



# Therapy User Manual

**Version 10.0**

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# 1. The “Therapy” system



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*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 Therapy system, described in this document.*

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*The treatments displayed in the figures of this manual are examples created to better explain the procedures of Digistat® Therapy. Their features (as, for example, dosages and names) are not intended to be in any way clinically relevant.*

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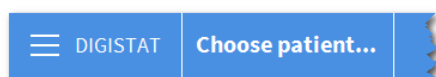
## 1.1. Introduction

The “Therapy” system can be of help for the clinical staff for the documentation of the treatments prescription and administration tasks.

## 1.2. Patient selection

To select a patient,

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



**Fig 1 - Patient selection button**

The Patient Explorer module will open. See the “Patient Explorer” module user manual for the operating instructions (*USR ENG Patient Explorer*).



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

---

When a patient is selected the patient name is displayed on the **PATIENT** button.

The “Therapy Prescription” and “Therapy Execution” modules display the data of the selected patient.



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*The patient can be selected on the “Central Station” module as well, clicking the box corresponding to their bed. See paragraph 7.2.*

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## 1.3. Basic concepts

This paragraph explains some fundamental notions whose preliminary understanding is essential to the appropriate use of “Digistat Therapy”.

### 1.3.1. Prescription status

The “Therapy Prescription” module (described in paragraph 2) makes it possible to create a treatment plan and keep it active in time after scheduled validations. Possible variations are quickly recorded while the general plan remains the same.

The patient’s treatment plan is summarized and displayed in a table (Fig 2). Each row corresponds to a treatment prescription.

Name	Details	Weight ! ⚙️ 🖱️	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	<b>Active</b>	0	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	<b>Active</b>	0	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17 starting from 03/05/2021 h11	65	<b>Active</b>	0	Yes	ADM		!
<b>Sedation and analgesia</b>								
PARACETAMOL VIAL 1000 MG	EV, 1000 mg (15,38 mg/Kg), at h12	65	<b>Active</b>	0	Yes	ADM		ADM

Fig 2 - Prescription table

Each prescription generates a certain number of orders. The orders correspond to the single administrations of the treatment.

A prescription is completed when all the orders that it generated have been executed and no other order will be generated by it in the future.

Completed prescriptions appear in strike-through characters on the prescriptions table (Fig 3).

PARACETAMOL VIAL- 1000 MG	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1- hour, 06/05/2021 h16	63	<b>Active</b>	7	ADM	!
------------------------------	---	----	---------------	---	-----	---

Fig 3 - Completed prescription

The completed prescriptions remain in “Active” status because it is this way possible to quickly prescribe them again, without having to specify the prescription details (Fig 3 **A**). It is in fact possible to restore a completed prescription by double-clicking the corresponding row. The prescription specification window will appear, displaying the values of the original prescription. See paragraph 4 for the description of the prescription specification window and the related procedures.

The prescription status is displayed, on the table, in the column indicated in Fig 2 **A**.

There are four possible prescription statuses:

1. “Active” - when a prescription is in “Active” status, the prescription values can be displayed and edited. Double-click the corresponding row to open the related “prescription specification” window.
2. “Active and completed” - a prescription is completed when all the orders that it generated are executed and no other order will be generated by it in the future. Completed prescriptions are still active. That means that the prescription values can be displayed and edited. Double-click the row corresponding to the prescription to display the related “prescription details” window. Completed prescriptions appear in strike-through characters on the prescriptions table.  
The **Remove Completed** button on the command bar deletes all the completed prescriptions on the prescriptions table and turns them to “Terminated” status.
3. “Suspended” - the prescription suspension, performed using the **Suspend** button on the command bar, deletes all the existing orders generated by the prescription. Moreover, when a prescription is in “Suspended” status, it does not generate further administration orders. A suspended prescription can be resumed using the **Resume** button on the command bar. See paragraphs 5.4 and 5.4.1 for the related procedures.
4. “Terminated” - the prescription is “Terminated” either using the **Remove** or the **Remove Completed** button on the command bar. When a prescription is terminated all the orders generated by it are deleted. Moreover, the “Terminated” prescription does not generate further administration orders. It is not possible to resume a “Terminated” prescription. See paragraphs 5.3 (prescriptions removal) and 5.9 (completed prescriptions removal) for the related procedures.



*The prescriptions table is described in paragraph 2.3.*

---

### 1.3.2. Prescription types

There are three types of prescriptions:

**Standard actions** – These are single prescriptions of specific treatments. In this manual they are described in section 3.

**Mixtures** – These are mixtures of different drugs/nutrients administered as boluses or infusions. They can be created and customized by users having specific permissions. These are described in section 4.5.

**Protocols** – These are groups of prescriptions of different treatments belonging to a same care protocol. Also, They can be created and customized by users having specific permissions. These are described in section 4.6.



The standard actions are described first in this manual (section 3) because they are the fundamental item on which mixtures and protocols are based. I.e. the procedures related to mixtures and protocols are variations of the procedures related to standard actions.

### 1.3.3. Repeatable vs. Not Repeatable Prescriptions

#### Repeatable prescriptions

A prescription is “**Repeatable**” if it generates orders that must be administered at given intervals. For example: a prescription can state that a drug must be administered every day at a certain time. In this case the prescription is repeatable; it generates the corresponding orders placing each of them in the required days at the required time/s.

The orders are generated for seven days in the future starting from the date indicated as treatment start date. The next orders are generated when the next treatment validations are performed (see paragraph 5.1 for the treatment plan validation procedure).

#### Non-repeatable prescriptions

Non-repeatable prescriptions generate only the administration orders explicitly specified in the prescription. When all the orders are executed the prescription is “Completed” and appears in strike-through characters on the prescriptions table. Then the prescription turns to “Active and completed” status.

The repeatability of a prescription is set by a specific checkbox on the prescription specification window (see Fig 4 **B** for an example).

The repeatability of a prescription is indicated in the last column on the right on the prescriptions table (“Repeat” column, see Fig 10, paragraph 2.3).

### 1.3.4. Punctual vs. Durative administrations

**Punctual administrations** start and end in one moment (a tablet, for instance).

**Durative administrations** last a certain amount of time (a drip, for instance).

These two types of administrations are characterized by different graphic features and different management procedures on the Therapy Execution module. See paragraph 6.3 for a detailed description of the possible administration types on Therapy Execution.

### 1.3.5. The Therapy Cycle - treatment plan re-confirmation procedure

The validity of the treatment plan created on “Digistat Therapy” is limited in time and needs to be re-confirmed by the medical staff.

The treatment plan validity period is called “Therapy Cycle”. The “Therapy Cycle” duration is configurable by the system administrators. See the information box at the end of this paragraph for more information on the “Therapy Cycle” duration.

The “Therapy Cycle” re-confirmation procedure, described in paragraph 5.1, has the following outcomes:

- a) it generates the possible not-still-generated orders within the next “Therapy Cycle” (see paragraph 1.3.6 for a description of the way orders are generated from prescriptions);
- b) it validates the orders that are within the next “Therapy Cycle” (see paragraph 5.1 for the validation procedures).

The “Therapy Cycle” re-confirmation is a safety procedure that forces to check and verify the treatment plan at specified intervals.

When the treatment plan validity is expired the system does not generate any other order from the existing prescriptions.

The treatment plan expiration time is signalled on screen by specific indicators. These indicators are described in paragraph 2.5.

The treatment plan re-confirmation procedure is described in paragraph 5.1.

---

*The “Therapy Cycle” duration is set by configuration.*

*The “Therapy Cycle” update procedure can have, depending on the configuration in use, the following outcomes:*



- *the validity period is updated for the next N hours;*
- *the validity period is updated until NN:NN o'clock of the following day;*
- *the validity period is updated until the midnight of tomorrow;*
- *the validity period is updated until the midnight of day after tomorrow.*

*System configuration is reserved to the system administrator. Refer to the system administrator for more information.*

---

## 1.3.6. Orders generation

This paragraph explains how the system generates the orders from a prescription specified in the treatment plan. A standard action is taken as example. The differences for order generation in mixtures and protocols are described later, in the specific context (see sections 4.5 and 4.6).

At prescription time, i.e. when the **Prescribe** button on the “prescription specification” window is clicked (Fig 25 **A**, see paragraph 3.3), the system generates the orders corresponding to the prescription specifications.

When the treatment prescribed is non-repeatable (see paragraph 1.3.2 for an explanation of “treatment repeatability”), the system generates all the corresponding orders.

When the treatment prescribed is repeatable the system generates the orders for a maximum period of seven days in the future starting from the day indicated in the field “starting from” on the prescription detail window (see for example Fig 4 A).

**DAILY**

Starting from 05/06/2018 13:00 Tolerance 00:30

Nº daily admin. 2

06	07	08	09	10	11	12	13
14	15	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13

One day only (selected)  
Repeat every day

Preview orders

**Fig 4 - Daily treatment prescription**


Conditional prescriptions (paragraph 4.2.2) do not generate orders. These prescriptions are executed only when certain specific conditions occur.

### 1.3.7. Orders validity

The order execution standard procedure requires the order validation before the execution.

The orders that, when generated, are within the “Therapy Cycle” are automatically validated.

The other orders are validated every time the “Therapy Cycle” is updated when they are within this period (paragraph 5.1).

Non-validated orders are signalled by a specific icon  on the Therapy Execution module (Fig 5). They can be executed only after a special procedure, described in paragraph 6.5.2.

AMOXICILINA 500 MG CAPS 0,2<sup>mg</sup> OR

**Fig 5 - Non-validated order on Therapy Execution**

See paragraph 1.3.5 for the explanation of the “Therapy Cycle” (or “treatment plan validity period”).

See paragraph 5.1 for the treatment plan update procedure.

See paragraph 5.1.1 for a description of the “Orders confirmation window”.

Some critical/high risk drugs can be configured to require a double signature to be validated. I.e. it is required that a second user, different from the one who prescribed the treatment, confirm the order. Only after this second confirmation the order is displayed as valid on the therapy execution module. See paragraph 4.4 for the procedure.

### 1.3.8. Order validity expiration

The validity of an order expires after a certain amount of time after the scheduled administration time has passed. That is: if a validated order is not administered at the scheduled time it remains validated for a certain period. After this period the order goes

back to non-validated state (it is named “expired” to differentiate it from future not-yet-validated orders).

Expired orders cannot be validated again.

Expired orders can be deleted from the treatment plan through the “Therapy Cycle” update procedure. See paragraph 5.1.

Expired orders can be executed only using a specific procedure. The procedure is described in paragraph 6.5.2.



*The orders validity duration is defined by a specific configuration parameter. Refer to the system administrator for more information.*

---



*The validity of a conditional prescription expires when the “Therapy Cycle” expires. Thus conditional prescriptions are automatically validated every time the “Therapy Cycle” is updated. See paragraph 4.2.2 for the explanation of “Conditional prescriptions”.*

---

### 1.3.9. Pharmacy validation

Pharmacy validation can be required for each prescription, depending on the configuration in use. If this is the case an additional module is implemented (“Validation module”).

If pharmacy validation is required, each prescription shall be validated through a specific procedure on the “Validation” module.


The orders generated by non-validated prescriptions are signaled by a specific icon  on the Therapy Execution module (Fig 6).



Fig 6

The following figure shows an order that was not validated both because it is outside the “Therapy Cycle” and because the prescription has not been validated by the pharmacy.




Fig 7

# 2. The “Therapy Prescription” module

## 2.1. Module selection

To select the “Therapy Prescription” module

- click the  icon on the lateral bar

When a module is selected the corresponding icon is highlighted.

The “Therapy Prescription” module’s main screen opens. Fig 8 shows the main screen when no patient is selected.

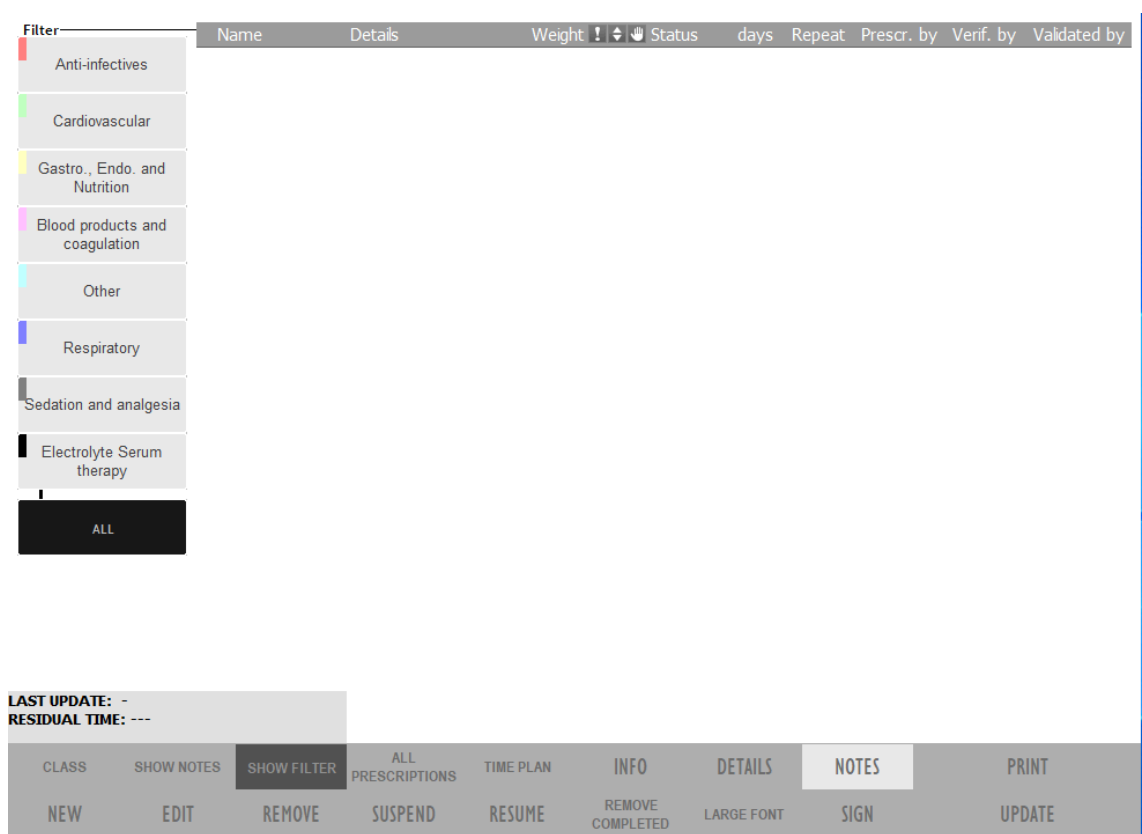


Fig 8 - Therapy prescription: no patient selected

## 2.2. “Therapy prescription” module’s main screen

After patient selection the “Therapy prescription” module’s main screen displays the treatment plan of the selected patient. Fig 9 shows an example.

The screenshot displays the 'Therapy prescription' module's main screen. On the left, a 'Filter' sidebar lists categories: Anti-infectives, Cardiovascular, Gastro., Endo. and Nutrition, Blood products and coagulation, Other, Respiratory, Sedation and analgesia, and Electrolyte Serum therapy. A red circle labeled 'B' highlights the 'Blood products and coagulation' filter. The main area shows a 'Prescriptions table' (labeled 'A') with columns: Name, Details, Weight, Status, days, Repeat, Prescr. by, Verif. by, Validated by. The table lists prescriptions for ALBENDAZOL, AMOXICILINA, ACTILYSE 50, and PARACETAMOL. A red box labeled 'Filters' points to the filter sidebar. At the bottom, a 'Validity indicator' (labeled 'C') shows 'LAST UPDATE: 03/05 - 10:04' and 'RESIDUAL TIME: 24 hours'. A 'Custom box for additional info' (labeled 'D') is also present. A 'Command bar' (labeled 'E') at the bottom contains buttons for CLASS, SHOW NOTES, SHOW FILTER, ALL PRESCRIPTIONS, TIME PLAN, INFO, DETAILS, NOTES, PRINT, NEW, EDIT, REMOVE, SUSPEND, RESUME, REMOVE COMPLETED, LARGE FONT, SIGN, and UPDATE.

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65				ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65				ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17 starting from 03/05/2021 h11	65	Active	0	Yes	ADM		!
<b>Sedation and analgesia</b>								
PARACETAMOL VIAL 1000 MG	EV, 1000 mg (15,38 mg/Kg), at h12	65	Active	0	Yes	ADM		ADM

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 9 - Treatment plan

The figure highlights the main items on screen:

- the prescriptions table (Fig 9 **A** - described in paragraph 2.3);
- the filter buttons (Fig 9 **B** – paragraph 2.4);
- the validity indicator (Fig 9 **C** – paragraph 2.5);
- additional information area - customizable (Fig 9 **D**);
- the command bar (Fig 9 **E** - paragraph 2.6).

## 2.3. Prescriptions table description

The various prescriptions of the treatment plan are displayed in a table (Fig 9 A, Fig 10).



	Name	Details	Weight ! ⬆ ⬇ ⬆	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>A</b>	<b>Anti-infectives</b>								
	ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	0	Yes	ADM		ADM
	AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	0	Yes	ADM		ADM
<b>A</b>	<b>Blood products and coagulation</b>								
	ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17 starting from 03/05/2021 h11	65	Active	0	Yes	ADM		!
<b>A</b>	<b>Sedation and analgesia</b>								
	PARACETAMOL VIAL 1000 MG	EV, 1000 mg (15,38 mg/Kg), at h12	65	Active	0	Yes	ADM		ADM

Fig 10 - Prescriptions table

Each row in the table corresponds to a prescription. The prescriptions are listed according to user preferences (see section 5.5 – Prescription table display mode). Three display modes are available: by class, by protocol, alphabetical. If “Class” is selected on the command bar, then the name of the class is indicated in the grey rows (Fig 10 A). The items belonging to the same class are in alphabetical order.

The columns in the table contain the following information (from left to right):

- **“Name”** column - Indicates the name of the prescribed treatment.
- **“Details”** column - Indicates the details of the prescription as, for example, the date and time of the different orders, the doses etc...
- **“Weight”** column - Indicates the patient weight at prescription time. If the weight is updated in the patient record (on the Digistat® Patient Explorer module), the cell is highlighted by a yellow stripe.
- **!** column - If the **!** icon appears in this column it means that either the actions indicated on this row were executed differently from the way they were prescribed or they were executed without prescription. It is the case, for example, of a treatment executed with doses that are different from those prescribed.
- **⬆ ⬇ ⬆** column - The **⬆ ⬇ ⬆** icon appears in this column when the values of a durative prescription (a drip, for example) are changed on the “Therapy Execution” module while the administration is in progress. If this is the case the values specified on the “prescription detail” window differ from those recorded on the “Execution” module. The icon disappears when the values on the prescription window are realigned to those specified on “Execution”. See paragraph 5.2 for the prescription values change procedures.

-  column - The  icon appears when there is at least a non-validated order approaching administration time. This “proximity to administration time” is a time period set by configuration; in the configuration here described it is a three-hours period.
- **“Status”** column - Indicates the prescription status. See paragraph 1.3.1 for a list of the possible statuses of a prescription.
- **“Days”** column - Indicates the number of days from the first prescription of the treatment. When referred to a prescription in “Terminated” status (see paragraph 1.3.1 for an explanation of this concept) the “Days” column displays the termination date.
- **“Repeat”** column - Indicates whether the treatment is repeatable or not. See paragraph 1.3.2 for an explanation of “repeatable prescriptions”.
- **Prescribed by** - Indicates the acronym of the user who prescribed the treatment.
- **Verified by** - Indicates the acronym of the user who double-checked the prescription in case of prescriptions requiring double signature (see paragraph 4.4).
- **Validated by** - Indicates the acronym of the user who validated the prescription on the Validation module.

The prescription is written in strike-through characters when all the corresponding orders are already executed and no other order will be generated by it (completed prescription).

The prescriptions written in purple characters are conditional prescriptions. Conditional prescriptions correspond to the treatments that must be administered only if certain conditions occur (no administration time is specified for these prescriptions). See paragraph 4.2.2 for an explanation of “conditional prescription”.



## 2.4. Prescription filter buttons

Each treatment is associated to a class. The treatment-class association is defined by configuration. The names of the different classes are defined by configuration. The treatments can be grouped in 8 different classes.

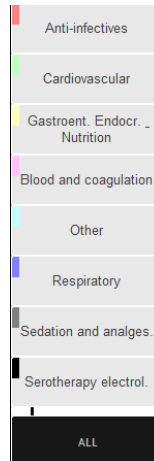


Fig 11 - Prescriptions filters

A specific button corresponds to the class (Fig 11 **A**).

The buttons shown in Fig 11 make it possible to filter the items in the table. When one of the buttons is clicked, only the items belonging to the corresponding class are displayed.

A **Show filter** button on the command bar allows to either hide or show the filter buttons on the prescription screen.

When two buttons are selected at the same time the system displays the items belonging to the two corresponding classes.

The filter-buttons are on/off switches. Click the button again to remove the filter.

The **All** button makes it possible to display the prescriptions full list.

### 2.4.1. How to use the filter-buttons

#### 2.4.1.1. How to apply a filter to the prescriptions list

To apply a filter to the prescription list,

- Click one of the filter-buttons.

The button is this way selected.

The prescription table displays the list of the items belonging to the class corresponding to the selected button.

#### **2.4.1.2. How to remove a filter**

To remove a filter,

- Click the selected button again.

The button is this way deselected, the filter is removed.

#### **2.4.1.3. How to display the full prescriptions list again**

To display the full prescriptions list,

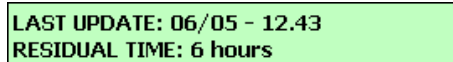
- Click the **All** button.

All the buttons possibly selected are this way deselected.

## 2.5. Validity indicator

The validity of the treatment plan created on Therapy is limited in time. A periodical validation is required. See paragraph 1.3.5 for an explanation of the treatment plan validity.

The box shown in Fig 9 **C** and (in detail) in Fig 12 indicates the treatment plan validity. The validity indicator is a tool making it possible to constantly monitor the time remaining to the end of the treatment plan validity.



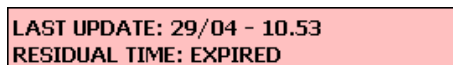
LAST UPDATE: 06/05 - 12.43  
RESIDUAL TIME: 6 hours

Fig 12 – Validity indicator

The first row of the box specifies the date and time of the last update (Fig 12).

The second row indicates the time remaining to the end of the treatment plan validity.

When the treatment plan expires the box turns to red and specifies that the treatment plan is expired (Fig 13).



LAST UPDATE: 29/04 - 10.53  
RESIDUAL TIME: EXPIRED

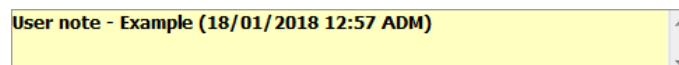
Fig 13 – Expired validity

### 2.5.1. Additional information - Customizable area

The box indicated in Fig 9 **D** is a customizable area making it possible to display additional information regarding the patient and/or the therapy. The kind of data here displayed, as well as the presence of the box, depends on configuration choices.

### 2.5.2. The “Notes” area

The area placed on the right of the “Validity indicator” displays the possible patient notes. See paragraph 5.12 for the notes specification procedure.



User note - Example (18/01/2018 12:57 ADM)

Fig 14 - Notes Area

If relevant, the “notes” area can display the note specification date and time and the acronym of the user who added the note.

## 2.6. The command bar

The command bar of the “Prescription” module (Fig 9 **D**, Fig 15) contains various buttons that can be used to perform different actions.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

**Fig 15 - Command bar**

This paragraph summarizes the functions of each button. The detailed procedures are explained in the paragraphs indicated.

**Class** – This button allows to change the display mode of the prescriptions. Three modes are available: by class, by protocol, alphabetical. See paragraph 5.5.

**Show notes** - This button displays the notes possibly related to every prescribed action. See paragraph 5.7.

**Show Filter** - This button either show or hides the prescription filters alongside the prescriptions table. See paragraph 2.4.

**All prescriptions** - This button displays the patient prescriptions full list, including those suspended and removed. See paragraph 5.8.

**Time Plan** - This button displays a summary of all the active prescriptions. See paragraph 5.11.

**Info** - This button displays a document containing information about a selected treatment. See paragraph 5.14.

**Details** - This button displays the details of a selected prescription. See paragraph 5.10.

**Notes** - This button makes it possible to display and edit the patient's general notes. See paragraph 5.12.

**Print** - This button makes it possible to create a print report containing the details of the treatment plan. See paragraph 5.13.

**New** - This button makes it possible to add a new prescription to the treatment plan. See paragraph 3.1.

**Edit** - This button makes it possible to display and edit the details of a selected prescription. See paragraph 5.2.

**Remove** - This button makes it possible to remove a selected treatment from the treatment plan. See paragraph 5.3.

**Suspend** - This button makes it possible to suspend a selected treatment on the treatment plan. See paragraph 5.4.

**Resume** - This button makes it possible to resume one of the treatments previously suspended. See paragraph 5.4.1.

**Remove Completed** - This button removes the completed prescriptions from the prescription table. See paragraph 5.9.

**Large Font** - This button enlarges the characters displayed on screen to make them easier to be read. See paragraph 5.6.

