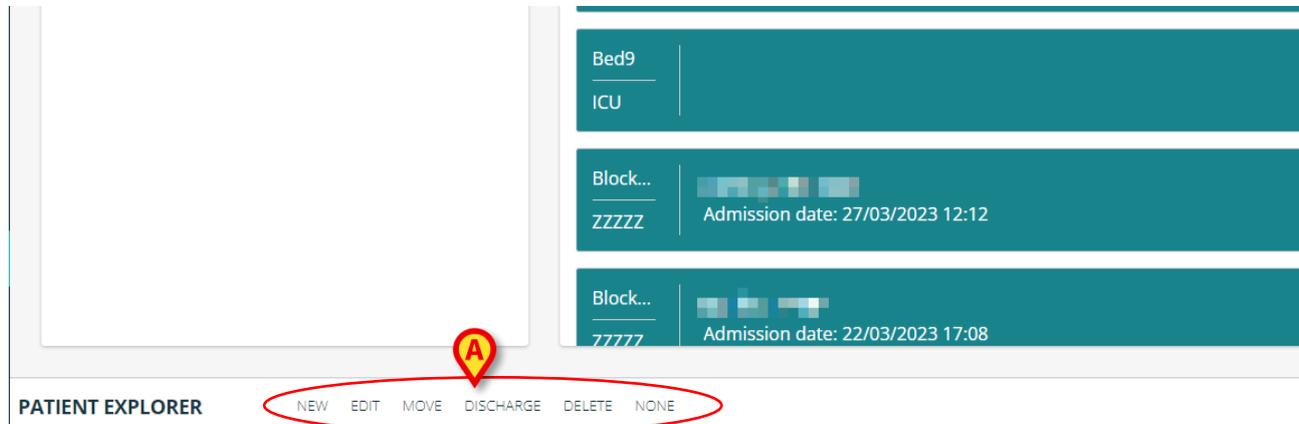


Fig 12

- 1) **New** – Enter a new patient in the database (see section 1.10.1 for the procedure).
- 2) **Edit** – Edit the selected patient data (see section 1.10.2).
- 3) **Move** – Move patient to another bed (see section 1.10.3).
- 4) **Admit/Discharge** – Admit (if not admitted) or discharge (if admitted) the selected patient (see section 1.10.4).
- 5) **Delete** – Delete the selected patient data (see section 1.10.5).
- 6) **None** – Deselect selected patient (see section 1.10.6).

### 1.10.1 NEW patient

- Click **New** To enter a new patient in the database.

The window shown in Fig 13 opens.

The screenshot shows the 'NEW PATIENT' form. It has a teal header with the text 'NEW PATIENT'. Below the header, there are several input fields: 'Family Name \*', 'Given Name \*', 'Initials', 'Code \*', 'Birth Date' (with a calendar icon and a date format 'mm/dd/yyyy --:-- --'), and 'Sex' (with a dropdown arrow). There is also a 'Notes' text area. At the bottom, there is a large button labeled 'OPEN ADMISSION' with a red callout 'B' pointing to it. Below that, there are two buttons: 'CREATE' and 'CANCEL', with a red callout 'A' pointing to the 'CREATE' button.

Fig 13 – New Patient

- Enter the patient data in the available fields. Fields marked with an asterisk are required.
- Click **Create** (Fig 13 **A**) to create the new patient.

The **OPEN ADMISSION** button (Fig 13 **B**) makes it possible to open the admission window (Fig 14 **A**) to directly admit the new patient to a department/bed.

**NEW PATIENT**

Patient

Family Name \* Tibet      Given Name \* David      Initials DT

Code \* 564554      Birth Date 04/19/1960 12:00 AM      Sex I

Notes

**CLOSE ADMISSION**

Admission

Admission date \* mm/dd/yyyy --:--:--

Code      Height (cm)      Weight (kg)

Bed

Location \*      Bed \*

**CREATE**      **CANCEL**

**Fig 14**

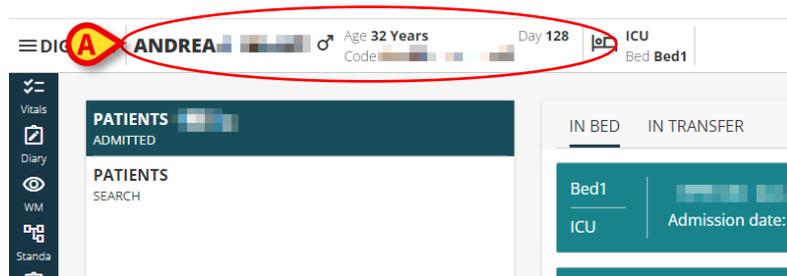
### 1.10.2 EDIT patient

Use the **Edit** button (Fig 15) to change the data of an existing patient.