**Sign** - This button makes it possible to confirm the treatments requiring double signature. See paragraph 4.4.

**Update** - This button makes it possible to update the treatment plan. See paragraph 5.1.

# 3. How to prescribe a treatment

The following paragraphs describe the procedures that must be performed to specify a prescription and insert it into the patient's treatment plan.

## 3.1. Treatment search and selection

The **New** button on the command bar (Fig 16) displays a window that can be used to search for the treatment that must be added to the patient's treatment plan (Fig 17). The header of this window is "Select a standard action".

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 16 - Command bar



The full treatment selection procedure is summarized in paragraph 3.3. This paragraph describes the window shown in Fig 17.

Fig 17 - Select a standard action

This window makes it possible to search and select a treatment, a mixture or a protocol that will be added to the treatment plan. Also, this window allows to create new mixtures and protocols.

### 3.1.1. Search functionality

Use the search fields indicated in Fig 17 **A** to search for a treatment (either mixture or protocol or single action).

- Type the name of the wanted treatment in the “Search” field (Fig 18 **A**) and click the **Find** button (Fig 18 **B**).

The list of items matching the search string is displayed in the window (Fig 18 **C**).

Fig 18

Use the “Type” and “Profile” fields to refine the search and display only the results belonging to the selected Type/Profile. The possible types are Action/Mixtures/Protocols. The profiles are defined during configuration and depend on the actual procedures of the healthcare organization.

Use the **Reset** button to clear all fields (Fig 18 **D**).

### 3.1.2. Filters

The checkboxes on the right (Fig 19 **A** and **B**) are filters allowing to further refine the search.

The “Class” filters reflect the eight classes described in section 2.4.

The “Custom” filters are defined (in number and type) according to the healthcare organization requirements.

Fig 19 - Filters

Select a checkbox to display only the results belonging to the selected class/custom-type.

Multiple filter selection is possible.

Use the checkbox placed alongside the Class/Custom header to select/deselect all the filters in the corresponding column.

### 3.1.3. Action buttons

The buttons on the lower-right corner allow to perform different procedures.

Fig 20

**Info** (Fig 20 **A**) opens - if previously configured - a page containing information on a selected treatment. To display the Info page:

- 1) Search the treatment.
- 2) Click the treatment name.
- 3) Click **Info**.

The **Close** button (Fig 20 **B**) closes the treatment selection window.

The **New Mixture** button (Fig 20 **C**) allows to create a new mixture. See section 4.5 for instructions.

The **New Protocol** button (Fig 20 **D**) allows to create a new protocol. See section 4.6 for instructions.

The **Add Selected Action** button (Fig 20 **E**) makes it possible, once a treatment on the window is selected, to add the treatment to the patient treatment plan. See paragraph 3.3 for a summary of the complete procedure.

## 3.2. Custom Standard Actions

Custom standard actions can be enabled by configuration. In this kind of prescriptions, usually named “Generic”, the name and description of the treatment are free-text fields. This feature makes it possible for the physician to prescribe treatments that are not yet configured as “Standard Actions”.

## 3.3. How to add a treatment to the patient plan

### 3.3.1. Single action

Standard single actions are single prescriptions of specific treatments. To prescribe a single action:

- Click the **New** button on the command bar (Fig 21).

Fig 21 - Command Bar

The window shown in Fig 22 opens.

- Search the wanted treatment using the tools described in the previous sections (3.1).
- Click the treatment to be prescribed.

The corresponding row is highlighted (Fig 22 **A**).



Fig 22

- Click the **Add selected action** button (Fig 22 B).

It is now possible to specify the prescription data. The window changes according to the treatment type (see sections 3.3.2 and 3.3.3 for the prescription of mixtures and protocols). Fig 23 shows an example in which the choice between “Medication bolus” and “Continuous infusion” is provided (Fig 23 A).

Fig 23

This choice affects the following prescription possibilities. For example, the available fields in the Quantity/Dose area (Fig 24 A).

- Insert the Quantity/Dose values.

**ACTION EDITING**

PARACETAMOL VIAL 1000 MG

PARACETAMOL (D.O.E)

EMERGENCY ☐

**QUANTITY/DOSE**

Amount:  mg

Volume:  mL

Solution Speed:  mL/h

Drug Speed:  mg/Kg/h

Duration:  h

Way:  EV

Diluent:

Weight:  63 Kg

**SCHEDULE**

Immediate Conditional Daily Weekly Schema Custom

**NOTES**

Validation:

Prescription:

History: 

Date/Time	Auth	Status	Details

Default Prescribe Cancel

**Fig 24**

- Select the kind of prescription using the buttons indicated in Fig 24 **B**.

A window allowing to specify all the prescription details opens (in Fig 25 a “Daily” prescription was chosen).



*The treatment can be configured to enable only one possible prescription type. If this is the case the selection buttons shown in Fig 23 **A** are not displayed and the specification window (see Fig 25 for an example) is instead directly displayed.*

ACTION EDITING

PARACETAMOL VIAL 1000 MG

PARACETAMOL (D.O.E)

EMERGENCY

QUANTITY/DOSE

Amount

1000

mg

Volume

100

mL

Solution Speed

0,5

mL/h

Drug Speed

0,08

mg/Kg/h

Duration

1

h

Way

EV

Diluent

Suero glucosado 5%

Weight

63

Kg

Final concentration: 10 mg/mL;

DAILY

Starting from

03/05/2021

13:00

Tolerance

00:20

Nº daily admin.

1

Times

06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21

One day only

Repeat every day

NOTES

Validation

Prescription

History

Date/Time

Auth

Status

Details

Default

Prescribe

Cancel

Fig 25 - Daily prescription

- Specify the prescription details.
- Click the **Prescribe** button (Fig 25 A).

The treatment is this way added to the patient treatment plan. A row corresponding to the new prescribed treatment is displayed on the prescription table.

### 3.3.2. Mixture

These treatments are mixtures of different drugs/nutrients administered as boluses or infusions. They can be created and customized by users having specific permissions. The mixture creation procedure is described in section 4.5.

The prescription procedures for mixtures do not differ from the prescription procedures relating to the single standard actions. The only difference is in the content of the infusion/bolus, which is, in this case, formed of various ingredients.

The different ingredients are listed in a table in the Quantity/Dose area of the prescription window. See, for example, Fig 26 A.

**ACTION EDITING**

NN perfusion starting day 3

NN perfusion mixtures

EMERGENCY ☐

**QUANTITY/DOSE**

Component	Concent.	Amount	Vol.(mL)	Drug Speed	Volume
CALCIUM GLUCONATE 4,6 MEQ CA/10 ML AMP	0,46 mEq/mL	1,84 mEq	4,00	0,00 mEq/K h	95 mL
SODIUM CHLORIDE 20%, 3,42 MEQ NA/ML AMP 10 ML	3,42 mEq/mL	2,40 mEq	0,70	0,00 mEq/K h	Solution Speed mL/h
POTASSIUM CHLORIDE 3 MEQ					

Way: EV Diluent: Glucosado 10% Weight: 63 Kg Duration: h/m

**IMMEDIATE** Reset

Single administration and immediate at 12:39

**NOTES**

Validation

Prescription

History

Date/Time Auth Status Details

Default Prescribe Cancel

Fig 26 - Mixture

The mixture can be edited at prescription time. See section 4.6.2 for the editing procedures.

The prescription of a mixture corresponds to a single action, i.e. a single row in the prescription table.

### 3.3.3. Protocol

Protocols are groups of prescriptions of different treatments belonging to a same care protocol. They can be created and customized by users having specific permissions. The protocol creation procedure is described in section 4.6.

The prescription procedures are in this case slightly different, since a protocol is formed of various prescriptions/administrations.

To prescribe a protocol:

- Click the **New** button on the command bar (Fig 21).

The window shown in Fig 22 opens.

- Search the wanted protocol using the tools described in section 3.1.
- Click the protocol to be prescribed.

The corresponding row is highlighted (Fig 27 **A**).

**SELECT A STANDARD ACTION**

Search:  Type: Protocol Profile: All Find Reset

Name	Description	Profile
NN DART EV	Prescription protocols infant	
NN DART ORAL	Prescription protocols infant	
NN DUCTUS IBUPROFENO	Prescription protocols infant	
NN DUCTUS PARACETAMOL EV	Prescription protocols infant	
NN DUCTUS PARACETAMOL ORAL	Prescription protocols infant	
<b>NN intubation INSURE</b>	Prescription protocols infant	
NN intubation preterm	Prescription protocols infant	
NN intubation term	Prescription protocols infant	
NN post-CCV CEC 2500-3999g	Prescription protocols infant	

Class	Custom
<input checked="" type="checkbox"/> Anti-infectives	<input checked="" type="checkbox"/> Continuous infusion
<input checked="" type="checkbox"/> Cardiovascular	<input checked="" type="checkbox"/> Solution/serum
<input checked="" type="checkbox"/> Gastro., Endo. and Nutrition	<input checked="" type="checkbox"/> Medication bolus
<input checked="" type="checkbox"/> Blood products and coagulation	<input checked="" type="checkbox"/> Application
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Volume bolus
<input checked="" type="checkbox"/> Respiratory	<input checked="" type="checkbox"/> Action
<input checked="" type="checkbox"/> Sedation and analgesia	
<input checked="" type="checkbox"/> Electrolyte Serum therapy	

Info Close

New Mixture New Protocol

Add selected action

**Fig 27**

- Click the **Add selected action** button (Fig 27 **B**).

A protocol editing window is displayed (Fig 28).

**PROTOCOL EDITING**

**NN intubation INSURE**  
Prescription protocols infant

**ACTIONS:**

Name	Description	Details	Starting from
<b>MORPHIC CLORIDE 1% AMP</b>	MORPHINE (NN intubation)	EV, 6,3 mg (0,1 mg/Kg), h13:23	04/05/2021 13:23:40
<b>NALOXONE 0,4 MG AMP</b>	NALOXONE (NN intubation)	PAR, 6300 mcg (100 mcg/Kg), si precisa	04/05/2021 13:23:40
<b>ATROPINE 1 MG AMP 1 ML</b>	ATROPINE (NN intubation)	PAR, 1,26 mg (0,02 mg/Kg), h13:23	04/05/2021 13:23:40

Add Edit Remove

**Prescribe** Cancel

**Fig 28**

The different treatments belonging to the protocol can be here edited. See section 4.6.2 for the protocol editing procedures. After editing click **Prescribe** (Fig 28 **A**). The protocol is this way prescribed.

The prescription of a protocol corresponds to multiple actions, i.e. multiple rows in the prescription table.

## 4. The treatment specification window

This paragraph describes the treatment specification window shown in Fig 23 and Fig 29. This window shows up when single actions and mixtures are prescribed or edited. In case of protocols, It is displayed when editing the single treatments belonging to the protocol. See section 4.6.2 for protocol editing procedure.

After treatment selection (**Add** button - Fig 22 **B**), a window making it possible to specify the details of the selected treatment is displayed (Fig 29).

**ACTION EDITING**

**ACICLOVIR 250 MG AMP**

ACICLOVIR (B.O.E)

**QUANTITY/DOSE**

Amount:  mg

Amount (/Kg):  mg/Kg

Way:

Weight:  Kg

Patient weight: 76 kg.

**SCHEDULE**

Immediate Conditional Daily Weekly Schema Custom

**NOTES**

Validation

Prescription

History

Date/Time Auth Status Details

Default Prescribe Cancel

Fig 29 - Prescription

The treatment name is displayed on the upper-left corner of the window (Fig 29 **A**). Under the treatment name additional information can be displayed (specific name, possible dosages etc.).

The **i** button on the right (Fig 29 **B**) opens a page containing detailed information on the treatment (if available).

The window is divided in several areas, each one dedicated to a specific sub-set of features of the prescription.

Please remember that every treatment is configured to enable the specification of its relevant values and is characterized by specific default values. Thus the specification window changes according to the kind of treatment selected.

It is also possible to set by configuration the automatic selection of the treatment's administration plan (conditional, weekly, daily, schema etc...). In those case the relevant window is automatically displayed (i.e. there is no need to select the kind of administration using the buttons described in paragraph 4.2).



*Any relevant action can be configured as a treatment that can be prescribed. Every configured action is characterized by its relevant parameters and default values. Therefore the outlook and features of the treatment specification window depend on the treatment prescribed.*

## 4.1. The “Quantity/Dose” area

Use the “Quantity/Dose” area (Fig 30) to specify the dosages and the administration way. The number and nature of the parameters displayed in this area depend on the specific treatment selected. The kind of treatment is defined by configuration.


Fig 30 shows an example related to a continuous infusion.

Fig 30

Other treatment types are defined. For each one of them the user can specify the values that are necessary to define the prescription details. Some examples are listed below:

- **Standard bolus** - Amount specification. Amount pro kilo is calculated on patient weight.
- **Infusion with blocked concentration** - Pro-kilo quantity and volume cannot be changed.
- **Solution** - For example “Saline solution”. Here volume, solution speed, duration, administration way and diluent are specified.
- **Simple action** - For example “Weigh patient”. Here no quantity/dose information is required.


- **Action with quantity** - Number of repetitions can be specified.
- **Infusion with concentration** - In this kind of prescription the user, using the button indicated in Fig 30 **A**, can decide which is the value that stays fixed and which values change. The other values change according to what specified by the user as fixed value.

The values in the different fields can be inserted using the keyboard or gradually changed using the arrow buttons placed alongside the field -  -.

For each treatment standard values can be pre-configured. It is anyway possible for the user to change them according to the prescription needs.

The values in the different fields can be correlated by an algorithm that calculates the missing values starting from those specified by the user.

The unit of measure placed under the duration field is clickable (Fig 30 **B**). The click switches the unit of measure from hours to minutes and back, making this way possible to insert fractions of hour (100 minutes, for example. **Note:** when switching 100 minutes to hours, it results as 1 hour; 130 minutes results to 2 hours etc.).

The  button placed alongside the “Weight” field updates the patient weight to the most recent value, as specified on the “Edit patient” window of the patient management module (that is “Patient Explorer” if a software of the Product is used for this purpose. In this case see the “Patient Explorer” user manual – *USR ENG Patient Explorer* - for more information).

#### 4.1.1. Hard and Soft limits for a treatment

A treatment can be characterized, during configuration, by hard and/or soft limits indications for quantities/doses.

If, at prescription time, soft limits are exceeded, the relevant fields in the “Quantity/Dose” area are highlighted in yellow. The prescription procedure in this case does not change.

If, at prescription time, hard limits are exceeded, the relevant fields in the “Quantity/Dose” area are highlighted in red. If the treatment is prescribed with the values exceeding hard limits, a pop-up window is displayed, requiring the user to specify the reasons for the exceeded limits. After specification, the treatment can be prescribed as usual.



## 4.2. The “Schedule” area

Use the “Schedule” area (Fig 31) to specify “when” and “how many times” a treatment must be administered.

Six “schedule” types are available. A type can be selected by the buttons indicated in Fig 31 A.

Once the type is selected it is possible to specify the treatment schedule details.



*It is possible to set by configuration the automatic plan type selection (conditional, weekly, daily, schema etc...). In those cases the relevant window is automatically displayed (i.e. there is no need to select the kind of administration using the buttons described in this paragraph).*

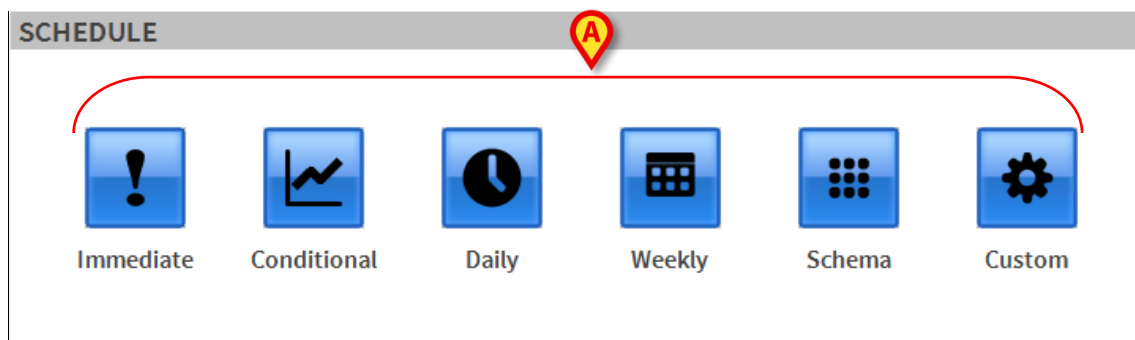








Fig 31 - “Schedule” area


These are the possible plan types:

	IMMEDIATE	The treatment prescribed must be administered immediately. See paragraph 4.2.1.
	CONDITIONAL	The treatment prescribed must be administered only under certain conditions. See paragraph 4.2.2.
	DAILY	The treatment prescribed refers to one day. See paragraph 4.2.3.
	WEEKLY	The treatment prescribed refers to one week. See paragraph 4.2.4.
	SCHEMA	Use this kind of prescription to define a schema like (for example) “administer this treatment 4 times in 3 days”. See paragraph 4.2.5.
	CUSTOM	The treatment plan is completely customized. The orders that must be generated are all explicitly stated. See paragraph 4.2.6.

### 4.2.1. Immediate administration prescription

“Immediate administration” means that the treatment prescribed must be administered immediately.

To prescribe an immediate administration

- Click the  icon on the prescription window.

The “Schedule” area on the window will change in the way shown in Fig 32.

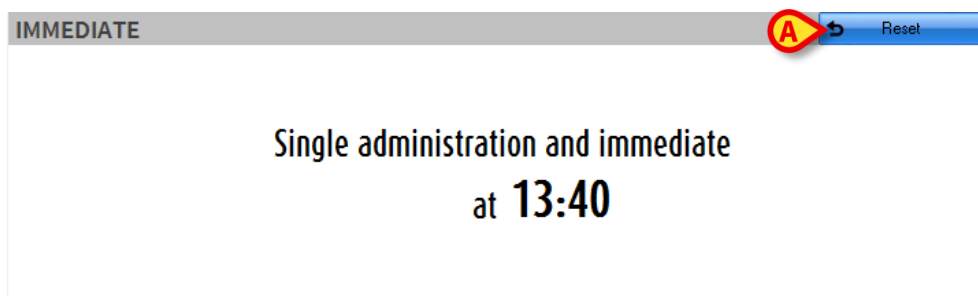



Fig 32

The window states that a single immediate administration is being ordered. The administration time (that is present time) is specified as well.

The **Reset** button on the top-right corner (Fig 32 **A**) makes it possible to go back to the selection window shown in Fig 31.

### 4.2.2. Conditional administration prescription

“Conditional administration” means that the treatment prescribed must be administered only under certain conditions. To add a conditional prescription

- Click the  icon on the prescription window.

The window will change in the following way

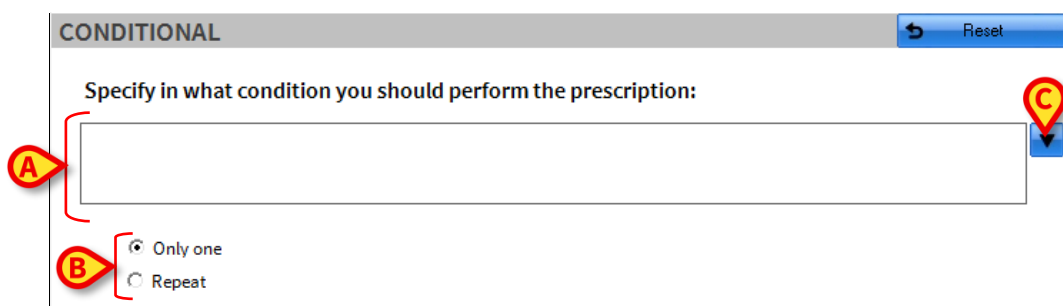


Fig 33 - Conditional prescription

- Specify in the area indicated in Fig 33 **A**, the administration condition, i.e. the condition that “triggers” the treatment administration.

Use the “radio buttons” indicated in Fig 33 **B** to specify whether the treatment will be administered only once or it will be kept in the treatment plan to be repeated in the future.

---

*Conditional prescriptions are characterized by “purple” color on the prescriptions table (Figure below, paragraph 2.3).*



*Conditional prescriptions are characterized by “purple” color in the corresponding boxes on the “Therapy Execution” module (Figure below, paragraph 6.3).*

FUROSEMIDA 20 MG AMP	EV, 100 mg, If patient...
----------------------	---------------------------

FUROSEMIDA 20 MG AMP	100 <sup>mg</sup> EV	If patient...
----------------------	-------------------------	---------------

In case you want to go back to the selection window shown in Fig 31, use the **Reset** button on the top-right corner.

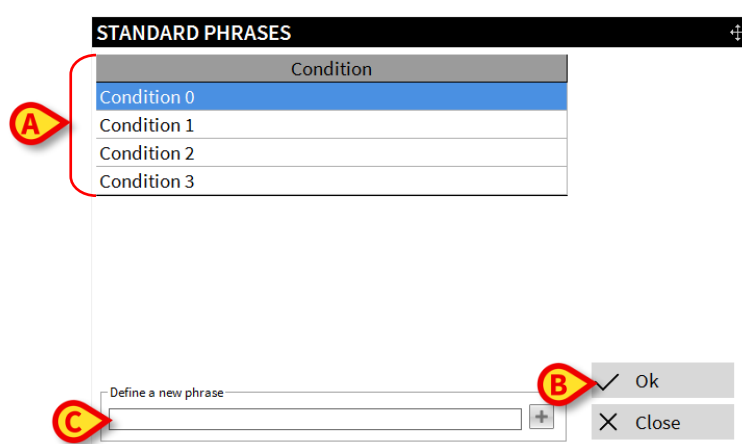
#### 4.2.2.1. Standard phrases for the condition specification

It is possible to use pre-defined “Standard phrases” to quickly indicate the administration conditions.

To insert a “Standard phrase”

- Click the button indicated in Fig 33 **C**.

The following window opens



**Fig 34 - Standard phrase selection**

- Click the relevant phrase. The phrase is this way highlighted (Fig 34 **A**).
- Click the **Ok** button (Fig 34 **B**). The selected phrase is inserted as condition in the prescription window.

#### 4.2.2.2. New standard phrase

To define a new standard phrase


- Click the field indicated in Fig 34 **C**.

A cursor appears in the field.

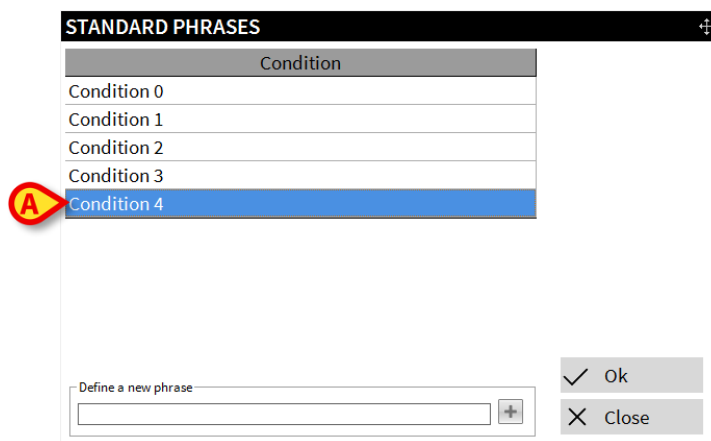
- Type the new standard phrase (Fig 35).



**Fig 35 - New standard phrase**

- Click the  button placed alongside the field (Fig 35 **A**).

The new phrase is this way added to those already existing (Fig 36 **A**).




**Fig 36**

#### 4.2.3. Daily treatment prescription

The prescription of a daily treatment makes it possible to generate the administration orders for one day.

To prescribe a daily treatment

- Click the  icon on the prescription window.

The window changes in the following way.

**DAILY**

Starting from **06/06/2018** **15:00** Tolerance **00:30**

N° daily admin. **0** Times

14	<b>15</b>	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

☒ One day only  
☐ Repeat every day

**Reset** **Predefined** **Preview orders**

**Fig 37 - Daily treatment prescription**

The window shown in Fig 37 contains several tools making it possible to specify the prescription details. The next paragraphs describe these tools.

In case you need to go back to the selection window shown in Fig 31, click the **Reset** button on the top-right corner (Fig 37 B).

#### 4.2.3.1. Administration time specification

Use the “plan” area (indicated in Fig 37 A) to specify the treatment administration times.

The table shown in Fig 38 displays the full hours of the day. Each cell corresponds to a specific hour. The first selectable cell corresponds by default to the closest full hour preceding the current time (for example, if it is 12:30 the first selectable cell is 12:00). 24 cells are selectable (corresponding to 24 hours).

N° daily admin. **0** Times

14	<b>15</b>	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

**Fig 38**

To select a time

- Click the corresponding cell.

The selected cell is highlighted red (Fig 39).

N° daily admin. **1** Times

14	<b>15</b>	16	<b>17</b>	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

**Fig 39 - One administration at 15:00**

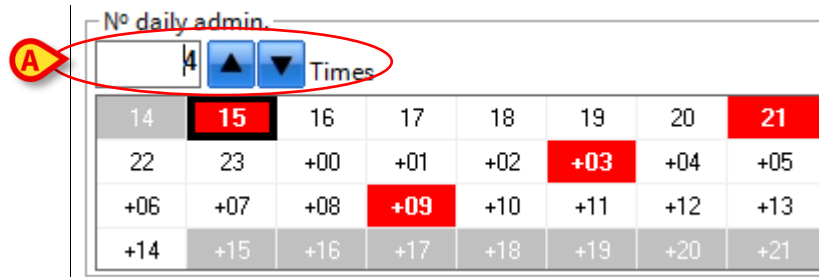
To deselect a time, click again the corresponding cell. The red cell goes back to white.

It is also possible to specify the number of daily administrations of the treatment.

To do that

- Type the number of administrations in the field indicated in Fig 40 **A**.

The system automatically places the administrations at proper times.



N° daily admin.

4 Times

14	15	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

**Fig 40**

In Fig 40, for example, the user specified that the treatment must be administered 4 times in 24 hours. The system automatically placed the administration orders at 6 hours intervals, with the first administration set at the next selectable time (15:00 o'clock). This scheme can be edited by the user either selecting or deselecting the relevant times (click the corresponding cell to operate).



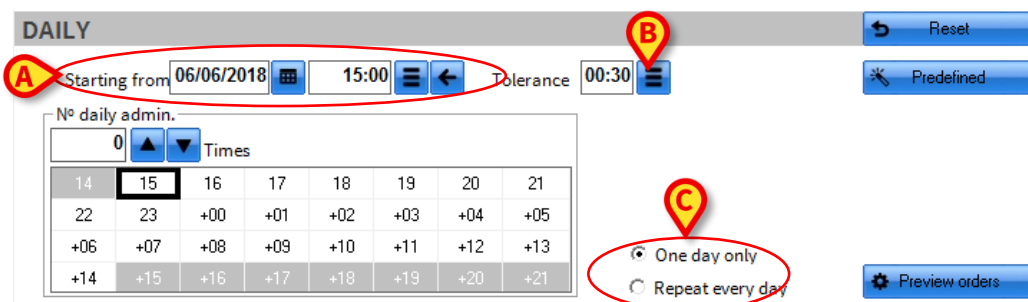
*If the user sets a time manually and, after that, uses of the above-described functionality (i.e. he/she indicates the number of administration orders as in Fig 40 **A**), the system places the administration orders at regular intervals starting from the time specified by the user.*

*If the user sets two or more times manually and, after that, uses the above-described functionality (i.e. he/she indicates the number of administration orders as in Fig 40 **A**), the system places the administration orders at regular intervals starting from the first time specified by the user and ignoring the other times indicated.*

#### **4.2.3.2. Treatment start time specification**


Current day is, by default, the relevant day for the treatment specification. Current time is, by default, the treatment start time (i.e. if it is 12:30 the time indicated by default is "12:00"). It is possible to indicate a different date/time as treatment start time. Namely, it is possible to specify a treatment beginning in a future day and/or at a future time. The values indicated in Fig 41 **A** specify the treatment start time.

Dedicated tools are available to set these values.



**Fig 41 - Daily treatment prescription**

To change the start date

- Click the  button placed alongside the date.

A calendar-window opens.

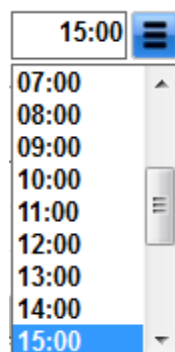
- Select the start date
- Click the **Ok** button on the calendar.

The new start date is displayed, highlighted yellow, on the prescription window.

To change the start time

- Click the  button placed alongside the time currently selected.


A menu containing several options is displayed (Fig 42).



**Fig 42**

- Click the option corresponding to the wanted start time.

The selected start time is displayed, highlighted yellow, on the prescription window. The table described in paragraph 4.2.3.1 changes accordingly.

The  button can be clicked to set the current time/date back.

#### 4.2.3.3. Tolerance time specification

The “Tolerance” box highlighted in Fig 41 **B** makes it possible to set the tolerance period for the administration.

“Tolerance” is the time interval preceding and following the specified administration time within which the administration is considered “on time”.

If a tolerance of 15 minutes is indicated for an administration prescribed for 11:00 o'clock, the administration is on time if performed from 10:45 to 11:15.

#### 4.2.3.4. Treatment plan repeatability

The selection buttons indicated in Fig 41 **C** specify whether the administration must be administered once (“One day only” button) or it must be kept on the treatment plan for further administrations (“Repeat every day” option). See paragraph 1.3.2 for the explanation of “Prescription repeatability”.

#### 4.2.3.5. Predefined plan

The **Predefined** button indicated in Fig 43 **A**, opens a window making it possible to select a treatment plan from a list of pre-defined options.

The screenshot shows the 'DAILY' treatment prescription window. At the top, there's a 'Reset' button. Below it, the 'Starting from' date is 06/06/2018 and the time is 15:00. A 'Tolerance' field is set to 00:30. A 'No daily admin.' field is set to 0. A grid of times is displayed, with 15:00 highlighted. Two buttons are circled in red: 'Predefined' (labeled A) and 'Preview orders' (labeled B). The 'One day only' radio button is selected, and the 'Repeat every day' radio button is unselected.

Fig 43 - Daily treatment prescription

To select a pre-defined plan

- Click the **Predefined** button. A dedicated window opens
- Click, on the window, the option corresponding to the wanted plan.

The option will be highlighted.

- Click **Ok**. The values on the prescription window will change accordingly.

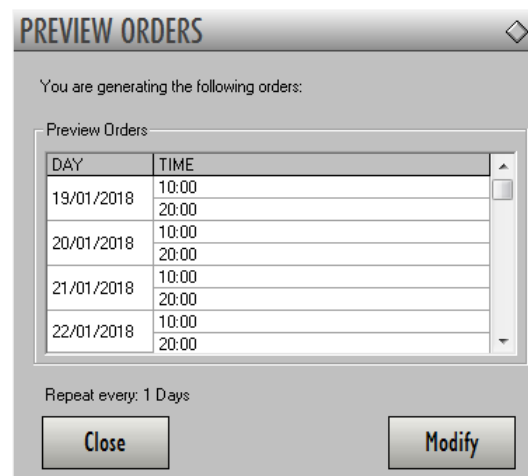


*The pre-defined treatment plans are defined by configuration.*



#### 4.2.3.6. Orders preview

The **Preview Orders** button indicated in Fig 43 **B** opens a window that summarizes in a list all the orders that will be generated by the treatment plan currently specified (Fig 44).



**Fig 44 - Orders preview**

The “Orders preview” window displays in a table all the orders that will be generated. The scheduled administration date and time are specified for each order.



*In case of repeatable prescriptions the “Orders preview” window displays the orders that will be generated in the first seven days. See paragraph 1.3.2 for an explanation of the “prescription repeatability”.*

Use the **Close** button to close the “Orders preview” window.

Use the **Modify** button to modify the treatment plan, i.e. to add or remove orders and to change their times.

To do that

- Click the **Modify** button.

A message box will be displayed, indicating that it will not be possible, after the changes, to go back to the original values.

- Click **Yes** to proceed.

The custom prescription functionalities are this way enabled (Fig 45). These functionalities are described in paragraph 4.2.6.


Day	Hours
19/01/2018	10:00
	20:00
20/01/2018	10:00
	20:00
21/01/2018	10:00
	20:00
22/01/2018	10:00
	---

**Fig 45 - Custom prescription functionalities**

## 4.2.4. Weekly treatment prescription

Use the “weekly treatment prescription” option to specify the treatment’s administration orders for one week.

To prescribe a weekly treatment:

- Click the  icon on the prescription window.

The window changes in the following way (Fig 46).

N° daily admin.							
0							
00	01	02	03	04	05	06	07
08	09	10	11	12	13	14	15
16	17	18	19	20	21	22	23

Days						
lun	mar	mer	gio	ven	sab	dom
lun	mar	mer	gio	ven	sab	dom

**Fig 46 - Weekly plan prescription**

This window contains all the options and functionalities already described for the daily prescription plan. These functionalities are explained in the following paragraphs:

- 4.2.3.1 - Prescription times specification;
- 4.2.3.2 - Treatment start time/date specification;
- 4.2.3.3 - Tolerance specification;
- 4.2.3.4 - Treatment plan repeatability (repeatability is referred in this case to the weekly plan);
- 4.2.3.5 - Pre-defined plan selection;
- 4.2.3.6 - Orders preview.

The above-described functionalities are integrated by a window making it possible to select the administration weekdays (Fig 46 **A**).

To select a day

- Click the corresponding cell.

The cell turns red (Fig 47). Click the cell again to deselect it.

lun	mar	mer	gio	ven	sab	dom
lun	mar	mer	gio	ven	sab	dom

Fig 47 - Days selection

When prescribing a weekly treatment plan it is necessary to specify both the administration times and the administration days.

N° daily admin. 2

00	01	02	03	04	05	06	07
08	09	10	11	12	13	14	15
16	17	18	19	20	21	22	23

Days selection grid (same as Fig 47)

☒ One week only  
☐ Repeat every week

Preview orders

Fig 48


In Fig 48, for example, the treatment must be administered at 12:00 and at 18:00 on Thursday and Saturday. Thus 4 administration orders will be generated.

If the treatment is repeatable (by selecting the button indicated in Fig 48 **A** - “Repeat every week”) the system generates every week 4 administration orders at 14:00 and 18:00 on Wednesdays and Fridays.

## 4.2.5. Treatment prescription schema

Use the “Treatment prescription schema” option to specify a prescription like the following: “Administer this treatment N times in N days (4 times in 3 days, for instance)”. The system calculates the appropriate time intervals and places the administration orders starting from the time indicated in the “Starting from” field.

To use this option:

- Click the  icon on the prescription window.


The window changes in the following way (Fig 49).


SCHEMA


Starting from 07/06/2018 10:00 Tolerance 00:30

Reset

Predefined

Execute   Times

At interval of   Hours

In   Hours

☒ Only one  
☐ Repeat

Preview orders

Fig 49 - Dictionary

Some of the functionalities described regarding the daily and weekly treatment plan prescriptions are here maintained. See the paragraphs indicated below for these functionalities:

- 4.2.3.2 - Treatment start time/date specification;
- 4.2.3.3 - Tolerance specification;
- 4.2.3.4 - Treatment plan repeatability (repeatability is referred in this case to the specified schema);
- 4.2.3.5 - Pre-defined plan selection;
- 4.2.3.6 - Orders preview.

Use the tools highlighted in Fig 49 **A** and Fig 50 to define the schema.

Execute		<input type="radio"/>		▲	▼	Times
At interval of		<input type="radio"/>		▲	▼	Hours
In		<input type="radio"/>		▲	▼	Hours

**Fig 50**

To define a schema,


- Use the buttons indicated in Fig 50 **A** to select the appropriate option for the wanted schema.

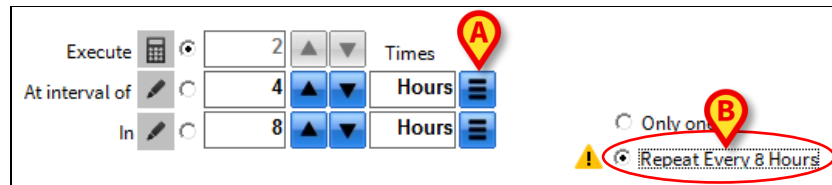
The “Execute” option makes it possible to specify the treatment’s period (every how much time) and duration (in how much time). The system automatically calculates the number of administrations. For example: if the user indicates that a treatment must be administered every 3 hours in 8 hours the system calculates 3 administrations (one now, one after 3 hours, one after 6 hours).

The “At interval of” option makes it possible to specify the number of administrations and the treatment’s duration (in how much time). The system automatically calculates the treatment’s period (every how much time the orders must be administered). For example: if the user indicates that a treatment must be administered 3 times in 8 hours the system calculates a 2,7 hours period.

The “In” option makes it possible to specify the number of administrations and the treatment’s period (every how much time). The system automatically calculates the treatment’s duration (in how much time the orders must be administered). For example: if the user indicates that a treatment must be administered 3 times every 2 hours the system calculates a 6 hours duration.

- Specify the relevant values in the fields indicated in Fig 50 **B**.

Use the  button indicated in Fig 51 **A** to specify the schema's unit of measure (hours, days and minutes). The system automatically turns the specified value into the appropriate unit of measure (more than 119 minutes is turned to hours, more than 47 hours is turned to days).




**Fig 51**

Select the option indicated in Fig 51 **B** to specify a repeatable schema. The repeatability period is the schema duration. In the example shown in the figure the schema is repeated every 8 hours. See paragraph 1.3.2 for a description of repeatable treatments.

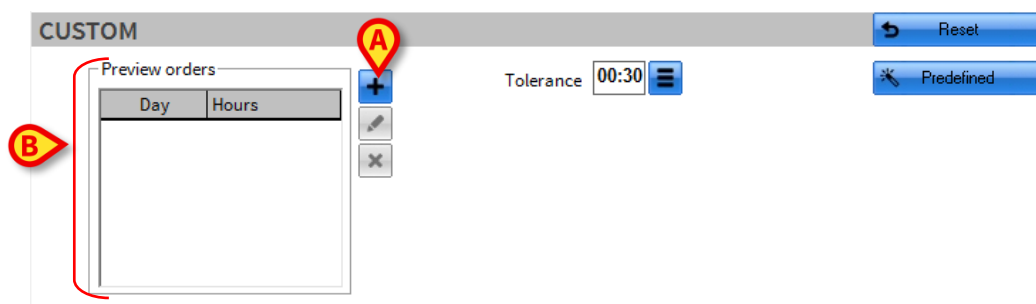
## 4.2.6. Custom treatment plan prescription

It is possible to prescribe a treatment plan that is completely customized by the user. In these cases the orders are all explicitly specified, one by one.

To prescribe a custom treatment plan

- Click the  icon on the prescription window.

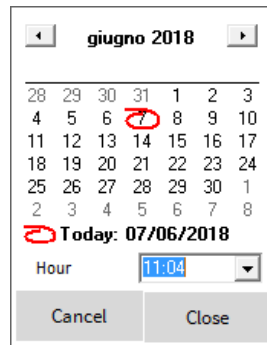
The window changes in the following way (Fig 52).



**Fig 52 - Custom treatment plan specification**

- Click the  button indicated Fig 52 **A**.

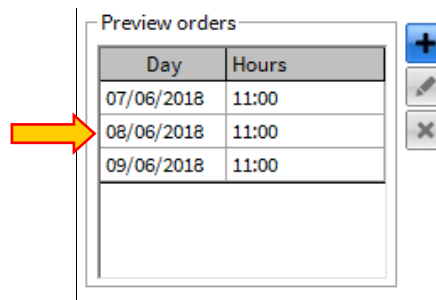
A calendar-window making it possible to specify the treatment date and time opens (Fig 53). Current date and time are set by default.



**Fig 53**

- Specify the order's date and time.
- Click the **Close** button.

A row will be added to the “Orders preview” table (Fig 54, Fig 52 **B**). The row indicates the treatment's date and time.



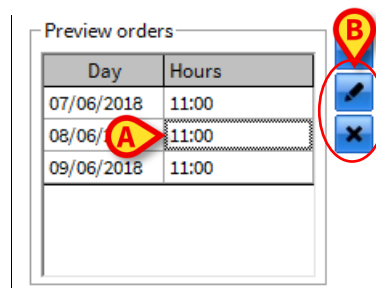
**Fig 54**

#### 4.2.6.1. Editing the order values

To edit the values of an order

- Click the row corresponding to the order that must be edited (click it on the cell displaying the time).

The row is highlighted (Fig 55 **A**). The buttons indicated in Fig 55 **B** are active.



**Fig 55**

- Click the  button.

A calendar window appears, displaying the values of the selected order (date and time).

- Edit date/time. When editing time either use the available drop-down menu or type the time (full hours in the hh:mm format).

- Click the **Close** button.


The order's values are this way changed.

#### **4.2.6.2. How to delete an order**

To delete one of the specified orders,

- Click the row corresponding to the order that must be deleted (click the cell displaying the time).

The row is highlighted (Fig 55 **A**). The buttons indicated in Fig 55 **B** are active.

- Click the  button. The order is this way deleted.

#### **4.2.6.3. Other options on the custom prescription window**

Some of the functionalities that have been described before relating the daily and weekly treatment plan prescriptions are here maintained. See the paragraphs indicated below for these functionalities:

- 4.2.3.4 - Tolerance specification;
- 4.2.3.5 - Pre-defined plan selection;

## 4.3. The “Notes” area

The “Notes” area on the prescription specification window (Fig 56) makes it possible to:

- 1) add a note to the prescription;
- 2) read the existing validation notes. Validation notes are added when prescribing or editing the treatment on the Validation module (see paragraph 8);
- 3) read about the executions of the treatment (past and future).

Fig 56 - Notes area

### 4.3.1. How to add a prescription note

To add a prescription note

- Click the “Prescription” field (Fig 57 **A**).

Fig 57

- Type the note.

The notes are visible on the prescribed treatments table when the **Show Notes** button is selected on the command bar (see paragraph 5.7).



*The notes added using these functionalities are referred to the treatment prescription, not to the patient. The patient notes are specified through the procedure described in paragraph 5.12.*



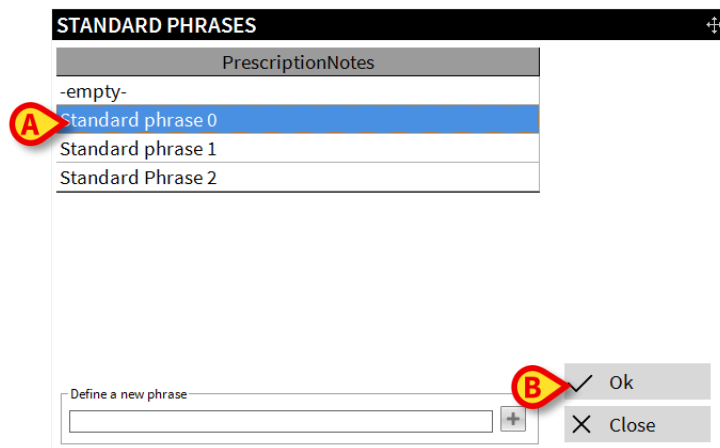
#### 4.3.1.1. Standard phrases for notes specification

Pre-defined “Standard phrases” can be used to speed-up the notes specification.

To add a standard phrase

- Click the arrow button on the right (Fig 57 **B**).

The following window opens (Fig 58).



**Fig 58 - Standard Phrases**

The window shown in the figure contains the list of all the pre-defined phrases.

- Click the relevant phrase.

The phrase is highlighted (Fig 58 **A**).

- Click the **Ok** button (Fig 58 **B**).

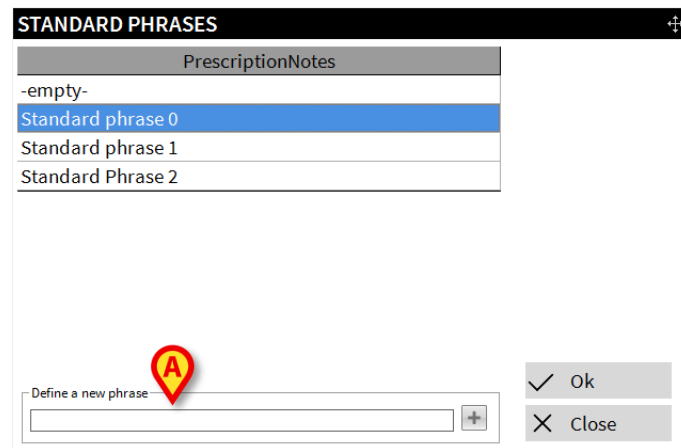
The phrase is displayed in the “Notes” field.

It is possible for an authorized user to add a new standard phrase to the existing list.

To define a new phrase:

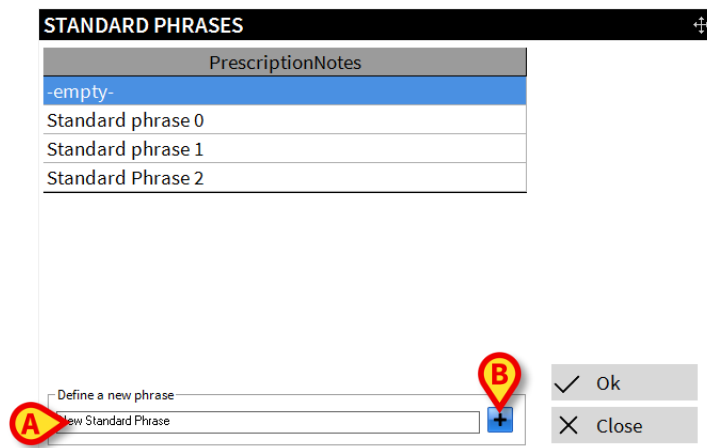
- Click the **Notes** button (Fig 57 **B**).

The “Standard phrases” window opens (Fig 59).




**Fig 59 - Standard Phrases**

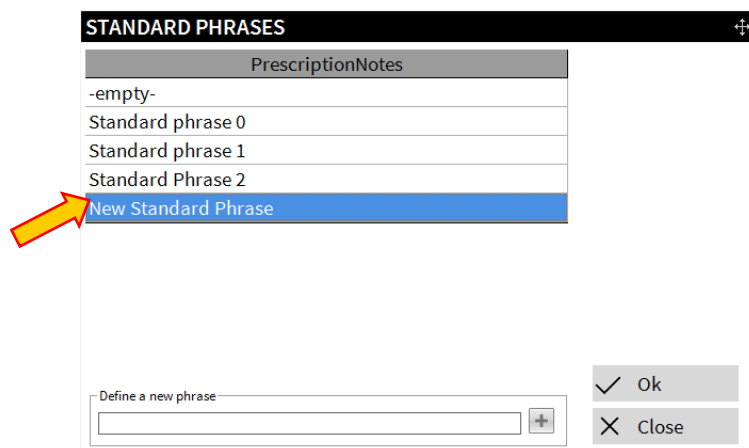
- Click the “Define a new phrase” field (Fig 59 **A**).
- Type the new standard phrase (Fig 60 **A**).



**Fig 60 - New standard phrase**

- Click the  button placed alongside the field (Fig 60 **B**).

The new phrase is this way added to the standard phrases list (Fig 61) and will be available in the future.



**Fig 61**

The phrase can be inserted in the “Prescription” field (Fig 62) using the procedure described in paragraph 4.3.1.



Fig 62

### 4.3.2. Treatment history

The history area (Fig 63 **A**) displays a table containing the main information on the previous orders that were generated for that treatment.

Date/Time	Auth	Status	Details
Today 12:00	ADM	Alarm	OR, 650 mg
<b>Today 18:00</b>	<b>ADM</b>	<b>Future</b>	<b>OR, 650 mg</b>
Tomorrow 12:00	ADM	Future	OR, 650 mg
Tomorrow 18:00	ADM	Validate	OR, 650 mg
09/06/2018 12:00	ADM	Validate	OR, 650 mg
09/06/2018 18:00	ADM	Validate	OR, 650 mg

Fig 63 - Treatment history

In the table each row corresponds to an action referred to a certain order.

For each action the following information is provided:

- Action date and time.
- Acronym of the user who performed the action.
- Order status.
- Action details.

#### 4.3.2.1. How to restore the prescription default values

If, after editing the prescription values, it is necessary to restore the prescription default values,

- Click the **Default** button on the “Notes” area, indicated in Fig 63 **B**.

All the changes will be lost; the prescription default values will be restored.

### 4.3.3. Prescription window configurability

Virtually any kind of action can be added to the actions list, with its specific features (values, parameters, default values etc...).

The treatment specification window changes accordingly. Thus changes the way the treatment specification window looks like. Refer to the system administrators for the treatments configuration.



*The look and functionalities of the prescription specification window depend on the kind of treatment specified.*

## 4.4. Prescription with double signature

A treatment can be configured to require a double signature at prescription time. I.e. it is necessary that a second user, different from the one that prescribed the treatment, validates the prescription. See the example shown in Fig 64.

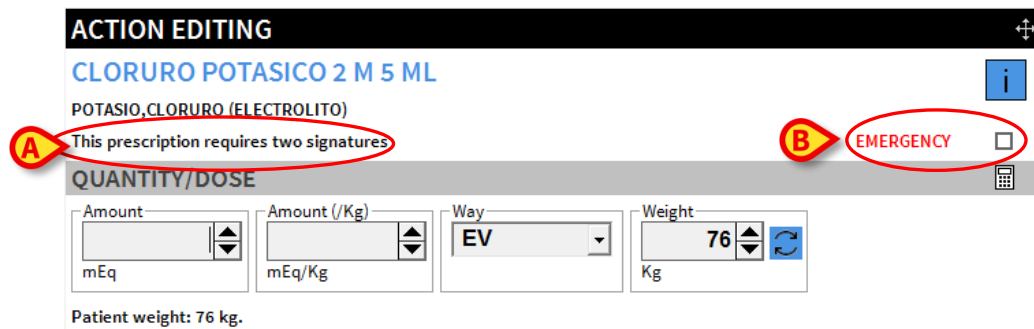


Fig 64

The double signature requirement is indicated in Fig 64 **A**.

Once the treatment is prescribed, the administration orders have to be validated by another user. These orders are characterized by the 🖐 icon both on the prescription module (Fig 65) and on the execution module (Fig 66).