**Fig 15**

This button can only be used if a patient is selected. The name of the selected patient is displayed on the **Patient** button on Control Bar. The changes applied always refer to the patient whose name is displayed on the **Patient** button (Fig 16 **A**).



**Fig 16**

To edit a patient's data

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

A window containing the patient's data opens. If the patient is already admitted the admission data is displayed as well (Fig 17).

The screenshot shows a web form titled "EDIT PATIENT". The form is organized into sections: "Patient" with fields for Family Name, Given Name, Initials, Code, Birth Date, and Sex; "Notes" with a large text area; "Admission" with an Admission date field; and physical attributes with fields for Code, Height (cm), and Weight (kg). Each of these last three fields has plus and minus buttons. At the bottom right, there are "SAVE" and "CANCEL" buttons.

Fig 17

- Edit data.
- Click **Save**.

### 1.10.3 MOVE patient

Use the **Move** button (Fig 18) to transfer a patient to a different bed.



Fig 18

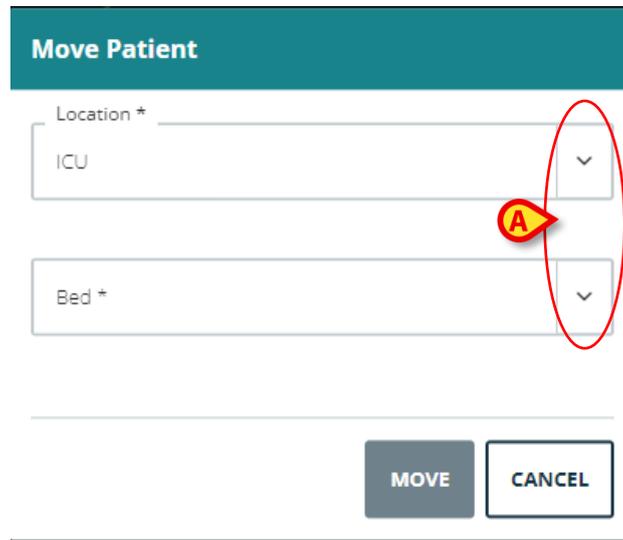
To transfer a patient

- Select the patient.

The name of the selected patient is displayed on the **Patient** button (Fig 16 A).

- Click **Move**.

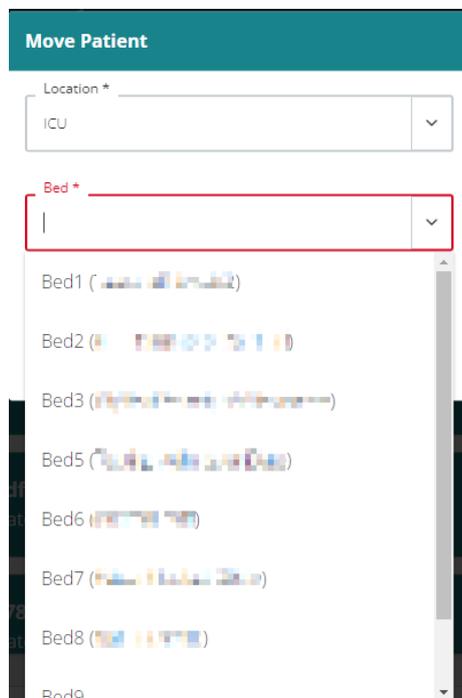
The following window opens (Fig 19).



**Fig 19 – Move patient**

- Use the arrow buttons (Fig 19 **A**) to select the destination location and 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 (Fig 20). If the name of a patient is displayed alongside the bed number, then the bed is already occupied (Fig 20).