Fig 65



Fig 66

See paragraph 1.3.7 for an explanation of the “orders validation” procedure.

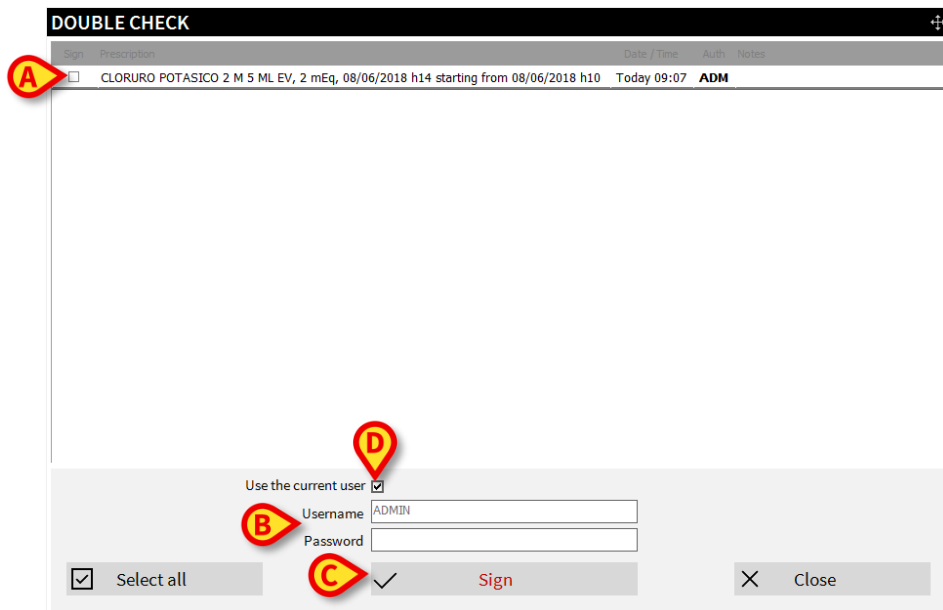
In this particular case the order can be validated only by the second signature on the prescription module. To double sign the prescription, use the following procedure:

- Click the **Sign** button on the command bar (Fig 67 **A**).

LARGE FONT	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	<b>A</b>	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED		SIGN	UPDATE

Fig 67

The following window opens (Fig 68):



**Fig 68**

The window lists all the prescriptions requiring a second signature for validation (Fig 68 **A**).

- Select the checkbox corresponding to the prescriptions to be signed (first column on the left).
- Insert your username and password (Fig 68 **B**).
- Click the **Sign** button (Fig 68 **C**).

The prescription is this way validated.

The “Current user” (Fig 68 **D**) automatically fills the username field with the name of the user currently logged. Deselect the checkbox to insert a different username.



*The double signature procedure can be set separately for the prescription and the administration of the treatment. I.e. a treatment can require the second signature at prescription time and not require it at administration time and vice versa.*



*The second signature is not required if, at prescription time, the prescription is indicated as emergency (check the flag indicated in Fig 64 **B**). In case of emergency prescription, it is possible to prescribe only one administration. Time of administration can be from current time to four hours before current time.*

## 4.5. Mixture creation

Users having specific permissions can create mixtures. To do that:

- Click the **New** button on the command bar (Fig 69 **A**).

	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 69

The following window opens (Fig 70).

SELECT A STANDARD ACTION

Search

Type

Profile

All

All

Find

Reset

Name	Description	Profile
<input checked="" type="checkbox"/> Class		<input checked="" type="checkbox"/> Custom
<input checked="" type="checkbox"/> Anti-infectives		<input checked="" type="checkbox"/> Continuous infusion
<input checked="" type="checkbox"/> Cardiovascular		<input checked="" type="checkbox"/> Solution/serum
<input checked="" type="checkbox"/> Gastro., Endo. and Nutrition		<input checked="" type="checkbox"/> Medication bolus
<input checked="" type="checkbox"/> Blood products and coagulation		<input checked="" type="checkbox"/> Application
<input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Volume bolus
<input checked="" type="checkbox"/> Respiratory		<input checked="" type="checkbox"/> Action
<input checked="" type="checkbox"/> Sedation and analgesia		
<input checked="" type="checkbox"/> Electrolyte Serum therapy		

Info

Close

New Mixture

New Protocol

Add selected action

Fig 70

- Click **New Mixture** (Fig 70 A).

The following window opens (Fig 71).

**Fig 71 -ma bolo dov'è'?**


- Type the name and description of the new mixture in the fields indicated in Fig 71 **A**.
- Select the class in the drop-down menu indicated in Fig 71 **B**.

**Fig 72**

- Click either MIXTURE (SOLUTION) or MIXTURE (BOLUS) to specify the mixture type (Fig 72 **A**).

The following window opens (Fig 73).

**Fig 73**

- Click the  button to add a component (Fig 73 **A**).

The following window opens (Fig 74).

**Fig 74**

- Fill the search fields (Fig 75 **A**) and click the **Find** button (Fig 75 **B**) to find the required component.

The list of components matching the search string is displayed in the window. If nothing is specified in the search fields, then all the possible components are displayed.



**SELECT A STANDARD ACTION**

Search:  Profile:

Name	Description
KUVAN 100 MG 120 COMPRIMIDOS	SAPROPTERINA
PROFESS 5 SISTEMAS LIBERACION VAGINAL 10 MG	DINOPROSTONA
PROPOFOL 10 MG/ML AMP 20 ML	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML *A*	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML *A*	PROPOFOL (D.O.E)
<b>PROPOFOL LIP 10 MG/ML 100 ML</b>	<b>PROPOFOL (D.O.E)</b>
PROPOFOL LIP 10 MG/ML 100 ML	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL LIPOMED 10 MG/ML 20 ML *A*	PROPOFOL (D.O.E)
PROPOFOL LIPURO 2% 20 MG/ML 1.171AL 50 ML	PROPOFOL (D.O.E)

Fig 75

- Click the wanted component (Fig 75 C) and click **Add** (Fig 75 D).

The component is added to the mixture. The “Action editing” window is displayed again (Fig 76).

**ACTION EDITING**

New mixture

Mixture example

EMERGENCY ☐

**QUANTITY/DOSE**

Component	Concent.	Amount	Vol.(mL)	Drug Speed	Volume
PROPOFOL LIP 10 MG/ML 100 ML	mg/mL	mg		mg/Kg/h	mL

Way:  Diluent:  Weight:  Kg

Solution Speed:

Duration:

Fig 76

It is now necessary to provide the required Quantity/Dose information. See section 4.1 for instructions on the dose/quantity specification. Fig 77 shows an example.



*A component can be configured (or not) to display default standard values. Calculation automation rules can be defined for the required information. The actual configuration of a component depends on the procedures in use in the specific healthcare structure.*

Component	Concent.	Amount	Vol.(mL)	Drug Speed
PROPOFOL LIP 10 MG/ML 100 ML	1,00 mg/mL	1,00 mg	1,00	0,00 mg/Kg/h

Way: IV  
 Diluent: Diluent

Weight: 63 Kg

Volume: 10 mL  
 Solution Speed: 0,1 mL/h  
 Duration: 1 h

Total volume: 0,1 mL;

**Fig 77**

- Repeat the procedure to add components to the mixture.

The additional components are listed in the “Action editing” window (Fig 78 **A**).

**QUANTITY/DOSE** + -

Component	Concent.	Amount	Vol.(mL)	Drug Speed
PROPOFOL LIP 10 MG/ML 100 ML	1,00 mg/mL	1,00 mg	1,00	0,00 mg/Kg/h
<b>A</b> PARACETAMOL VIAL 1000 MG	1,00 mg/mL	1,00 mg	1,00	0,00 mg/Kg/h

Way: IV  
 Diluent: Diluent

Weight: 63 Kg

Volume: 10 mL  
 Solution Speed: 0,1 mL/h  
 Duration: 1 h

Total volume: 0,1 mL;

**Fig 78**

After all the components of the mixture are defined, to prescribe it, use the procedures required to prescribe a single action, described in sections 3 and 4. Fig 79 shows the example “New mixture” ready to be prescribed.

- Click the **Prescribe** button to prescribe (Fig 79 **A**).

**ACTION EDITING**

New mixtures

Sedation and analgesia

Mixture example

EMERGENCY ☐

QUANTITY/DOSE

Component	Concent.	Amount	Vol.(mL)	Drug Speed
PROPOFOL LIP 10 MG/ML 50 ML	1,00 mg/mL	1,00 mg	1,00	0,02 mg/Kg/h
PARACETAMOL VIAL 500 MG	1,00 mg/mL	1,00 mg	1,00	0,02 mg/Kg/h

Way: IV

Diluent: Diluent 1

Weight: 63 Kg

Volume: 0,1 mL

Solution Speed: 0,1 mL/h

Duration: 1 h/m

Total volume: 0,1 mL;

DAILY

Starting from: 05/05/2021 12:00

Tolerance: 00:30

Reset

Predefined

Nº daily admin.: 1

Times

06	07	08	09	10	11	12	13
14	15	16	17	18	19	20	21
+06	+07	+08	+09	+10	+11	+12	+13

☒ One day only  
☐ Repeat every day

Preview orders

NOTES

Validation

Prescription: Optional note

History

Prescribe

Cancel

Fig 79

Mixtures are displayed as single rows in the prescriptions window (Fig 80 A).

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	2	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	2	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	2	Yes	ADM		
<b>Other</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	1	Yes	ADM		
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	1	Yes	ADM		
<b>Sedation and analgesia</b>								
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, x 2, at h12, 14	63	Active	2	Yes	ADM		
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	1	Yes	ADM		
New mixtures	IV, 0,1 mL, dilute with Diluent 1, 0,1 mL/h, for 1 hour, 05/05/2021 h14	63	Active	0		ADM		

Fig 80

- Click the **+** button on the left to expand the row and display the mixture components (Fig 81).

[-] New mixtures	IV, 0,1 mL, dilute with Diluent 1, 0,1 mL/h, for 1 hour, 05/05/2021 h14	63	Active	0	ADM	!
PROPOFOL LIP 10 MG/ML 50 ML 1 mg, 0,02 mg/Kg/h						
PARACETAMOL VIAL 500 MG 1 mg, 0,02 mg/Kg/h						

Fig 81

### 4.5.1. Mixture editing

To edit a prescribed mixture, on the prescriptions table (Fig 80),

- Double click the row corresponding to the mixture (Fig 80 A).

The specific “Action Editing” window is displayed (Fig 82).

**ACTION EDITING**

New mixtures

Mixture example

QUANTITY/DOSE

Component	Concent.	Amount	Vol.(mL)	Drug Speed
PROPOFOL LIP 10 MG/ML 50 ML	1,00 mg/mL	1,00 mg	1,00	0,02 mg/Kg/h
PARACETAMOL VIAL 500 MG	1,00 mg/mL	1,00 mg	1,00	0,02 mg/Kg/h

Way: IV

Diluent: Diluent 1

Weight: 63 Kg

Duration: 1 h

Volume: 0,1 mL

Solution Speed: 0,1 mL/h

Total volume: 0,1 mL;

DAILY

Starting from: 05/05/2021 12:00

Tolerance: 00:30

Predefined

N° daily admin.: 1

Allow change at administration

06	07	08	09	10	11	12	13
14	15	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13

One day only

Repeat every day

Preview orders

NOTES

Validation

Prescription: Optional note

History

Date/Time	Auth	Status	Details
Today 14:00	ADM	Future	IV, dilute with Diluent 1, 0,1 mL/h, for 1 hour

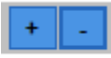
Default

Prescribe

Cancel

Fig 82

➤ Edit data.

➤ Use the  buttons to add or remove components (Fig 82 **A**).

➤ Click **Prescribe**.

## 4.6. Protocol creation

Users having specific permissions can create protocols. To do that:

➤ Click the **New** button on the command bar (Fig 83 **A**).



Fig 83

The following window opens (Fig 84).

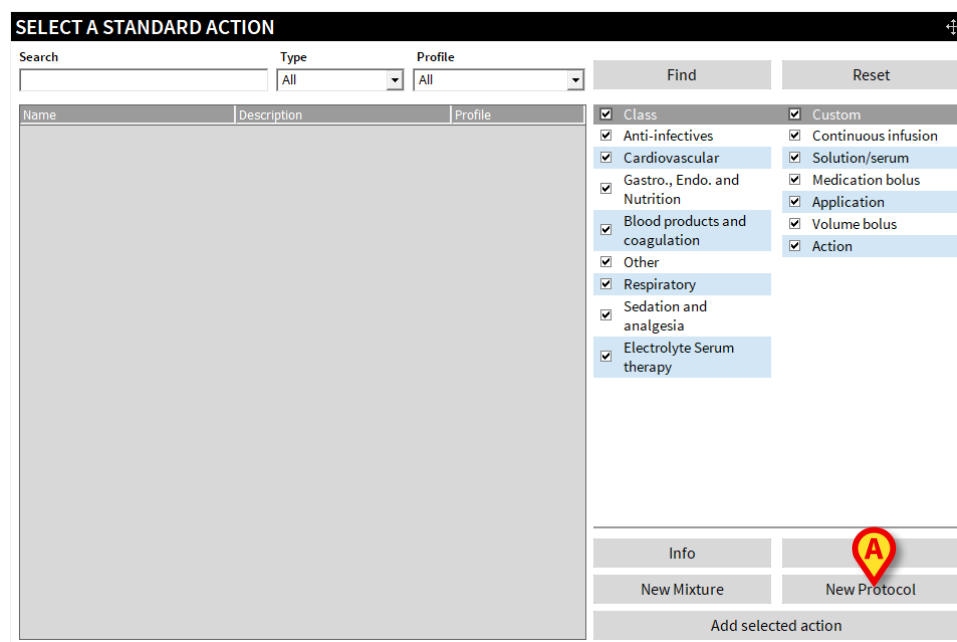
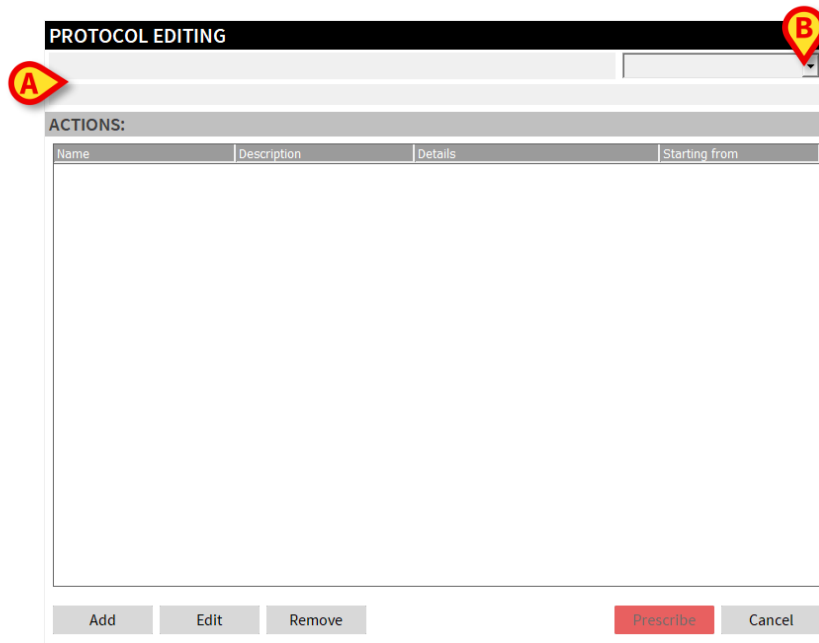


Fig 84

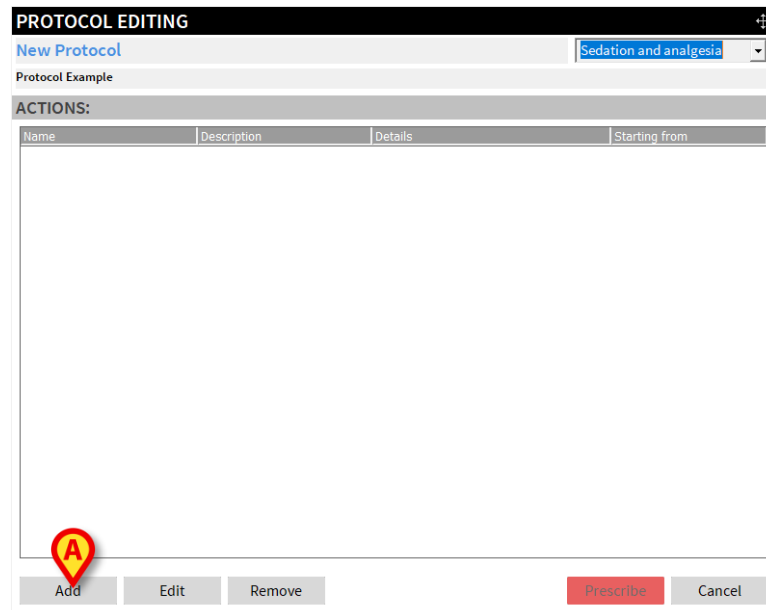
➤ Click **New Protocol** (Fig 84 **A**).

The following window opens (Fig 85).



**Fig 85**

- Type the name and description of the new protocol in the fields indicated in Fig 85 **A**.
- Select the class in the drop-down menu indicated in Fig 85 **B**.



**Fig 86**

- Click the **Add** button to add a treatment to the protocol (Fig 86 **A**).

The following window opens (Fig 87).

SELECT A STANDARD ACTION

Search

Profile

All

Find

Name

Description

Close

Add

- Fill the search fields (Fig 88 **A**) and click the **Find** button (Fig 88 **B**) to find the required treatment.

The list of treatments matching the search string is displayed in the window. If nothing is specified in the search fields, then all the possible treatments are displayed.

SELECT A STANDARD ACTION

Search

Profile

All

Find

Name	Description
KUVAN 100 MG 120 COMPRIMIDOS	SAPROPTERINA
PROPESS 5 SISTEMAS LIBERACION VAGINAL 10 MG	DIHOPROSTONA
PROPOFOL 10 MG/ML AMP 20 ML	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML *A*	PROPOFOL (D.O.E)
PROPOFOL 20 MG/ML 50 ML *A*	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 100 ML	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 100 ML	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)
PROPOFOL LIPOMED 10 MG/ML 20 ML *A*	PROPOFOL (D.O.E)
PROPOFOL LIPURO 2% 20 MG/ML 1 VIAL 50 ML	PROPOFOL (D.O.E)

Add

- Click the wanted treatment (Fig 88 C) and click **Add** (Fig 88 D).

The treatment is added to the protocol. The “Protocol editing” window is displayed again (Fig 89).

The screenshot shows the 'PROTOCOL EDITING' window. At the top, there's a title bar 'PROTOCOL EDITING' with a maximize icon. Below it, a 'New Protocol' button and a dropdown menu set to 'Sedation and analgesia'. A 'Protocol Example' field is empty. The 'ACTIONS:' section contains a table with the following data:

Name	Description	Details	Starting from
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)	EV	

Below the table are buttons: 'Add', 'Edit', 'Remove', 'Prescribe' (highlighted in red), and 'Cancel'.

Fig 89

- Repeat the procedure to add all the treatment of the protocol. See, for example, Fig 90.

The treatments requiring further specification are red.

The screenshot shows the 'PROTOCOL EDITING' window with two entries in the 'ACTIONS:' table, both highlighted in red:

Name	Description	Details	Starting from
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)	EV	
PARACETAMOL VIAL 1000 MG	PARACETAMOL (D.O.E)	EV	

Below the table are buttons: 'Add', 'Edit', 'Remove', 'Prescribe' (highlighted in red), and 'Cancel'.

Fig 90

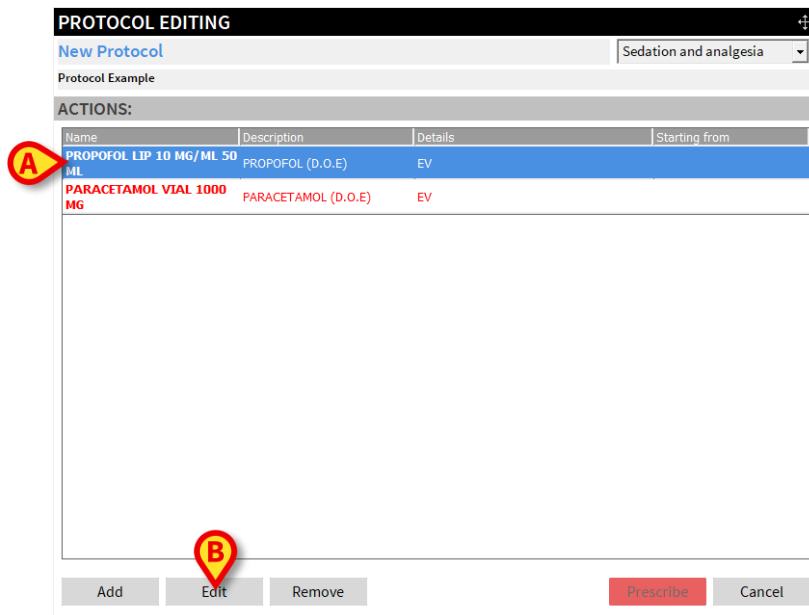
To specify the required information for a treatment.

- Click the row corresponding to the treatment.

The row is highlighted (Fig 91 A).

- Click the **Edit** button (Fig 91 B).





**PROTOCOL EDITING**

New Protocol Sedation and analgesia

Protocol Example

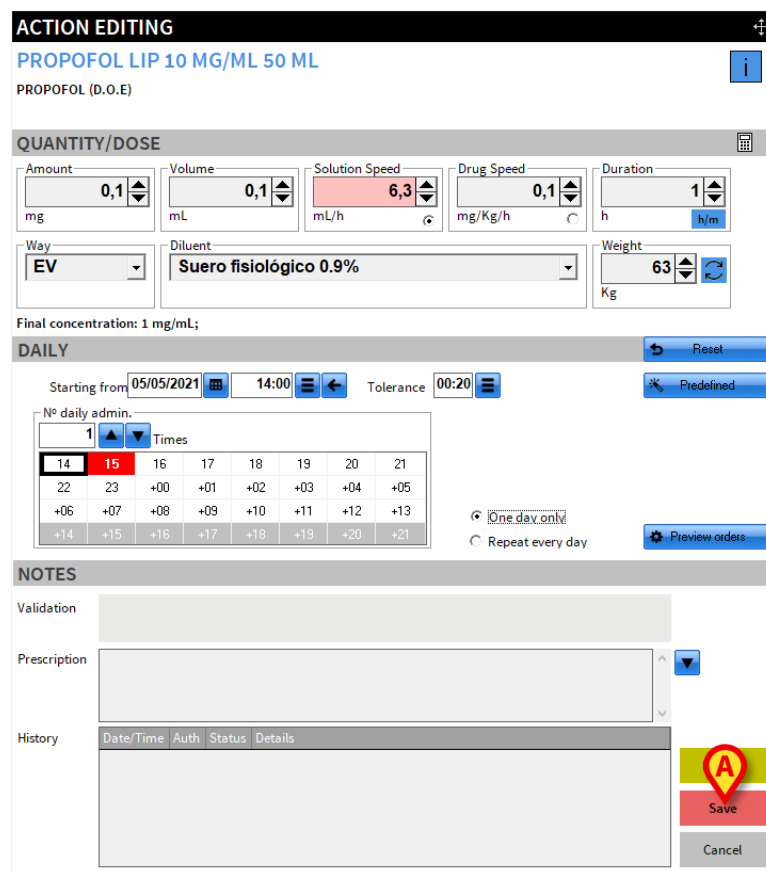
**ACTIONS:**

Name	Description	Details	Starting from
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)	EV	
PARACETAMOL VIAL 1000 MG	PARACETAMOL (D.O.E)	EV	

Add Edit Remove Prescribe Cancel

**Fig 91**

The corresponding “Action editing” window opens.  
Specify the required information. See sections 3 and 4 for the “Action editing” procedures.  
See Fig 92 for an example.



**ACTION EDITING**

**PROPOFOL LIP 10 MG/ML 50 ML** i

PROPOFOL (D.O.E)

**QUANTITY/DOSE**

Amount: 0,1 mg  
Volume: 0,1 mL  
Solution Speed: 6,3 mL/h  
Drug Speed: 0,1 mg/Kg/h  
Duration: 1 h  
Way: EV  
Diluent: Suero fisiológico 0.9%  
Weight: 63 Kg

Final concentration: 1 mg/mL;

**DAILY** Reset

Starting from: 05/05/2021 14:00 Tolerance: 00:20 Predefined

Nº daily admin.: 1 Times

14	15	16	17	18	19	20	21
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

☒ One day only ☐ Repeat every day Preview orders

**NOTES**

Validation

Prescription

History

Save Cancel

**Fig 92**

- Click the **Save** button to save the data of the treatment belonging to the protocol (Fig 79 A).

The “Protocol editing” window is displayed again (Fig 93). When all the required information is specified for a treatment, the treatment is black on the “Protocol editing” window (Fig 93 **A**).

ACTIONS:			
Name	Description	Details	Starting from
<b>PROPOFOL LIP 10 MG/ML 50 ML</b>	PROPOFOL (D.O.E)	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 05/05/2021 h15 starting from 05/05/2021 h14	05/05/2021 14:00:00
<b>PARACETAMOL VIAL 1000 MG</b>	PARACETAMOL (D.O.E)	EV	

Fig 93

A protocol cannot be prescribed until all the required information for all the treatments is specified.

- Repeat the procedure for all the treatments of the protocol, until they are all black (Fig 94).

**PROTOCOL EDITING**

New Protocol

Sedation and analgesia

Protocol Example

ACTIONS:

Name	Description	Details	Starting from
<b>PROPOFOL LIP 10 MG/ML 50 ML</b>	PROPOFOL (D.O.E)	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 05/05/2021 h15 starting from 05/05/2021 h14	05/05/2021 14:00:00
<b>PARACETAMOL VIAL 1000 MG</b>	PARACETAMOL (D.O.E)	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 06/05/2021 h16 starting from 06/05/2021 h14	06/05/2021 14:00:00

Add

Edit

Remove

**Prescribe**

Cancel

Fig 94

- Click the **Prescribe** button (Fig 94 **A**).

Each treatment belonging to the protocol is displayed as a single prescription (i.e. a single row) in the prescriptions window (Fig 95).

If the display mode of the prescriptions table is “Protocol” (Fig 95 **A**), then all the selected treatments are displayed and grouped under the protocol name (Fig 95 **B**). See section 5.5 for the prescriptions display mode selection.

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>New Protocol</b>								
PARACETAMOL VIAL 1000 MG	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 06/05/2021 h16 starting from 06/05/2021 h14	63	Active	0		ADM		!
PROPOFOL LIP 10 MG/ML 50 ML	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 05/05/2021 h15 starting from 05/05/2021 h14	63	Active	0		ADM		!
<b>NN intubation INSURE</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	1	Yes	ADM		!
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	1	Yes	ADM		!
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	1	Yes	ADM		!
<b>OUT OF PROTOCOL</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	2	Yes	ADM		!
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	2	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	2	Yes	ADM		ADM
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, at h12:14	63	Active	2	Yes	ADM		!
<b>LAST UPDATE: 12/05 - 13:16</b> <b>RESIDUAL TIME: 24 hours</b>								
PROTOCOL	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 95

### 4.6.1. Protocol editing

To edit the treatments of a prescribed protocol, on the prescriptions table (Fig 95),

- Double click the row corresponding to the treatment.

The specific “Action Editing” window is displayed.

- Edit data.
- Click **Prescribe**.

### 4.6.2. Mixtures and protocols library

Mixtures and protocols that are created as described in sections 4.5 and 4.6 are stored. They can be selected as they are for future prescriptions or can be used as template to prescribe protocol/mixtures that are similar to the saved ones.

To use again one of the stored protocols/mixtures:

- Click the **New** button on the command bar (Fig 96 **A**).

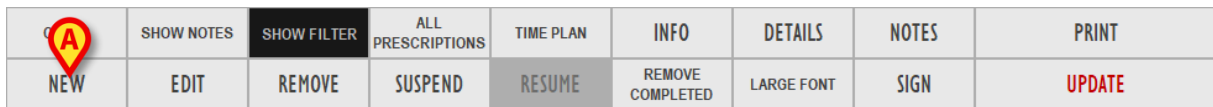


Fig 96

The following window opens (Fig 97).

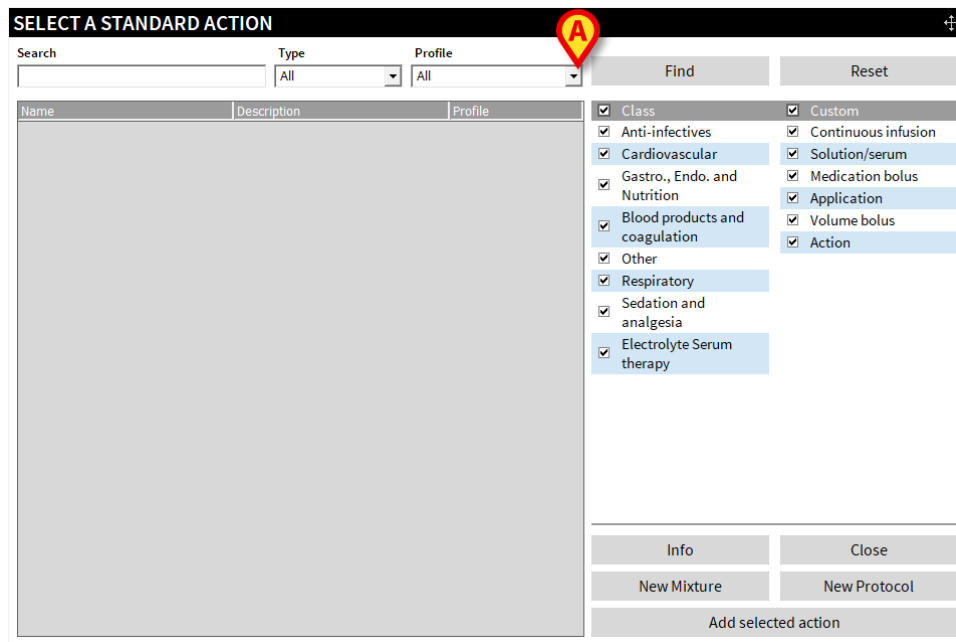


Fig 97

#### 4.6.2.1. Select mixture

To select an existing mixture:

- Select “Mixture” in the drop-down menu indicated in Fig 98 **A**.
- Click **Find** (Fig 98 **B**).

SELECT A STANDARD ACTION

Search

TypeMixture

ProfileAll

Find

Reset

Name	Description	Profile
Anti-reflux formula	Nutrition	
Artificial Formula	Nutrition	
Bank milk	Nutrition	
Bank milk premature	Nutrition	
Breast milk	Nutrition	
Defatted bank milk	Nutrition	
Defatted bank milk premature	Nutrition	
Defatted breast milk	Nutrition	
Elemental formula	Nutrition	
Formula for premature	Nutrition	
GENERIC MIXTURE		
Hydrolyzed formula	Nutrition	
Infantrini	Nutrition	
Infantrini peptisorb	Nutrition	
Monogen	Nutrition	
New mixtures	Mixture example	
NN perfusion day 1 and day 2	NN perfusion mixtures	
NN perfusion starting day 3	NN perfusion mixtures	
Oropharyngeal colostrum	Nutrition	

Class

☒ Anti-infectives
 ☒ Cardiovascular
 ☒ Gastro., Endo. and Nutrition
 ☒ Blood products and coagulation
 ☒ Other
 ☒ Respiratory
 ☒ Sedation and analgesia
 ☒ Electrolyte Serum therapy

Custom

☒ Continuous infusion
 ☒ Solution/serum
 ☒ Medication bolus
 ☒ Application
 ☒ Volume bolus
 ☒ Action

Info

Close

New Mixture

New Protocol

Add selected action

**Fig 98**

The list of existing mixtures is displayed on the left (Fig 98 **C**).

- Double click the row corresponding to the wanted mixture.

The specific “Action editing” window opens. In Fig 99 the “New mixture” described before as example is selected again.

**ACTION EDITING**

New mixtures

Mixture example

EMERGENCY ☐

**QUANTITY/DOSE**

Component	Concent.	Amount	Vol.(mL)	Drug Speed
PROPOFOL LIP 10 MG/ML 50 ML	mg/mL	mg		mg/Kg/h
PARACETAMOL VIAL 500 MG	mg/mL	mg		mg/Kg/h

Volume: 0,1 mL

Solution Speed: 0,1 mL/h

Way: IV Diluent: Diluent 1 Weight: 63 Kg Duration: 1 h/m

Total volume: 0,1 mL;

**DAILY**

Starting from: 06/05/2021 12:00 Tolerance: 00:30

N° daily admin. 1 Times

Allow change at administration ☐

06	07	08	09	10	11	12	13
14	15	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13

One day only ☒ Repeat every day ☐

Preview orders

**NOTES**

Validation

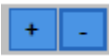
Prescription Optional note

History

Date/Time	Auth	Status	Details
Yesterday 14:00	ADM	Alarm	IV, dilute with Diluent 1, 0,1 mL/h, for 1 hour

Default Prescribe Cancel

Fig 99

- Specify the required data.
- If necessary, use the  buttons to add or remove components.
- Click **Prescribe**.



The original mixture remains in the library as template, not the edited one.

#### 4.6.2.2. Select protocol

To select an existing protocol:

- Select “Protocol” in the drop-down menu indicated in Fig 100 **A**.
- Click **Find** (Fig 100 **B**).

**SELECT A STANDARD ACTION**

Search:  Type: **Protocol** Profile: **All** **Find** **Reset**

Name	Description	Profile
New Protocol	Protocol Example	
NN DART EV	Prescription protocols infant	
NN DART ORAL	Prescription protocols infant	
NN DUCTUS IBUPROFENO	Prescription protocols infant	
NN DUCTUS PARACETAMOL EV	Prescription protocols infant	
NN DUCTUS PARACETAMOL ORAL	Prescription protocols infant	
NN intubation INSURE	Prescription protocols infant	
NN intubation preterm	Prescription protocols infant	
NN intubation term	Prescription protocols infant	
NN post-CCV CEC 2500-3999g	Prescription protocols infant	

**Class**

- ☒ Anti-infectives
- ☒ Cardiovascular
- ☒ Gastro., Endo. and Nutrition
- ☒ Blood products and coagulation
- ☒ Other
- ☒ Respiratory
- ☒ Sedation and analgesia
- ☒ Electrolyte Serum therapy

**Custom**

- ☒ Continuous infusion
- ☒ Solution/serum
- ☒ Medication bolus
- ☒ Application
- ☒ Volume bolus
- ☒ Action

**Info** **Close**

**New Mixture** **New Protocol**

**Add selected action**

**Fig 100**

The list of existing protocols is displayed on the left (Fig 100 C).

- Double click the row corresponding to the wanted protocol.

The specific “Protocol editing” window opens. In Fig 101 the “New protocol” described before as example is selected again.

**PROTOCOL EDITING**

**New Protocol**

Protocol Example

**ACTIONS:**

Name	Description	Details	Starting from
PROPOFOL LIP 10 MG/ML 50 ML	PROPOFOL (D.O.E)	EV	
PARACETAMOL VIAL 1000 MG	PARACETAMOL (D.O.E)	EV	

**Add** **Edit** **Remove** **Prescribe** **Cancel**

**Fig 101**

- Specify the required data for each treatment in the protocol.

- If necessary, use the **Add** and **Remove** buttons to add or remove treatments (Fig 101 A).
- Click **Prescribe**.



*The original protocol remains in the library as template, not the edited one.*

## 5. The command bar

The command bar of the “Therapy Prescription” module (Fig 9 D, Fig 102) is formed by several function-buttons.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

**Fig 102 - Command bar**

Each button gives access to a specific functionality. This paragraph describes the functionalities activated by each button.

### 5.1. Treatment plan update



*To understand this paragraph - 5.1 - and the following one - 5.1.1 - it is necessary a good understanding of the basic concepts explained in paragraph 1.3.*

The treatment plan update procedure makes it possible to:

- Validate the orders that are within the “Therapy Cycle” that have not yet been validated (the “Therapy Cycle” is explained in paragraph 1.3.5);
- Generate the not-yet-generated orders within 7 days after validation;
- Delete the orders that must be deleted.

To update the treatment plan

- Click the **Update** button on the command bar (Fig 103).

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

**Fig 103 - Command bar**



The following window opens (Fig 104).

CONFIRM ORDERS					
Prescription	Day	Hours	Status	Delete	Validated
ACTICLOVIR 250 MG AMP 250 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
ACTIQ 200 MCG COMP CHUPAR 100 mcg	06/06/2018	16:00	Late	<input type="checkbox"/>	
ALCOHOL 70° 1000 ML 10 u	08/06/2018	13:00	Future	<input type="checkbox"/>	ADM
AMMONAPS 500 MG COMP 500 mg	07/06/2018	14:00	Ready	<input type="checkbox"/>	ADM
AMOXICILINA 500 MG CAPS 500 mg	07/06/2018	15:00	Done	<input type="checkbox"/>	ADM
AMOXICILINA CLAV 500 MG/125 MG COMP 100 mg	06/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Late	<input type="checkbox"/>	
	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
		15:00	Late	<input type="checkbox"/>	
CARNITINA 1G/10 ML ORAL 100 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
FUROSEMIDA 20 MG AMP 100 mg If patient...	07/06/2018		Condition	<input type="checkbox"/>	ADM
PARACETAMOL 650 MG COMP 650 mg	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
PROPOFOL LIPOMED 10 MG/ML 100 ML 200 mg in 1000 mL, 0,0526 mg/Kg/h, 20 mL/h, for 10 hours	06/06/2018	12:00	Late	<input type="checkbox"/>	

Sort by  
☒ Prescription    ☐ Date

☒ Select expired

**Fig 104 - Orders confirmation**

The “Orders confirmation” window displays in a table all the orders that are within the “Therapy Cycle” and the past orders that have not been administered yet. This window is described in paragraph 5.1.1.

- Click the **Confirm** button.

The window closes. A print report is created, containing the list of the orders to be administered. The printed list contains all the not-yet-administered orders that are within the Therapy Cycle. The print preview is displayed.

The treatment plan is this way updated. The time counter is reset to zero on the treatment plan validity indicators.

### 5.1.1. Orders confirmation window description

The “Orders confirmation” window (Fig 105) is displayed when the **Update** button on the command bar is clicked.

The window displays in a table all the orders that are within the “Therapy Cycle” and the past orders that have not been administered yet.

CONFIRM ORDERS					
Prescription	Day	Hours	Status	Delete	Validated
ACICLOVIR 250 MG AMP 250 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
ACTIQ 200 MCG COMP CHUPAR 100 mcg	06/06/2018	16:00	Late	<input type="checkbox"/>	
ALCOHOL 70° 1000 ML 10 u	08/06/2018	13:00	Future	<input type="checkbox"/>	ADM
AMMONAPS 500 MG COMP 500 mg	07/06/2018	14:00	Ready	<input type="checkbox"/>	ADM
AMOXICILINA 500 MG CAPS 500 mg	07/06/2018	15:00	Done	<input type="checkbox"/>	ADM
AMOXICILINA CLAV 500 MG/125 MG COMP 100 mg	06/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Late	<input type="checkbox"/>	
	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
CARNITINA 1G/10 ML ORAL 100 mg	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
FUROSEMIDA 20 MG AMP 100 mg If patient...	06/06/2018	15:00	Late	<input type="checkbox"/>	
	07/06/2018	15:00	Condition	<input type="checkbox"/>	ADM
PARACETAMOL 650 MG COMP 650 mg	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
PROPOFOL LIPOMED 10 MG/ML 100 ML 200 mg in 1000 mL, 0,0526 mg/Kg/h, 20 mL/h, for 10 hours	06/06/2018	12:00	Late	<input type="checkbox"/>	

Sort by:
☒ Prescription
☐ Date
☒ Select expired

Fig 105 - Orders confirmation

Each row on the table corresponds to an order. For each order the following information is provided:

- prescribed treatment data (Fig 106 **A**);
- prescribed administration date (Fig 106 **B**);
- prescribed administration time (Fig 106 **C**);
- order status (Fig 106 **D**);
- order deletion checkbox (Fig 106 **E**);
- validation indication (Fig 106 **F**).

Prescription	Day	Hours	Status	Delete	Validated
ACICLOVIR 250 MG AMP 250 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
ACTIQ 200 MCG COMP CHUPAR 100 mcg	06/06/2018	16:00	Late	<input type="checkbox"/>	
ALCOHOL 70° 1000 ML 10 u	08/06/2018	13:00	Future	<input type="checkbox"/>	ADM
AMMONAPS 500 MG COMP 500 mg	07/06/2018	14:00	Ready	<input type="checkbox"/>	ADM
AMOXICILINA 500 MG CAPS 500 mg	07/06/2018	15:00	Done	<input type="checkbox"/>	ADM
AMOXICILINA CLAV 500 MG/125 MG COMP 100 mg	06/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Late	<input type="checkbox"/>	
	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
CARNITINA 1G/10 ML ORAL 100 mg	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
FUROSEMIDA 20 MG AMP 100 mg If patient...	06/06/2018	15:00	Late	<input type="checkbox"/>	
	07/06/2018		Condition	<input type="checkbox"/>	ADM
PARACETAMOL 650 MG COMP 650 mg	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
PROPOFOL LIPOMED 10 MG/ML 100 ML 200 mg in 1000 mL, 0,0526 mg/Kg/h, 20 mL/h, for 10 hours	06/06/2018	12:00	Late	<input type="checkbox"/>	

Fig 106

### **Treatment name (Fig 106 B)**

The name indicated in this area can refer to several adjacent rows on the table. Each row corresponds to a single administration order.

### **Date (Fig 106 C)**

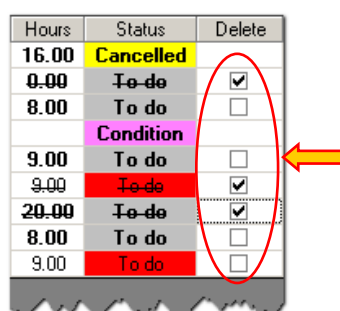
The planned administration date of the corresponding order is specified on each row.

### **Times (Fig 106 D)**

The planned administration time of the corresponding order is specified on each row.

### **Checkbox (Fig 106 E)**

On the second last column there is a deletion checkbox. If the box is selected (Fig 107) it means that the corresponding order will be deleted.



Hours	Status	Delete
16.00	Cancelled	
<del>9.00</del>	<del>To do</del>	<input checked="" type="checkbox"/>
8.00	To do	<input type="checkbox"/>
	Condition	
9.00	To do	<input type="checkbox"/>
<del>9.00</del>	<del>To do</del>	<input checked="" type="checkbox"/>
20.00	To do	<input checked="" type="checkbox"/>
8.00	To do	<input type="checkbox"/>
9.00	To do	<input type="checkbox"/>

**Fig 107 - Deletion checkboxes**

The order selected for deletion is written in strike-through characters on the “Hours” and “Status” columns.

### **Status (Fig 106 F)**

The order status is specified on each row. The status of an order can be:

- To do
- Done
- Cancelled
- Condition

The “status” cell is highlighted in specific colours. The colour provides additional information on the order.

- Grey - future orders
- Green - ready for the administration
- Red - the administration is late (alarm)
- Blue - durative administration is in progress
- Purple - conditional order
- Yellow - deleted

Further information is provided by the characters used:

- Strike-through characters mean that the corresponding order is selected for deletion;
- Bold character means that the order is within the “Therapy Cycle”;
- Plain character means that the order is outside the “Therapy Cycle” in the past.

### **Validation indications (Fig 106 F)**

The last column on the right (“Validated” column) displays information relating to the order validation.

When the cell contains the user acronym it means that the order has been validated. If the user acronym is in bold characters it means that the currently logged user is validating the order with the current validation procedure. If the user acronym is not in bold characters it means that the order was validated in the past by the user whose acronym is specified in the cell.

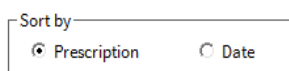
If the cell does not display the user acronym it means that the order is not valid anymore (validation expired) and it cannot be validated again.

### **Orders list display mode**

The orders can be listed either by date or by prescription.

To change the display mode:

- Click the wanted option on the bottom-left corner of the window (Fig 108).



**Fig 108**

The “Prescription” option groups the orders of the same prescription all together. The various prescriptions are displayed in alphabetical order.

The “Date” option groups together, in chronological order, all the orders that must be executed on the same day.

### **Quick selection of the expired orders**

The **Select expired** button on the window selects for deletion all the expired orders. It is this way possible to quickly delete these orders. The orders are deleted, after “delete” checkbox selection, when the **Confirm** button is clicked.

## 5.2. Editing the values of an existing prescription

To edit the values of an existing prescription:

- Click, on the prescriptions table, the name of the prescription whose values must be edited.

The corresponding row is highlighted (Fig 109 A).

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	9	Yes	ADM		
<b>Other</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	8	Yes	ADM		
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	8	Yes	ADM		
<b>Sedation and analgesia</b>								
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, x 2, at h12, 14	63	Active	9	Yes	ADM		
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	8	Yes	ADM		
New mixtures	IV, 0,1 mL, dilute with Diluent 1, 0,1 mL/h, for 1 hour, 05/05/2021 h14	63	Active	7		ADM		
PARACETAMOL VIAL-1000 MG	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 06/05/2021 h16	63	Active	7		ADM		
	EV, 0,1 mg (0 mg/Kg) in 0,2 mL,							

LAST UPDATE: 12/05 - 13:16  
RESIDUAL TIME: 24 hours

CLASS	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 109 - Edit prescription

- Click the **Edit** button on the command bar (Fig 109 B).

The “Treatment specification” window, described in paragraph 4, opens. The window refers to the selected prescription.



Double-click on the prescription row is also possible.

**ACTION EDITING**

ATROPINE 1 MG AMP 1 ML

ATROPINE (NN intubation)

**QUANTITY/DOSE**

Amount (/Kg) 0,02 mg/Kg    Amount 1,26 mg    Way PAR    Weight 63 Kg

**IMMEDIATE**

Single administration and immediate  
at 13:17

**NOTES**

Validation

Prescription

History

Date/Time	Auth	Status	Details
04/05/2021 13:23	ADM	Expired	PAR, 0,02 mg/Kg

Default Prescribe Cancel

**Fig 110 - Action editing**

- Edit the prescription values.
- Click the **Prescribe** button (Fig 110 **A**).

A specific pop-up message invites the user to double-check that the possible active orders have not been already administered.



*The prescription editing implies the deletion of all the orders possibly generated before the editing and the generation of a set of new orders according the new values. Double check that the “former” orders have not been already administered.*

For protocols and mixtures editing see sections 4.5.1, 4.6.1 and 4.6.2.

## 5.3. Remove prescription

To remove a prescription from the patient treatment plan:

- Click, on the prescription table, the row corresponding to the prescription that must be removed.

The row is highlighted (Fig 111 **A**).

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	9	Yes	ADM		
<b>Other</b>								
STROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	8	Yes	ADM		
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	8	Yes	ADM		
<b>Sedation and analgesia</b>								
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, x 2, at h12, 14	63	Active	9	Yes	ADM		
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	8	Yes	ADM		
New mixtures	IV, 0,1 mL, dilute with Diluent 1, 0,1 mL/h, for 1 hour, 05/05/2021 h14	63	Active	7		ADM		
PARACETAMOL VIAL-1000 MG	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 06/05/2021 h16	63	Active	7		ADM		
	EV, 0,1 mg (0 mg/Kg) in 0,2 mL,							

LAST UPDATE: 12/05 - 13:16  
RESIDUAL TIME: 24 hours

CLASS	SHOW NOTES	SHOW ORDER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

**Fig 111 - Remove Prescription**

- Click the **Remove** button on the command bar (Fig 111 B).

User confirmation is required.

- Click **Yes** to confirm. The selected row disappears from the prescriptions table.

A specific pop up message invites the user to double-check that the possible active orders have not been already administered.



*The removal of a prescription causes the removal of all the orders generated by the prescription itself.  
Double check that these orders have not been already administered.*

The removed prescriptions turn to “Terminated” status. They are still visible in “All prescriptions” mode (see paragraph 5.8). When the prescription table is displayed in “All prescriptions” mode the removed prescriptions are labelled by a red flag appearing in the “Status” cell.

A removed prescription cannot be resumed.



*The deletion of a prescription corresponding to a durative action which is currently running does not automatically stop the corresponding action. It instead generates a new order whose corresponding action must be manually performed on the “Execution” module.  
For example: if a prescription corresponding to an infusion currently running is stopped, the corresponding box on the “Execution” module turns back to green colour. This happens to let the nursing staff know that there is a new order to be executed (the action “Stop”, in this case). See chapter 6 for a description of the*

## 5.4. Suspend prescription

To suspend a prescription:

- Click, on the prescriptions table, the row corresponding to the prescription to be suspended.

The clicked row is highlighted (Fig 112 A).

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	9	Yes	ADM		
<b>Other</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	8	Yes	ADM		
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	8	Yes	ADM		
<b>Sedation and analgesia</b>								
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, x 2, at h12, 14	63	Active	9	Yes	ADM		
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	8	Yes	ADM		
New mixtures	IV, 0,1 mL, dilute with Diluent 1, 0,1 mL/h, for 1 hour, 05/05/2021 h14	63	Active	7		ADM		
PARACETAMOL VIAL-1000-MG	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%, 0,1 mg/Kg/h, 6,3 mL/h, for 1 hour, 06/05/2021 h16	63	Active	7		ADM		
	EV, 0,1 mg (0 mg/Kg) in 0,2 mL,							

LAST UPDATE: 12/05 - 13:16  
RESIDUAL TIME: 24 hours

CLASS	SHOW NOTES	SHOW FILTER	PRES	IONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE	

Fig 112 - Suspend prescription

- Click the **Suspend** button on the command bar (Fig 112 B).

User confirmation is required.

- Click **Yes** to confirm. The selected row disappears from the prescriptions table.

A specific pop up message invites the user to double-check that the possible active orders have not been already administered.