**Fig 20**

- Click the destination bed.
- Click **Move**.

If the destination bed is an occupied bed, after clicking **Move**, a pop up is displayed to ask if the user wants to swap the patients in the two beds.

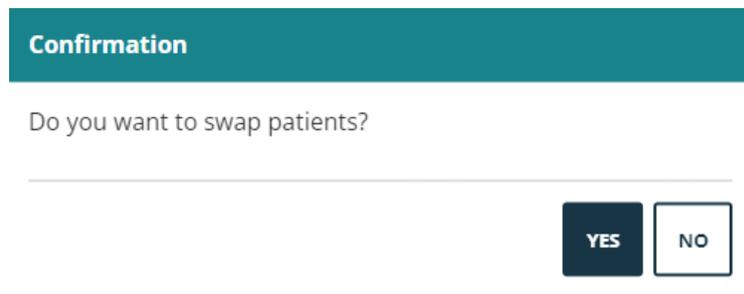


Fig 21

### 1.10.4 ADMIT/DISCHARGE patient

If the selected patient is not admitted, then the **ADMIT** button is available on the command bar (Fig 22).



Fig 22

If the selected patient is already admitted, then the **DISCHARGE** button is available on the command bar (Fig 23).



Fig 23

#### 1.10.4.1 Admit

To admit a patient

- Select the patient.

The name of the patient selected is displayed on the **Patient** button (Fig 16 A).

- Click **ADMIT** (Fig 22).

The following window opens (Fig 24).

**ADMIT PATIENT**

**Patient**

Family Name \*  Given Name \*  Initials

Code \*  Birth Date  Sex

Notes

**Admission**

Admission date \*

Code  Height (cm)  Weight (kg)

**Bed**

Location \*  Bed \*

**ADMIT** **CANCEL**

**Fig 24**

Patient data is on top (Fig 24 **A**).

- Insert admission data (Fig 24 **B**). Fields marked with an asterisk are required (Admission date, destination location and bed).
- Click **ADMIT**.

### 1.10.4.2 Discharge

To discharge a patient

- Select the patient.

The name of the patient selected is displayed on the **Patient** button (Fig 16 **A**).

- Click **DISCHARGE** (Fig 23).

The following window opens (Fig 25).

**DISCHARGE PATIENT**

**Patient**

Family Name \*  Given Name \*  Initials

Code \*  Birth Date  Sex

Notes

**Admission**

Admission date \*

Code  Height (cm)  Weight (kg)

**Discharge**

DISCHARGE DATE \*

**DISCHARGE** **CANCEL**

**Fig 25**

Patient data is on top (Fig 25 **A**). Admission data in the middle (Fig 25 **B**).

- Insert discharge date/time (Fig 25 **B** - required).
- Click **DISCHARGE**.

### 1.10.5 DELETE patient

Use the **DELETE** button (Fig 26) to delete the selected patient data.



**Fig 26**

To delete a patient's data

- Select the patient.

The name of the selected patient is displayed on the **Patient** button (Fig 16 **A**).

- Click **DELETE** (Fig 26).

User confirmation is required (Fig 27).

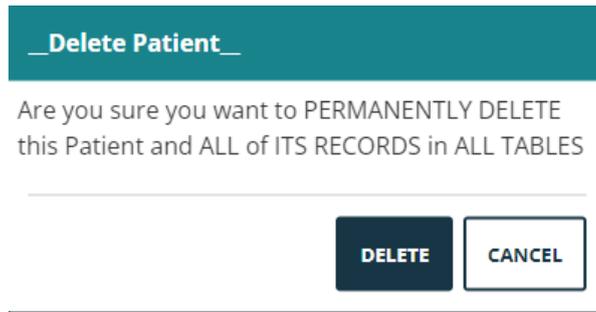


Fig 27

- Click **DELETE** to confirm the deletion procedure.



*Deleting a patient is an irreversible procedure. After deletion it is no longer possible to access any Digistat document related to the deleted patient. Therefore it is necessary to perform this procedure with extreme caution.*

### 1.10.6 DESELECT patient

Use the **NONE** button (Fig 28) to deselect the selected patient.



Fig 28

When deselected, the name of the patient disappears from the **Patient** button.