*The suspension of a prescription causes the removal of all the orders generated by the prescription itself.*

*Double check that these orders have not been already administered.*

The suspended prescriptions turn to "Suspended" status. Suspended prescriptions are still visible in "All prescriptions" mode (see paragraph 5.8). When the prescription table is



displayed in “All prescriptions” mode the suspended prescriptions are labelled by a yellow flag displayed in the “Status” cell.



*The suspension of a prescription corresponding to a durative action which is currently running does not automatically stop the corresponding action. The system can be configured to generate a new order whose corresponding action must be manually performed on the “Execution” module.*

*For example: if a prescription corresponding to an infusion currently running is suspended, the corresponding box on the “Execution” module turns back to green colour. This happens to let the nursing staff know that there is a new order to be executed (the action “Stop”, in this case). See chapter 6 for a description of the procedures related to the “Therapy Execution” module.*

### 5.4.1. How to resume a suspended prescription

The suspended prescriptions are visible when the prescription table is displayed in “All prescriptions” mode (see paragraph 5.8). To display the prescriptions table in “All prescriptions” mode.

- Click the **All Prescriptions** button on the command bar (Fig 113 A). The button is this way selected.

The prescriptions table displays all the prescriptions: the active, the suspended and the removed ones.

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated
<b>Anti-infectives</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	9	Yes	ADM		ADM
<b>Blood products and coagulation</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	9	Yes	ADM		!
<b>Other</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	8	Yes	ADM		!
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	8	Yes	ADM		!
<b>Sedation and analgesia</b>								
DIAZEPAM 10 MG AMP	EV, 30 mg (0,48 mg/Kg) in 100 mL, dilute with Suero glucosado 5%, 0,1 mg/Kg/h, 21 mL/h, for 1 hour, x 2, at h12, 14	63	Suspended	12/05	Yes	ADM		!
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	8	Yes	ADM		!
<b>New mixtures</b>								
PARACETAMOL ORAL 100 MG/ML SOL	OR, 945 mg (15 mg/Kg), at interval of 6 hours in 3 days	63	Terminated	03/05		ADM		!
PARACETAMOL VIAL 1000 MG	EV, 1000 mg (15,87 mg/Kg), at h12	63	Terminated	03/05	Yes	ADM		!
PARACETAMOL VIAL	EV, 0,1 mg (0 mg/Kg) in 0,1 mL, dilute with Suero fisiológico 0.9%,	63	Active	7		ADM		!
<b>LAST UPDATE: 12/05 - 13:16</b> <b>RESIDUAL TIME: 24 hours</b>								
CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TI	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 113 - Prescription table in “All prescriptions” mode

- Click the row corresponding to the suspended prescription that must be resumed. (Fig 113 B).



Only the prescriptions in “Suspended” status can be resumed.

The **Resume** button is active on the command bar (Fig 113 C).

- Click the **Resume** button. A user confirmation is required.
- Click **Yes** to confirm.

The selected prescription becomes active again. The yellow label disappears; the prescription is again part of the patient treatment plan.

## 5.5. Prescription table display mode



Fig 114 - Command bar

The button indicated in Fig 114 **A** allows to change the prescriptions table display mode. Three options are available: Class, Name and Protocol (Fig 115).

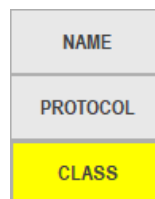


Fig 115

- Click the wanted option to change the display mode.

**Name:** the prescriptions are displayed in alphabetical order.

**Protocol:** the prescriptions are grouped by protocol. The ones not belonging to a protocol are grouped under “Out of Protocol” and displayed in alphabetical order.

**Class:** the prescriptions are grouped by class.

## 5.6. Large font display



Fig 116 - Command bar

The **Large Font** button (Fig 116 **A**) makes it possible to display the information on screen in larger fonts that are easier to read.

## 5.7. Show notes

CLA 	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 117 - Command Bar

The **Show Notes** button (Fig 117 **A**) displays in the prescriptions table all the notes associated to the various prescriptions.



*The notes displayed by the **Show Notes** button are inserted on the “Prescription specification” window (see paragraph 4.3 for the procedure).*

---

## 5.8. Display all prescriptions


CLASS	SHOW NOTES	SHOW 	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 118 - Command Bar

The **All Prescriptions** button (Fig 118 **A**) makes it possible to display, on the prescriptions table:

- the active prescriptions;
- the suspended prescriptions;
- the terminated prescriptions.

## 5.9. Remove completed prescriptions

A prescription is completed when all the orders that it generated have been executed and no other order will be generated by it in the future. These prescriptions are still in “Active” status.

The rows corresponding to these prescriptions are still visible on the prescription table. Completed prescriptions are displayed in strikethrough characters.

These rows can be removed from the table using the **Remove Completed** button on the command bar (Fig 119 **A**).

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN		DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 119 - Command bar

A user confirmation is required.


- Click **Yes** to remove from the prescriptions table the rows corresponding to the completed prescriptions.

The removed prescriptions turn to “Terminated” status. They can be displayed again when the prescriptions table is in “All prescriptions” mode (see paragraph 5.8).

The “Terminated” prescription cannot be resumed.

## 5.10. Show the prescription details

The **Details** button (Fig 120) opens a window containing all the details of a single prescription. This window displays all the available information on the prescriptions of a treatment and the orders generated by it.



CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 120




To display the prescription details window,

- Click, on the prescriptions table, the row corresponding to the relevant prescription.

The row is highlighted.

- Click the **Details** buttons.

The window shown in Fig 121 opens.






**PRESCRIPTION DETAILS**

**PARACETAMOL 650 MG COMP**  
PARACETAMOL (D.O.E)

Active

! Details	Prescription	Status	Auth	Execution	Repeat
OR, 650 mg, x 2, at h12, 18	Yesterday 09:25	Create	ADM		Yes
OR, 650 mg, x 2, at h13, 18	Yesterday 13:42	Change	ADM		Yes
OR, 650 mg	Yesterday 18:00	Alarm			
OR, 650 mg Note	Yesterday 13:00	Done	ADM	Today 09:43	
OR, 650 mg	Today 13:00	Future			
OR, 650 mg	Today 18:00	Validate			
OR, 650 mg	Tomorrow 13:00	Validate			
OR, 650 mg	Tomorrow 18:00	Validate			
OR, 650 mg	10/06/2018 13:00	Validate			
OR, 650 mg	10/06/2018 18:00	Validate			
OR, 650 mg	11/06/2018 13:00	Validate			
OR, 650 mg	11/06/2018 18:00	Validate			
OR, 650 mg	12/06/2018 13:00	Validate			
OR, 650 mg	12/06/2018 18:00	Validate			
OR, 650 mg	13/06/2018 13:00	Validate			
OR, 650 mg	13/06/2018 18:00	Validate			

 Indicates added, removed or modified actions/administrations.
 


 Close

Fig 121 - Prescription details

The name of the treatment is indicated on the top-left corner of the window (Fig 121 **A**).


The prescription status is indicated on the top-right corner of the window (Fig 121 **B**).

All the events and all the actions performed that are related to the prescription are listed in a table (Fig 121 **C**).

The blue rows refer to the prescription. The white rows refer to the orders.

The information provided on the table is:

- the prescription/administration details;
- date and time in which the event/action displayed was recorded;
- prescription/order status;
- acronym of the user who performed the specific action;
- date and time of administration (if the line corresponds to an administration). When date and time are red it means that they are quite different from those prescribed;
- prescription repeatability.

The  symbol is displayed at the beginning of a row to indicate that the corresponding action was performed without an explicit prescription or with values different from those prescribed.

---

The “Status” cell indicates an action performed by the user or an event occurred. The information in this cell refers to an order if it is on a white row; it refers to a prescription if it is on a blue row.

The possible indications displayed on the “Status” cell are:

if referred to a prescription (blue lines)

- **Create** - indicates the prescription creation;
- **Change** - indicates any change to the prescription values;
- **Suspend** - indicates the prescription suspension;
- **Resume** - indicates the retrieval of the suspended prescription;
- **Terminate** - indicates the prescription removal.



If referred to an order (white lines)

- **Done** - indicates the execution of an order;
  - **Alarm** - indicates an alarm on one of the orders (administration is late);
  - **Future** - indicates that the order must be executed in the future;
  - **Validate** - indicates that the order must be validated;
  - **Cancelled** - indicates the deletion of the order;
  - **Start** - indicates when a durative administration was started;
  - **Stop** - indicates when a durative administration was stopped.
-

## 5.11. Prescriptions time plan

The **Time Plan** button (Fig 122 **A**) opens a window containing a summary of all the active prescriptions and the statuses of the corresponding orders.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPT	<b>A</b> TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 122 - Command bar

To display the time plan

- Click the **Time Plan** button on the command bar.

The following window opens.

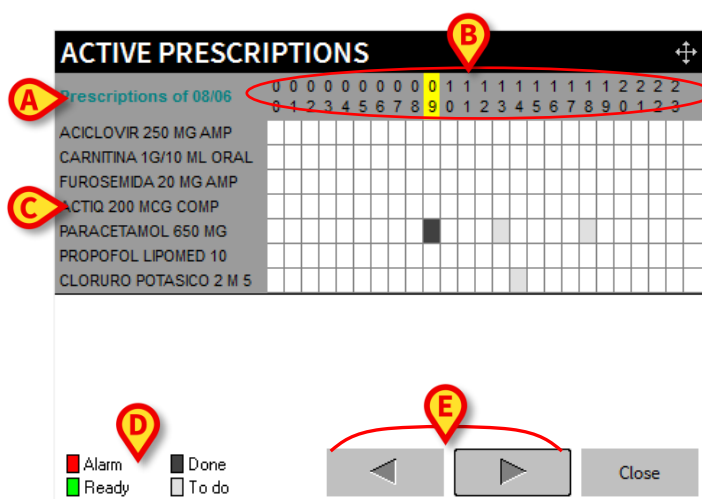


Fig 123

The current day is indicated on the top left corner of the window (Fig 123 **A**).



The line highlighted in Fig 123 **B** indicates the time. The current time is highlighted yellow (it is 09.00 o'clock in the figure).

All the active prescription are listed on the left (Fig 123 **C**). For each prescription there are 24 cells available, one for each full hour. If a cell is highlighted it means that there is an administration scheduled at the corresponding time.

The cell colour provides information on the order status.

	To do - it means that the administration must be performed in the future.
	Done - it means that the order was executed.
	Ready - it means that the order should be executed now, i.e. we are within the time span configured as "range of tolerance" - see paragraph 4.2.3.3 for more details).
	Alarm - it means that the treatment administration is late.

On the bottom-left corner of the window there are indications on how to read the information provided by the window itself (Fig 123 **D**).

Use the arrow-buttons indicated in Fig 123 **E** to display the days either preceding -  - or following -  - the current day.



## 5.12. Add\Display notes

Use the **Notes** button on the command bar (Fig 124 **A**) to add a note that will be displayed on the “Therapy Execution” module main screen.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAIL <b>A</b>	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 124 - Command bar



*The notes inserted using the procedure described here are general notes referring either to the patient or to the whole therapy. They are not referred to the single treatment prescription. They are not to be confused with the notes specified using the procedure described in paragraph 4.3.1, referring to the treatment prescription.*

To add a note

- Click the **Notes** button.

The following window opens.

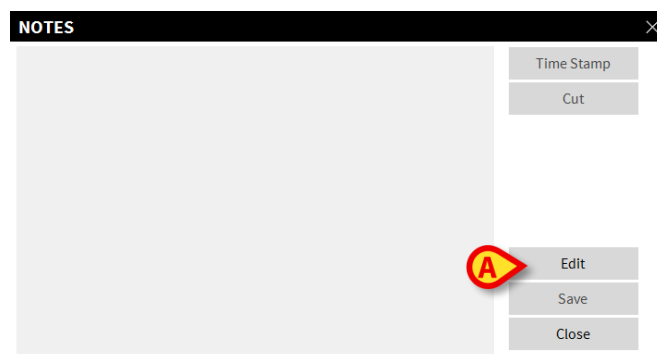


Fig 125 - “Notes” window

- Click the **Edit** button (Fig 125 **A**).

The window changes in the following way

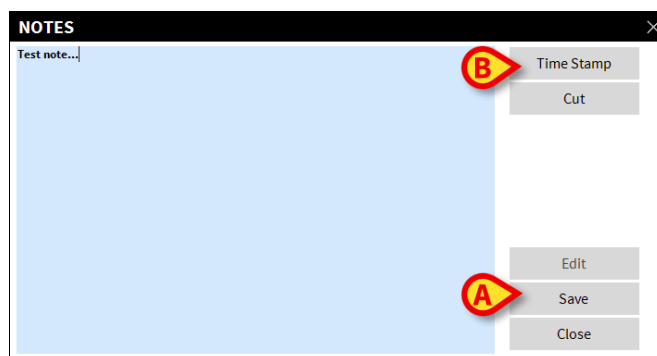


Fig 126 - “Notes” window (edit mode)

- Type the note. The text is displayed inside the window.

- Click the **Save** button to save the note (Fig 126 A).

The window closes automatically; the presence of a note is indicated by the color of the button on the command bar (yellow). Click the button again to display the notes-window again.

The note is displayed on the “Electronic Prescription” screen, in a specific box (Fig 127 A).

Name	Details	Weight	Status	days	Repeat	Prescr. by	Verif. by	Validated by
<b>Anti-infettivi</b>								
ALBENDAZOL 400 MG COMP	OR, 400 mg (6,15 mg/Kg), at h15	65	Active	21	Yes	ADM		ADM
AMOXICILINA 500 MG CAPS	OR, 500 mg (7,69 mg/Kg), at h15	65	Active	21	Yes	ADM		ADM
<b>Sangue</b>								
ACTILYSE 50 MG VIAL	EV, 195 mg (3 mg/Kg), at h17	65	Active	21	Yes	ADM		!
<b>Altro</b>								
ATROPINE 1 MG AMP 1 ML	PAR, 1,26 mg (0,02 mg/Kg), h13:23	63	Active	20	Yes	ADM		!
NALOXONE 0,4 MG AMP	PAR, 6300 mcg (100 mcg/Kg), si precisa	63	Active	20	Yes	ADM		!
<b>Sedazione e analgesia</b>								
MORPHIC CLORIDE 1% AMP	EV, 6,3 mg (0,1 mg/Kg), h13:23	63	Active	20	Yes	ADM		!
Nuova Miscela	EV, 0,2 mL, dilute with DILUENTE 1, 0,1 mL/h, at h15	63	Active	4	Yes	ADM		!
PROPOFOL LIP 10 MG/ML 100 ML	EV, 10 mg (0,16 mg/Kg) in 100 mL, dilute with Diluente, 0,2 mg/Kg/h, 126 mL/h, at h15	63	Active	4	Yes	ADM		!
PROPOFOL LIP 10 MG/ML 50 ML	EV, 0,1 mg (0 mg/Kg) in 0,2 mL, dilute with Suero fisiológico 0.9%, 0,05 mg/Kg/h, 6,3 mL/h, for 1 hour, 05/05/2021 h15	63	Active	19		ADM		!

LAST UPDATE: 24/05 - 13:42 RESIDUAL TIME: 23 hours			Test note...					
CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 127

Use the **Time Stamp** button (Fig 126 B) to display the date, time and the acronym of the user who is adding the note (Fig 128).

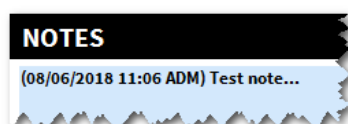
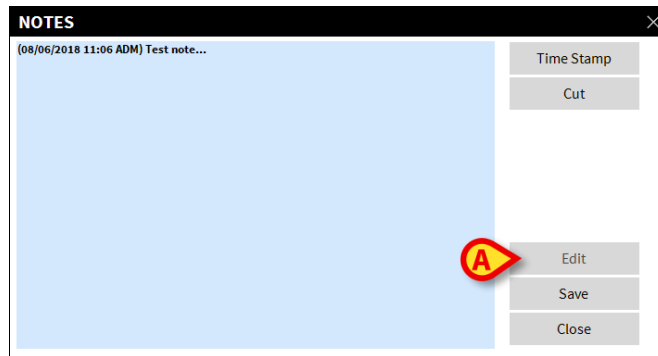


Fig 128 - Date and time

Use the **Cut** button (Fig 129 A) to cut a selected text portion.



**Fig 129**

To cut a text portion

- Click the **Edit** button (Fig 125 **A**).
- Select the text to be cut using either the mouse device or the workstation keyboard.
- Click the **Cut** button.

The selected text disappears from the “Notes” window.



---

*The notes specified using the **Notes** button can be displayed by other modules as well, if the **Notes** button is present on the command bar.*

---

## 5.13. Print reports

The **Print** button on the command bar (Fig 130 **A**) creates a print report of the patient treatment plan.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	 PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 130 - Command bar

- Click the **Print** button to display a print preview.

## 5.14. Drug Info

The **Info** button on the command bar (Fig 131 **A**) displays, if configured, a page containing information on a selected treatment.

CLASS	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	 INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	LARGE FONT	SIGN	UPDATE

Fig 131 - Command bar

To display the treatment information, on the prescriptions table,

- Click the row corresponding to the relevant treatment.

The row is highlighted.

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

The information page opens.



---

*The contents of the information page are configured by the clinical supervisor.  
Please refer to your system administrators for information regarding the treatment info pages.*

---

## 5.15. Double signature for the prescription

The **Sign** button on the command bar opens the window making it possible to double sign the prescriptions requiring double signature. See paragraph 4.4 for the double signature procedure at prescription time.


## 6. The “Therapy Execution” module

The “Therapy Execution” module can be a help for the nursing staff in performing the tasks related to the documentation of the administration of the prescribed treatments.

The administration orders are automatically generated by the system on the base of the treatment plan specified by the physician on the “Therapy Prescription” module (chapter 2). Orders are displayed in graphic form on the “Therapy Execution” module’s main screen, on a “treatment schedule” table. The nursing staff can use this table as a help in documenting the administration of the prescribed treatments.

### 6.1. “Therapy Execution” module selection

To select the “Therapy Execution” module

- Click the corresponding  on the lateral bar. When the module is selected the icon is highlighted.



*The “Execution” module can be also selected on the “Central Station” module clicking the boxes corresponding to the different patients. See paragraph 7.2 for more details.*

---

## 6.2. Main screen

The module's main screen appears as in Fig 132.

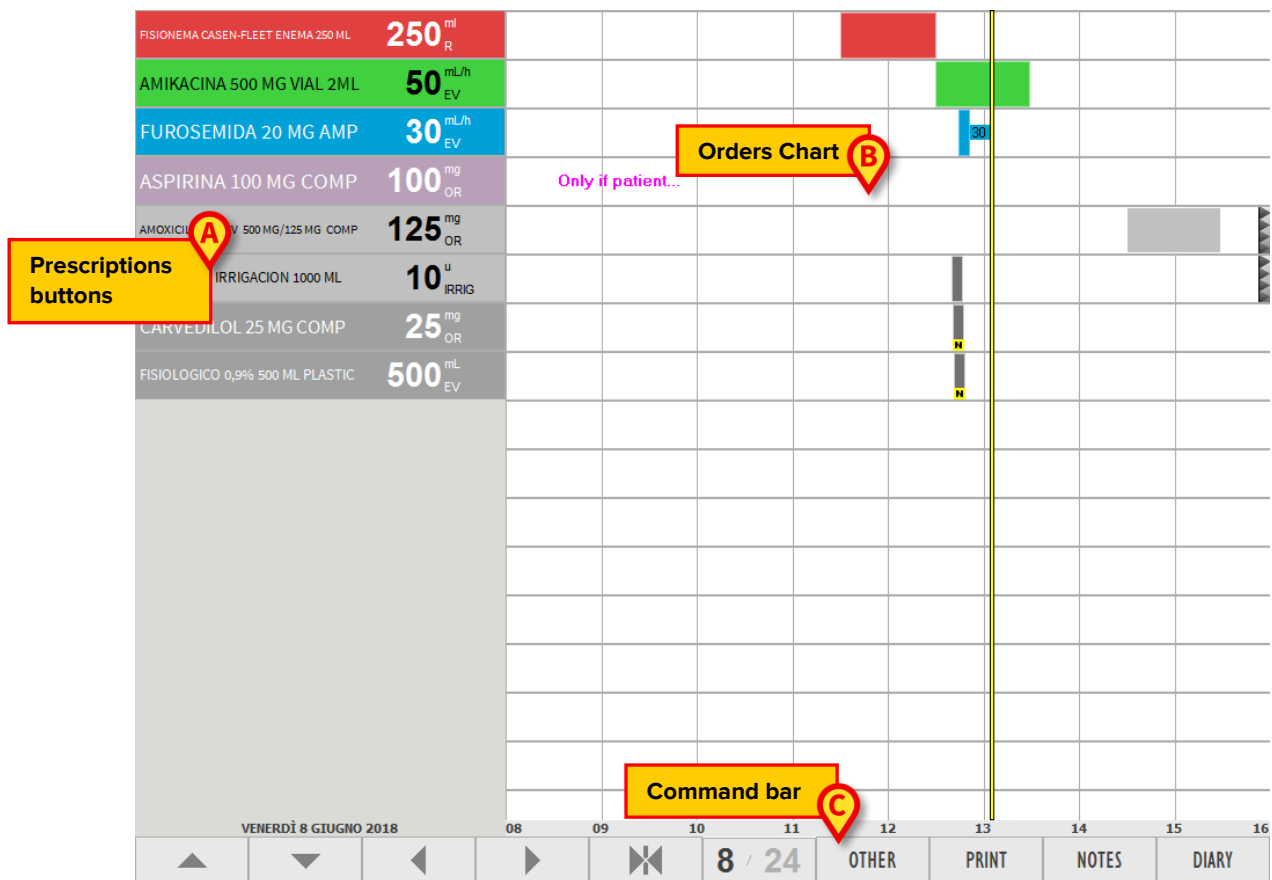


Fig 132 - Administration module (example)

There are three main areas:

- 1) the column on the left contains the buttons corresponding to the prescribed treatments (Fig 132 **A**);
- 2) the central area shows in a chart the orders generated by the prescriptions (Fig 132 **B**);
- 3) the command bar contains the function-buttons making it possible to perform different actions (Fig 132 **C**).

## 6.3. Prescribed orders representation

The treatments prescribed on the “Prescription” module are displayed on the left as colored boxes (Fig 132 **A**).

These boxes are buttons that, when clicked, make it possible to record the administration of a specific order.

The different colors provide information on the status and the kind of the corresponding treatment.

There are 6 possible colors:

AMOXICILINA CLAV 500 MG/125 MG COMP <b>125</b> <sup>mg</sup> <sub>OR</sub>	Light grey characterizes active prescriptions whose orders must be administered in the future.
CARVEDILOL 25 MG COMP <b>25</b> <sup>mg</sup> <sub>OR</sub>	Dark grey characterizes completed prescriptions.
AMIKACINA 500 MG VIAL 2ML <b>50</b> <sup>mL/h</sup> <sub>EV</sub>	Green characterizes prescriptions having an order “ready to be administered”.
FISIONEMA CASEN-FLEET ENEMA 250 ML <b>250</b> <sup>ml</sup> <sub>R</sub>	Red characterizes prescriptions having at least one “late” order.
FUROSEMIDA 20 MG AMP <b>30</b> <sup>mL/h</sup> <sub>EV</sub>	Cyan characterizes durative prescriptions having one order in progress (see paragraph 1.3.4 for a description of durative prescriptions)
ASPIRINA 100 MG COMP <b>100</b> <sup>mg</sup> <sub>OR</sub>	Purple characterizes conditional prescriptions; these are treatments to be administered only if specific conditions occur.

*The boxes are displayed by urgency on the “Administration” screen. The “late” orders are on top, then the “ready” ones, then the “durative” orders in progress, then the “conditional” ones, then those to be executed in the future. In the end are the boxes corresponding to completed prescriptions.*

*Therefore the colors appear in this order:*



1. red
2. green
3. cyan
4. purple
5. light grey
6. dark grey

## 6.4. The orders chart

The central area of the administration screen displays on a chart all the orders generated (the already executed ones, the future ones, the “in progress” ones - Fig 133).

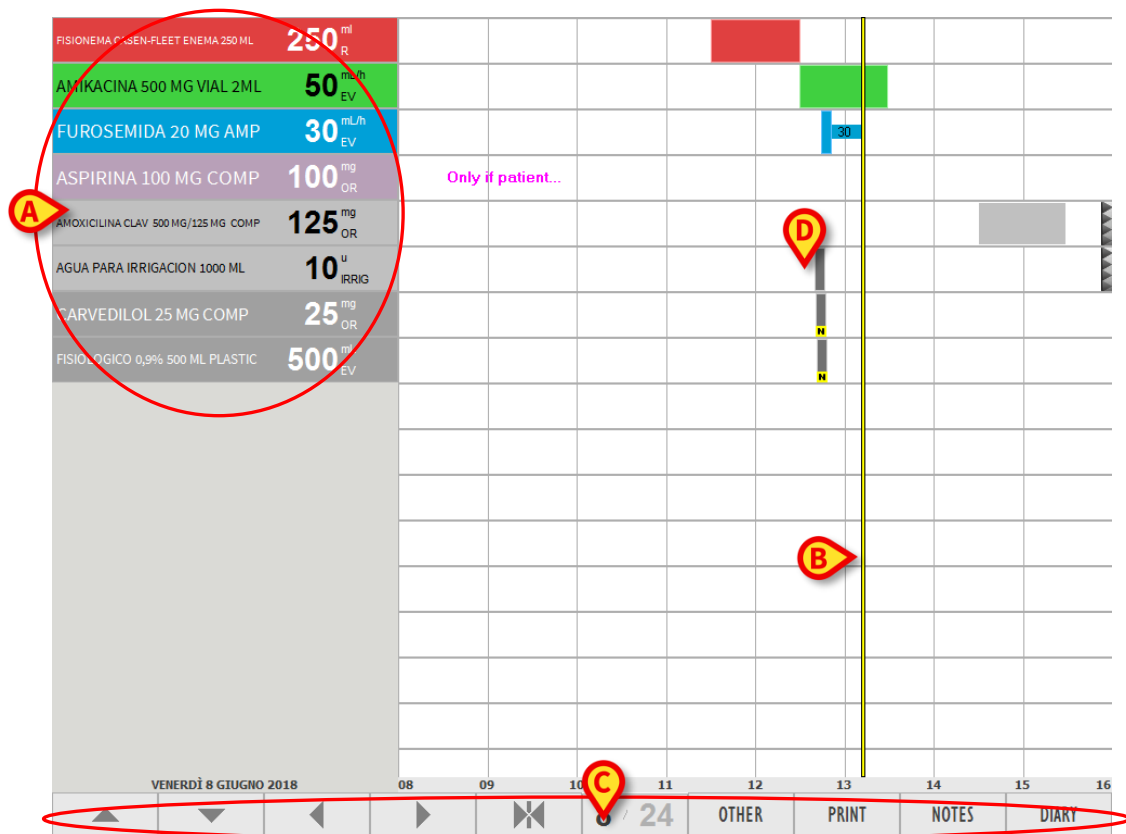


Fig 133 - Orders chart

The chart is a grid, made of rows and columns. The orders corresponding to the same treatment are on the same row (in Fig 133 there are five prescribed treatments on the left - Fig 133 **A**); the columns correspond to the different hours of the day.

The yellow bar shown in Fig 133 **B** indicates the present time. The bar scrolls forward as time goes by. In Fig 133 it is 12:45 a.m. approximately. Time can be read below, on the bar indicated in Fig 133 **C**. The date is displayed on the bar as well.

### 6.4.1. Graphic representation of the orders

The boxes indicated in Fig 133 **D** correspond to the different orders. The boxes are in the place corresponding to their prescribed administration time (or execution time if already executed).



### 6.4.1.1. Administration tolerance period

The length of the boxes is proportional to the time period that was indicated as “tolerance period for the administration” when the order was prescribed (see paragraph 4.2.3.3).

For instance: if the treatment is prescribed at 13:00 and the administration tolerance period is set to 30 minutes, the administration time indicated on the chart is a period going from 12:30 to 13:30 (it is the case highlighted in Fig 134 **A**).

The position of the boxes corresponds to the prescribed administration times. The boxes length is proportional to the tolerance period.



Fig 134

### 6.4.1.2. Order status

The box color indicates the status of the order.

Green means that the order is to be administered immediately, i.e. it means that it is within the administration tolerance period. When the box is green the vertical time bar intersects the box (Fig 134 **A**).

Light grey means that the order is to be executed in the future. When the box is light grey the vertical time bar is on the left of the box (Fig 134 **B**).

Dark grey means that the order was executed (i.e. the treatment was administered). When the box is dark grey the vertical time bar is on the right of the box (Fig 134 **C**).



*The length of the boxes corresponding to an executed order is reduced to indicate the exact administration time. The tolerance period is not displayed anymore. When the prescription is durative (a drip, for instance) the administration duration is fully displayed in grey. See paragraph 6.5.1 for the durative orders administration procedure.*

Red means that the administration of the order is late; i.e. the tolerance period is over (Fig 135 **A**). When the box is red the vertical time bar is on the right of the box.

Cyan characterizes durative prescriptions having one order in progress (Fig 135 **B**). The vertical time bar in these cases coincides with the box's right border.



Fig 135

The duration of an administration is displayed in cyan (Fig 136).



Fig 136 - Durative administration

When the administration is stopped the duration becomes grey (Fig 137).

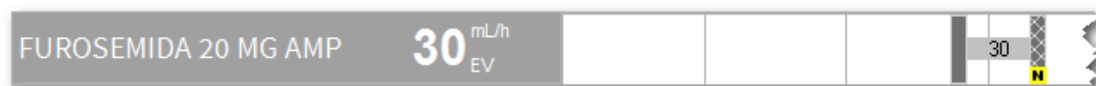




Fig 137 - Durative administration stopped



Two different shades of cyan -  and  - can be used for the durative prescriptions to increase the chart readability. The choice depends on a configuration parameter.



On the chart, three small arrows appear at the end of a row (Fig 135 C) if there are (on the right) orders for that prescription that are not currently displayed. When the three arrows are on the left it means that the undisplayed items are on the left.



The  icon possibly displayed on the top-left corner on a box means that the order has not been validated yet. See paragraph 1.3.7 for the explanation of the “order validation” concept. The not validated orders can be administered using a specific procedure. This procedure is described in paragraph 6.5.2.



Fig 138

When the administration time for a non validated order approaches, a specific icon -  - appears on the “Therapy prescription” module on the prescriptions table on the row corresponding to the prescription that generated the order.

The value indicating that the administration time is approaching is set by configuration. In the configuration here described the specified period is three hours. A darker vertical line indicates the limit of this period on the chart (Fig 139).

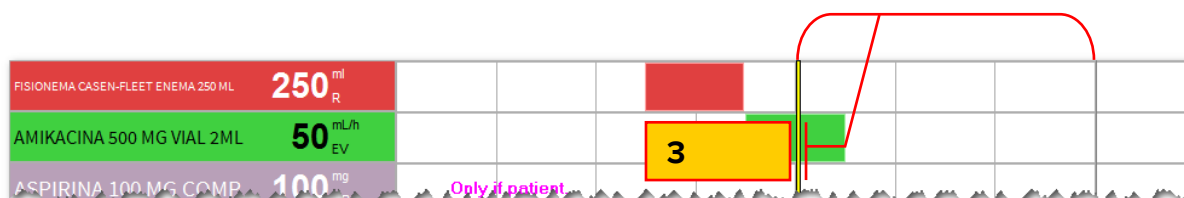



Fig 139

The  icon appears for the conditional prescriptions as well if they are not yet validated. The validity of a prescripitional prescription expires when the “Therapy Cycle” expires. Thus conditional prescriptions are automatically validated every time the “Therapy Cycle” is updated. See paragraph 4.2.2 for the explanation of “conditional treatment”. See paragraph 1.3.5 for the explanation of “Therapy Cycle”.

### 6.4.1.3. Additional information on the executed administrations

The executed orders are represented by grey vertical bars. See Fig 140 for an example.

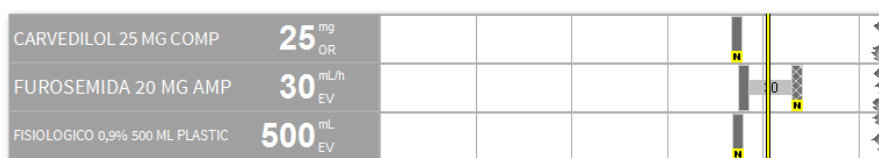







Fig 140 - Executed orders

The graphic design of the vertical bars provides additional information on the kind of administration executed.

These are:

	Meaning that the order has been cancelled.
	Meaning that the executed action was executed differently (for example: with different values) from what prescribed on the “Therapy Prescription” module. The execution of this kind of order causes the  icon to display on the “Therapy Prescription” module.
	Indicating either the administration of an extemporaneous order (i.e. an administration recorded using the procedure described in paragraph 6.6.3) or the durative prescription stop time.
	Corresponding to all other cases, to indicate an executed order.

### 6.4.2. Orders summary window

If one of the prescription buttons (the buttons indicated in Fig 132 **A**) is kept pressed, a summary window opens, listing the orders generated by the prescription (both the future ones and the past and not administired ones - Fig 141).

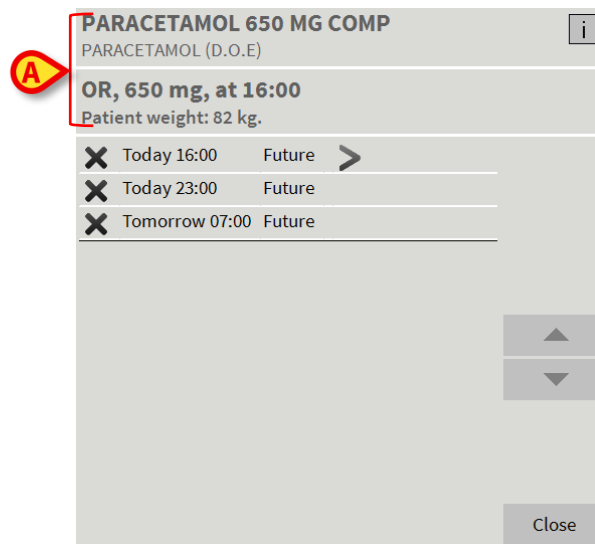


Fig 141

On top are the treatment data (name and administration information - Fig 141 **A**).  
In the central area each row corresponds to an administration order (Fig 144).

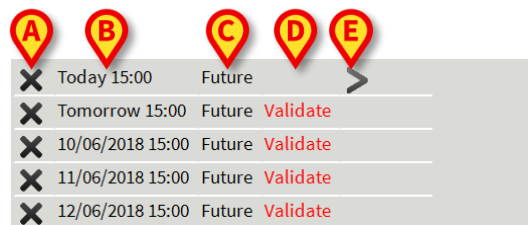


Fig 142

On each row the following information and tools are present:

- the cross placed at the beginning of the row (Fig 144 **A**) makes it possible to delete the corresponding order;
- planned administration date and time (Fig 144 **B**);
- order status (“alarm” if past, “ready” if scheduled for current time, “future” if planned for a future time - Fig 144 **C**);
- the “Validate” indication (Fig 144 **D**), when displayed, signals that the order has not been validated yet;
- the arrow indicated in Fig 144 **E** makes it possible to document the administration of the corresponding order. Click the arrow to open the administration window shown in Fig 144.

## 6.5. How to record the treatment administration

To record the administration of a treatment, on the “treatments column” on the left,

- Click the button corresponding to the relevant treatment (Fig 143 **A**).



Fig 143 - Order to be administered

An administration window opens (Fig 144).

NOW	- 00:10	- 00:30	- 01:00
1	2	3	4
4	5	6	7
7	8	9	0

Fig 144 -Order administration window

- Click the **Administer** button (Fig 144 **A**).

The chart changes in the following way



Fig 145 - Administered order

The treatment administration is this way recorded.



*The order does not need to be in “Ready” status to be administered. The administration can be recorded before (or after) the scheduled prescription time. In this case a special user permission and user confirmation is required.*

### 6.5.1. Durative treatment administration

The administration recording procedure is different for durative treatments. In these cases it is necessary to record the beginning and the end of the administration.

To record the administration of a durative treatment:

- Click the treatment button (Fig 146 **A**).

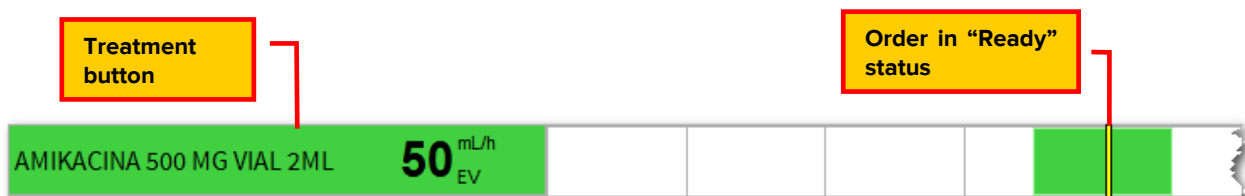


Fig 146 - Durative treatment to be administered

An administration window opens (Fig 147 **A**).

Figure 147 shows an administration window. At the top, it says 'AMIKACINA 500 MG VIAL 2ML' and 'AMIKACINA (D.O.E)'. Below that, it says '500 mg in 500 mL, dilute with Diluent EV, 0,61 mg/Kg/h, 50 mL/h, at 13:00'. It also shows 'Patient weight: 82 kg.' and 'Final concentration: 1 mg/mL;'. There are fields for 'Value' (50 mL/h) and 'Time' (13:03). A 'Notes' field is also present. At the bottom, there is a table with columns 'NOW', '- 00:10', '- 00:30', and '- 01:00'. The 'NOW' column contains the numbers 1, 4, 7. The '- 00:10' column contains 2, 5, 8. The '- 00:30' column contains 3, 6, 9. The '- 01:00' column contains 0. To the right of the table are three buttons: 'Start' (green), 'Do not administer' (red), and 'Close' (grey). A yellow circle with the letter 'A' points to the 'Start' button.

Fig 147 - Durative administration "start"

- Click the **Start** button (Fig 147).

The beginning of the durative treatment administration is this way recorded. The corresponding button becomes cyan (Fig 148 **A**). A cyan bar is traced on the chart while the administration goes on (Fig 148 **B**).

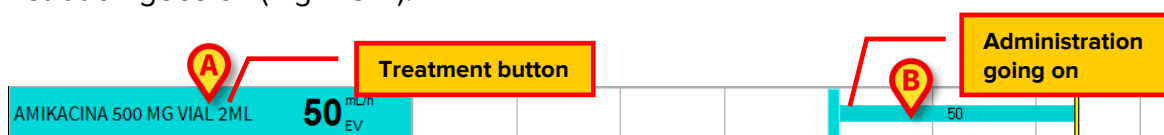


Fig 148 - Durative administration

To record the end of the administration:

- Click the treatment button again (Fig 148 **A**).

A specific window appears (Fig 149).

**AMIKACINA 500 MG VIAL 2ML** i  
 AMIKACINA (D.O.E)

**500 mg in 500 mL, dilute with Diluent**  
**EV, 0,61 mg/Kg/h, 50 mL/h, at 13:00**  
 Patient weight: 82 kg.  
 Final concentration: 1 mg/mL;

Value **50** mL/h  
 Time **15:25**

Notes  Notes...

☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00	
1	2	3	0	<div style="text-align: center;"> <b>Stop</b>            Change            Close         </div>
4	5	6	.	
7	8	9	0	

**Fig 149 - Durative administration "stop"**

- Click the **Stop** button (Fig 149).

The chart changes in the following way.



**Fig 150 - Durative administration stopped**

The duration of the administration is this way represented on the chart.

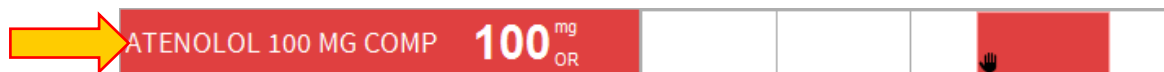
### 6.5.2. Administration of an order either expired or not-yet-validated

The order validity expires after a certain time. See paragraph 1.3.8 for the related procedures.

An expired order can be administered anyway but requires specific user permissions and a specific procedure.

Here is the procedure.

- Click, on the left, the button corresponding to the treatment that must be administered.





**Fig 151**

A user confirmation is required.

- Click **Yes** to proceed.

The following window is displayed (Fig 152), highlighting the fact that the order is not valid.

 **WARNING!** This prescription is not confirmed. Contact the Physician before the execution or the administration.

**ATENOLOL 100 MG COMP** 


ATENOLOL (D.O.E)

**OR, 100 mg, at 17:00**


Patient weight: 82 kg.

Value  mg

Time

Notes   Notes...

☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00	 <b>Administer</b>
1	2	3	0	<b>Do not administer</b>
4	5	6	.	
7	8	9	0	

Close

**Fig 152**

- Insert a note specifying the reasons for the administration variation (Fig 152 **A**).
- Click the **Administer/Start** button to administer the treatment (Fig 152 **B**).

The administration is this way recorded.



*The same procedure can be used to record the administration of a future not-yet-validated order.*

### 6.5.3. Administration with double signature

A treatment can be configured to require a double signature/validation at administration time. I.e. it is necessary that a second user, different from the one that is administering the treatment, validates the administration.

If this is the case, at administration time (i.e. when either the “Execute” or “Start” button is clicked, depending on the kind of administration), the following window is displayed, signaling that a second signature is required (Fig 153 **A**).



Fig 153

To administer the treatment it is necessary to

- Insert username and password (Fig 153 **B**)
- Click the **Sign** button (Fig 153 **C**).

The administration of the treatment is this way recorded.



*The double signature procedure can be set separately for the prescription and the administration of the treatment. I.e. a treatment can require the second signature at prescription time and not require it at administration time and vice versa.*

## 6.5.4. Changes in the administration values

It is possible to record the changes in the values of the durative administration while it is still in progress.

To do that

- Click the prescription button corresponding to the treatment whose values must be changed (Fig 154 **A**).

Fig 154

The following window appears (Fig 155).

**ACICLOVIR 250 MG AMP** i  
 ACICLOVIR (D.O.E)

**500 mg in 1000 mL, dilute with Diluent**  
**EV, 0,61 mg/Kg/h, 100 mL/h, at 11:00**  
 Patient weight: 82 kg.  
 Final concentration: 0,5 mg/mL;

Value **100** mL/h  
 Time **12:03**  
 Notes  Notes...  
☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	0
4	5	6	.
7	8	9	0

Stop  
Change  
Close

**Fig 155**

- Use the numeric keyboard (Fig 155 **A**) to set the new administration values (Fig 156 **A**).
- Insert a note specifying the reasons for the administration variation (Fig 156 **B**).
- Click the **Change** button (Fig 156 **C**).

**ACICLOVIR 250 MG AMP** i  
 ACICLOVIR (D.O.E)

**500 mg in 1000 mL, dilute with Diluent**  
**EV, 0,61 mg/Kg/h, 100 mL/h, at 11:00**  
 Patient weight: 82 kg.  
 Final concentration: 0,5 mg/mL;

Value **80** mL/h  
 Time **12:03**  
 Notes **Administration value changed...** Notes...  
☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	0
4	5	6	.
7	8	9	0

Stop  
Change  
Close

**Fig 156**


The chart changes in the following way (Fig 157).



**Fig 157**

The moment in which the change is recorded is highlighted on the chart by a cyan vertical bar . The old value is specified on the left of the bar the new value is specified on the right.



The change is signalled on the “Prescription” module by the icon  on the prescription table. The icon means that the values recorded on the “Execution” module are now different from those specified by “Prescription”.



The **Change** button can also be used to document the time in which the syringe, the infusion bag or other is changed (according to the infusion type). To do that, click the **Change** button without indicating any change in the administration values. A chart analogous to that shown in Fig 157 will be displayed, but the administration values will remain unchanged.

### 6.5.5. The administration window

Some of the administration values (quantities and dosages, for instance) can be edited during the treatment administration phase.

The treatment administration window makes it possible to set or edit these values on the “Therapy Execution” module.

To open the administration window,

- Click the prescription button (see Fig 158 for an instance).

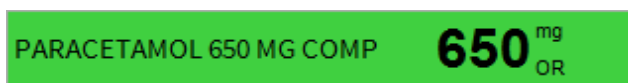


Fig 158 - Prescription button

The administration window opens (Fig 159).

PARACETAMOL 650 MG COMP  
PARACETAMOL (D.O.E)

OR, 650 mg, at 14:00  
Patient weight: 82 kg.

Value: 650 mg  
Time: 14:02

Notes: ☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	4
5	6	7	8
9	0		

Buttons: Administer, Do not administer, Close

Fig 159 - Administration window

On top the treatment name is displayed together with the possible associated protocols (for instance the actual drug name and the active ingredient - Fig 159 A).

The administration information prescribed are displayed in the second row (Fig 159 B).

Administration information is displayed in the central area (Fig 159 **C**). These data can be changed using the buttons indicated in Fig 159 **E**. If changes are made to the values originally prescribed, the background color becomes yellow.

The **-00:10** button changes the administration recording time (10 minutes back per click).

The **-00:30** button changes the administration recording time (30 minutes back per click).

The **-01:00** button changes the administration recording time (1 hour back per click).


The **Now** button sets the current time again.

The numeric keyboard makes it possible to set the administration values.

Free text can be added in the “notes” area.

The buttons indicated in Fig 159 **E** have the following functions:

The **Administer** button records the treatment administration.

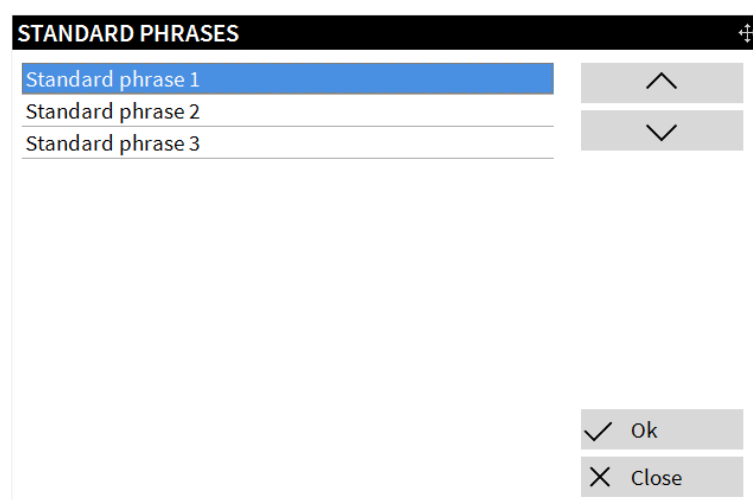
The **Do not administer** button allows to delete the current administration (i.e. to not administer the treatment). It is required to insert a note specifying the deletion reason and the authorizing person. The orders cancelled this way appear on the chart in the following way -  -.

It is possible to insert a note relating to the administration by typing it in the “Notes” field. The checkbox “Flag this note as important”, if checked, makes the same note visible in the future administrations of the same treatment and on the prescription button.

The **Notes** button makes it possible to add a note to the administration selecting it from a list of standard phrases.

To add a note

- Click the **Notes** button. A window containing the available phrases is displayed (Fig 160).



**Fig 160 - Standard phrases**

The standard phrases can be quickly added to the note. To do that

- Click the phrase you want to add. The phrase is highlighted.
- Click the **Ok** button.

The selected phrase is displayed on the administration window. The standard phrase added this way can be completed or edited by the user.



*The note inserted this way refers to the action relating the specific order and will be visible on the “Prescription details” window on the Therapy Prescription module on the row corresponding to the action (the “Prescription details” window is described in paragraph 5.10).*

The **Info** button (Fig 159 **F**) makes it possible to access a page containing information on the specific treatment (if configured).

The administration window, when referred to durative treatments, is different.

Fig 161 shows an example.

**Fig 161**

The **Start** button is on the window instead of the **Administer** button before the administration is started.

After the administration is started the **Stop** button takes the place of the **Start** button.

The **Change** button is on the window while the administration is in progress.

The procedures related to the administration of durative prescriptions are described in paragraph 6.5.1.



## 6.6. “Execution” module command bar



The various buttons on the “Administration” module command bar (Fig 132 **C**, Fig 162) make it possible to perform specific actions.






Fig 162 - Command bar

The first 6 buttons from the left (Fig 162 **A**) make it possible to change the way the different items are displayed on the window.


The  and  buttons make it possible to scroll up and down the screen contents.

The  and  buttons make it possible to scroll left and right the screen contents.

The  button brings back to the original display mode. When a time different from present time is displayed the button turns red and starts flashing .

The  button makes it possible to switch from 8 hours to 24 hours display mode (and vice versa).

### 6.6.1. 24 hours display mode

The 8 hours display mode is shown in the previous figures. The 24 hours display mode is shown in Fig 163. When the 24 hours display mode is activated the button on the command bar changes in the following way - .

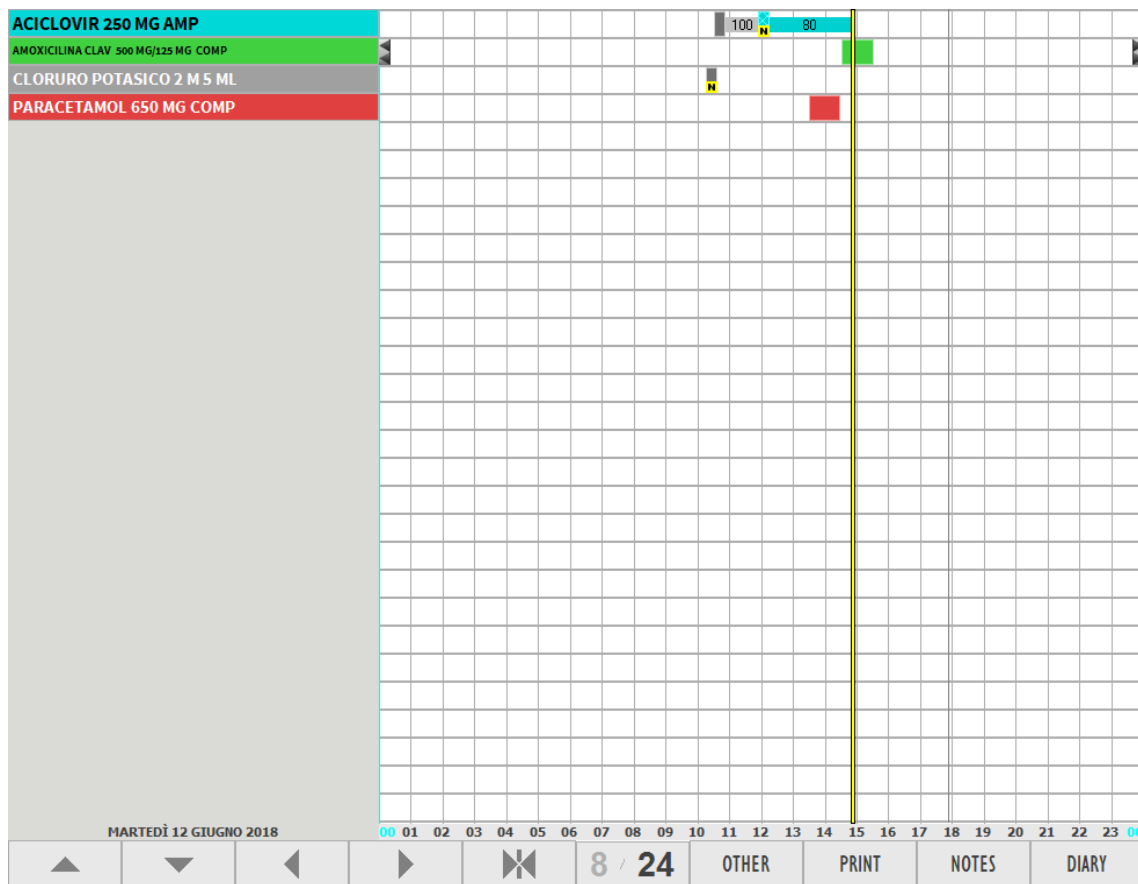


Fig 163 - 24 hours display mode

Fig 164 shows, as example, a detail of a 24 hours display screen.

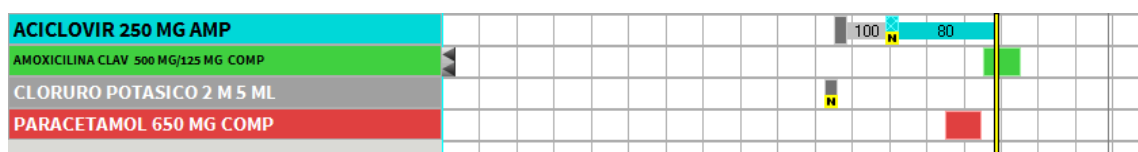



Fig 164 - 24 hours display (detail)

This is a read-only display. I.e. it is not possible to operate on the screen contents when the 24 hours display is activated.


The time span displayed goes from 0:00 to 24:00 of the current day.

Only the prescriptions having at least one order in the time span considered are displayed. This display mode offers an immediate and complete view of the patient's treatment plan in the 24 hours.

To go back to normal display mode (8 hours) click the  button again.

### 6.6.1.1. Orders summary

When in 24 hours mode, clicking one of the treatment buttons (Fig 164 **A**), a window listing all the orders generated by the clicked treatment is displayed. See for example Fig 165.




PARACETAMOL 650 MG COMP				
PARACETAMOL (D.O.E)				
OR, 650 mg, 12/06/2018 h14 (ADM Create, Today 13:16)				
OR, 650 mg, at h14 (Repeat) (ADM Change, Today 14:55)				
OR, 650 mg	Today 14:00	Done	ADM 14:57	
OR, 650 mg	Tomorrow 14:00	Future		
OR, 650 mg	14/06/2018 14:00	Future	Validate	
OR, 650 mg	15/06/2018 14:00	Future	Validate	
OR, 650 mg	16/06/2018 14:00	Future	Validate	
OR, 650 mg	17/06/2018 14:00	Future	Validate	
OR, 650 mg	18/06/2018 14:00	Future	Validate	

Fig 165

On top is displayed the name of the prescribed treatment (Fig 165 **A**).

The administration information is displayed in the second row (administration values, when and who prescribed the treatment - Fig 165 **B**)

The other rows correspond to the different orders and actions. The last administration executed can be undone by clicking the cross indicated in Fig 165 **C**.

For each order the following information can be provided (see Fig 166).



**PARACETAMOL 650 MG COMP**

PARACETAMOL (D.O.F)

OR, 650 mg, 12/06/2018 14:00 (ADM Create, Today 13:16)

OR, 650 mg Today 14:00 Alarm

OR, 650 mg, at h14 (Repeat) (ADM Change, Today 14:55)

OR, 650 mg	Tomorrow 14:00	Future	
OR, 650 mg	14/06/2018 14:00	Future	Validate
OR, 650 mg	15/06/2018 14:00	Future	Validate
OR, 650 mg	16/06/2018 14:00	Future	Validate
OR, 650 mg	17/06/2018 14:00	Future	Validate
OR, 650 mg	18/06/2018 14:00	Future	Validate

▼ ▲ CLOSE

Fig 166

- Fig 166 **A** - Prescribed Dose/Quantity (if the order is to be administered) or administered Dose/Quantity (if the order has been administered).
- Fig 166 **B** - Prescribed time for the administration.
- Fig 166 **C** - Order status.
- Fig 166 **D** - Administration author, date and time (if the treatment was administered).
- Fig 166 **E** - Order validity (if the order is to be administered, an indication of the validity is displayed here - i.e. to be validated, expired etc...).

### 6.6.2. The “Other” function: extemporaneous orders

The **Other** button on the command bar (Fig 167 **A**) makes it possible to record the administration of a treatment that was not previously prescribed on the “Therapy Prescription” module.

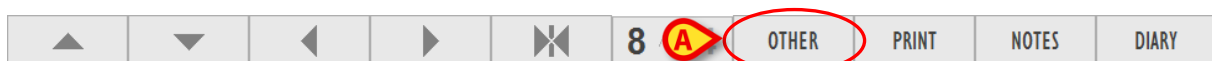


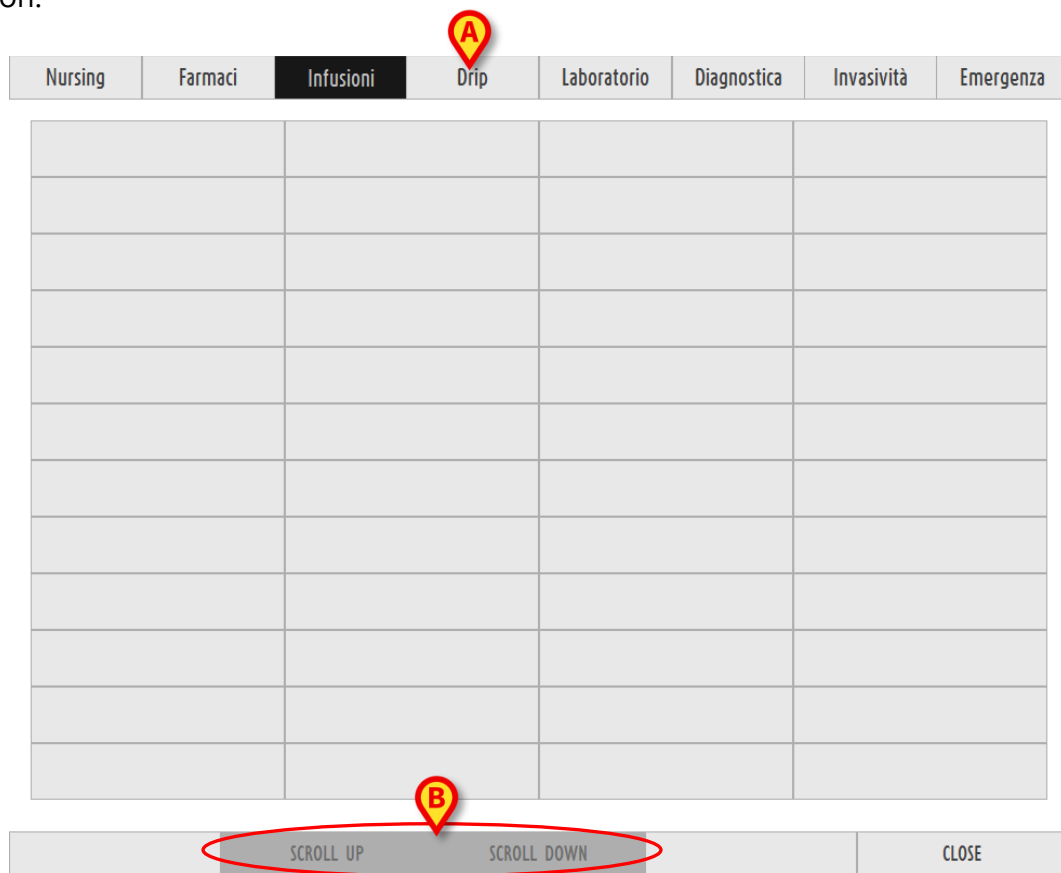
Fig 167

This function can be used when the clinical staff must administer a treatment that is not on the patient treatment plan.

This is the procedure:

- Click the **Other** button.

The following window opens, containing all the treatments configured for this kind of execution:



**Fig 168 - Other treatment**

The boxes on the window are buttons. Each button is associated to a treatment. The treatments are grouped into classes. The labels placed on top of the window display the names of the various classes.

To display the items of a specific class

- Click the corresponding label.

Click the **Drip** label, for instance (Fig 168 **A**), to display the treatments belonging to the corresponding class.

When the number of available treatments of a class exceeds the number of available cells the buttons **Scroll Up** and **Scroll Down** (Fig 168 **B**) activate, making it possible to scroll the treatments list.

The various treatments are characterized by a color indicating the class to which they belong. The classes and their related colors are listed in paragraph 2.4.

### 6.6.3. Extemporaneous orders administration

To record the administration of a treatment that is not part of the patient's treatment plan

- Click the **Other** button.

The window shown in Fig 168 opens.

- Click the label corresponding to the class to which the relevant treatment belongs. Only the treatment-buttons belonging to that specific class are this way displayed on the window.

- Click the button corresponding to the wanted treatment (the name of the treatment is displayed on the button).

Another window appears, making it possible to set the values of the specific administration.

- Use the numeric keyboard to set the administration values.
- Click the **Administer/Start** button to record the treatment administration

The administration is now displayed on the chart as “Executed”.

The administration is also displayed on the treatment plan on the “Prescription” module as “Executed”.

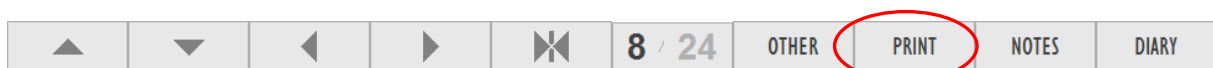


*The administration window is described in paragraph 6.5.5.*

---

### 6.6.4. “Execution” module print functionalities

The **Print** button on the “Administration” module’s command bar (Fig 169) makes it possible to create different kinds of documents.



**Fig 169 - Command bar**

Click the **Print** button to open a window making it possible to define the features of the document to be printed (Fig 170).

**Fig 170 - Print options**

The “Print report” window contains several tools making it possible to define the print report features.

These are the tools available:

The **Yesterday** and **Today** buttons (Fig 170 **A**) make it possible to print either the data referring to the current day or the data referring to the day before. The selected option is highlighted.

The “Shifts” buttons (**Shift 1**, **Shift 2** etc. Fig 170 **B**) limit the printed data to those referring to a specific shift. The selected shift is highlighted.

The time bar (Fig 170 **C**) indicates the current time. Current time is between 11:00 and 12:00 o’clock in the figure.

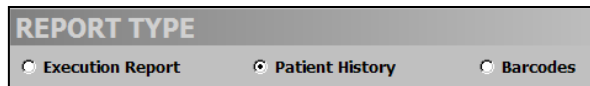
The “Time Interval” area (Fig 171) makes it possible to specify the beginning and the end of the time interval of the data to be printed. The “All” checkbox selection (Fig 171 **A**) prints all the available data, not depending on the time interval.

**Fig 171 - Print options - Time Interval**

The “Report type” area (Fig 172) makes it possible to select the kind of print report. Several options are available. The example here described offers the following options:

- execution report;
- patient history;
- administered treatments barcodes.

Click the corresponding checkbox to select a report type.



**Fig 172 - Print options - Report Type**

The “Patients” area (Fig 173) makes it possible to print either the single selected patient data or the data of all the patients in the selected location. Click the corresponding checkbox to select an option.



**Fig 173 - Print Options - Patients**

- When all the report features are set click the **Print** button (Fig 170 **D**) to display a print preview of the report.

### 6.6.5. Patient notes

The Notes button (Fig 174 **A**) makes it possible to add and display the patient’s notes.



**Fig 174 - Command bar**

The procedures related to this button are described in paragraph 5.12.

### 6.6.6. Patient clinical diary

The **Diary** button (Fig 174 **B**) makes it possible to access and use the “Clinical Diary” module if the module is installed. This module makes it possible to create and manage the patient’s clinical diary.

See the specific documentation to know the “Clinical Diary” module functions and features.

# 7. The “Central Station” module

The “Central Station” module displays on the same screen the state and the needs of all the patients in the ward, providing real time information on each patient’s treatment plan and on the related schedule.

## 7.1. Module selection

To access the module

- Click the corresponding icon -  on the lateral bar.

The “Central Station” screen opens (Fig 175).

## 7.2. “Central Station”

Fig 175 shows the Therapy “Central Station”.

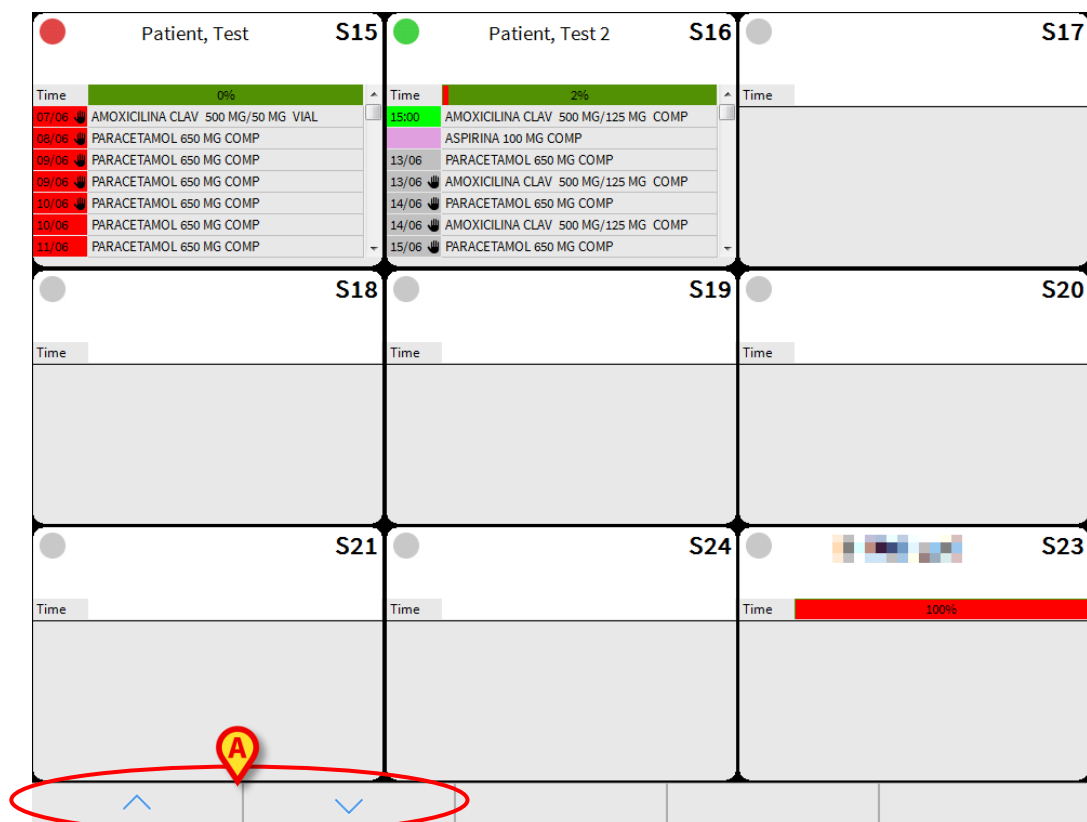


Fig 175 - Central station

The screen contains several boxes; each box corresponds to a bed in the ward (Fig 176). In case the configured beds are more than those displayed on screen, the scroll buttons indicated in Fig 175 **A** are activated. Click these buttons to display the beds that are not currently displayed.

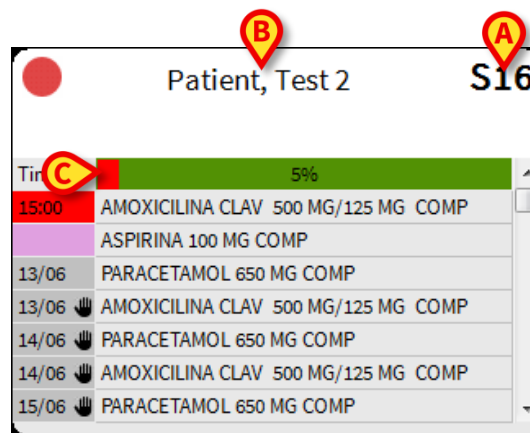


Fig 176 - Bed

The bed number is displayed on the top-right corner of the box (Fig 176 **A**). When a patient is admitted to the bed the patient name is displayed on top of the box (Fig 176 **B**). Below the patient's name a temporal bar indicates the time that passed from the last therapy plan update.



*The time bar has the same function and displays the same values of the tools described in paragraph 2.5.*

In Fig 176 **C** the time bar indicates that the 9% of the total duration of the treatment plan validity passed.

The list of the patient's active orders is displayed in the central area of the patient-box (Fig 177). The orders are displayed by urgency: on top the alarmed ones, then the "ready" ones, then the conditional ones, then the orders to be executed in the future.

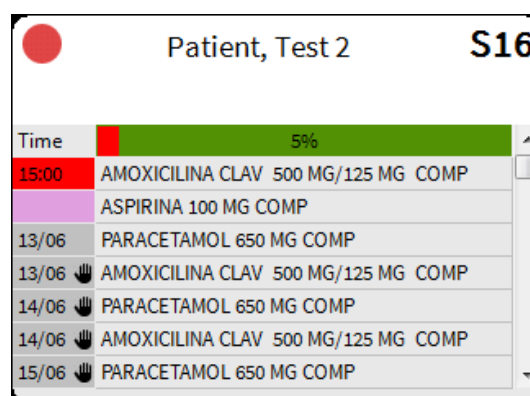



Fig 177 - Orders

The treatment name and the planned administration time are displayed for each order.

The planned administration time can be highlighted in different ways to provide information on the order state.

- Red means that the administration is late.
- Green means that the order should be administered now.
- Grey means that the administration is planned in the future.
- Purple indicates a conditional prescription (see paragraph 4.2.2 for an explanation of the meaning of “conditional prescription”).

When the  icon appears beside an order it means that the order is not validated (there are two possibilities: either the order is not yet validated or the order validity expired).

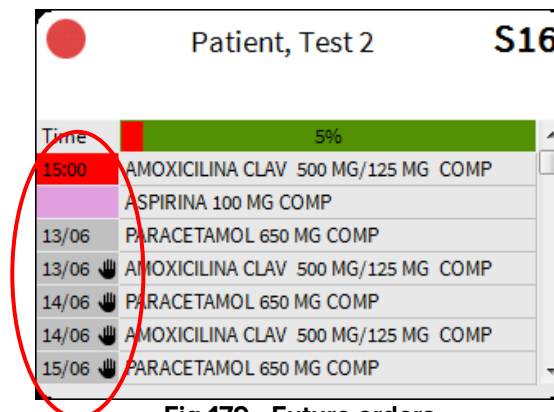
If there is at least one late order the round button on the top left corner of the box turns red (Fig 178)



**Fig 178**

If there is at least one order to be administered “now” the round button on the top left corner of the box turns green.

For the orders planned for the current day the scheduled administration time is indicated; for the orders planned for a different day the administration date is indicated (Fig 179).



Time	Order
15:00	AMOXICILINA CLAV 500 MG/125 MG COMP
	ASPIRINA 100 MG COMP
13/06	PARACETAMOL 650 MG COMP
13/06	AMOXICILINA CLAV 500 MG/125 MG COMP
14/06	PARACETAMOL 650 MG COMP
14/06	AMOXICILINA CLAV 500 MG/125 MG COMP
15/06	PARACETAMOL 650 MG COMP

**Fig 179 - Future orders**

- Click the patient boxes to access the corresponding treatment administration screen (“Therapy Administration” module - Fig 132).







## 8. The Validation module

The validation module allows to validate the prescriptions inserted in the prescription plan by the Physician. It is usually the Pharmacy that uses this module. The generic flow of the whole therapy system, if the Validation Module is active, is then:

- 1 - The physician prescribes the treatment plan.
- 2 - The pharmacy staff validates the prescriptions.
- 3 - The nursing staff administers the treatments.

To activate the Validation module,


- Click the  icon on the lateral bar. The list of all the active prescriptions for the selected patient is displayed (Fig 180).



Name	Details	Days	Weight	Repeat	Prescr. by	Verif. by	Validated
ACICLOVIR 250 MG AMP	500 mg in 1000 mL, dilute with Diluent, 0,61 mg/Kg/h, 100 mL/h, for 10 hours	0	82		ADM		ADM
AMBISOME 50 MG VIAL	EV, 50 mg in 1000 mL, dilute with Diluent, 0,061 mg/Kg/h, 100 mL/h, for 10 hours, 12/06/2018 h17	0	82		ADM		 <input type="checkbox"/>
AMIKACINA 500 MG VIAL-2ML	EV, 500 mg in 500 mL, dilute with Diluent, 0,61 mg/Kg/h, 50 mL/h, for 10 hours, 08/06/2018 h13	4	82		ADM		ADM
AMOXICILINA CLAV 500 MG/125 MG COMP	OR, 125 mg, at h15	4	82	Yes	ADM		ADM
ATENOLOL 100 MG COMP	OR, 100 mg, 08/06/2018 h17	4	82		ADM		ADM
CARVEDILOL 25 MG COMP	OR, 25 mg, 08/06/2018 h14	4	82		ADM		ADM
FUROSEMIDA 20 MG AMP	EV, 20 mg in 300 mL, dilute with Diluent, 0,0244 mg/Kg/h, 30 mL/h, for 10 hours, 08/06/2018 h13	4	82		ADM		ADM
FISIONEMA CASEN-FLEET-ENEMA 250 ML	R, 250 mL, 08/06/2018 h12	4	82		ADM		ADM
AGUA DE BUROW	TOP, 2 aplic, at h18	0	82	Yes	ADM		 <input type="checkbox"/>
AVENA BAÑO COLOIDAL SOB	TOP, 5 u, at h17	0	82	Yes	ADM		 <input type="checkbox"/>
ASPIRINA 100 MG COMP	OR, 100 mg, Only if patient...	4	82		ADM		ADM
PARACETAMOL 650 MG COMP	OR, 650 mg, at h14	0	82	Yes	ADM		ADM
CLORURO POTASICO 2 M 5-ML	EV, 2 mEq, 08/06/2018 h19	4	82		ADM	MED	MED
FISIOLOGICO 0,9%-500 ML-PLASTIC	EV, 500 mL, for 6 hours, 08/06/2018 h12	4	82		ADM		ADM

NEW
EDIT
REMOVE
DETAILS
SELECT ALL
SHOW NOTES
SHOW DIFF
PRINT
VALIDATE

Fig 180

- **First column** - Indicates the class of the prescription. Each class is associated to a color. See paragraph 2.4.
- **“Name”** column - Indicates the name of the prescribed treatment.

- **“Details”** column - Indicates the details of the prescription as, for example, the date and time of the different orders, the doses etc...
- **“Days”** column - Indicates the number of days from the first prescription of the treatment.
- **“Weight”** column - Indicates the patient weight at prescription time. If the weight changes, the cell is highlighted, indicating that, at prescription time, the weight of the patient was different from the current one.
- **“Repeat”** column - Indicates whether the treatment is repeatable or not. See paragraph 1.3.2 for an explanation of “repeatable prescriptions”.
- **Prescribed by** - Indicates the initials of the user who prescribed the treatment.
- **Verified by** - Indicates the initials of the user who double-checked the prescription in case of prescriptions requiring double signature (see paragraph 4.4).
- **Validated by** - Indicates the initials of the user who validated the prescription. If the prescription is not yet validated, the  icon is displayed in this place. In this case, a checkbox is present alongside the icon, making it possible to select the prescription for validation.

AMBISOME 50 MG VIAL	EV, 50 mg in 1000 mL, dilute with Diluent, 0,061 mg/Kg/h, 100 mL/h, for 10 hours, 12/06/2018 h17	1	82	ADM	  <input type="checkbox"/>
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**Fig 181**

## 8.1. The command bar of the Validation module

Fig 182 shows the command bar of the validation module.



Fig 182

These are the functionalities triggered by the buttons on the command bar:

**New** - allows to prescribe a new treatment. Click the **New** button to open the treatment prescription window (Fig 183).

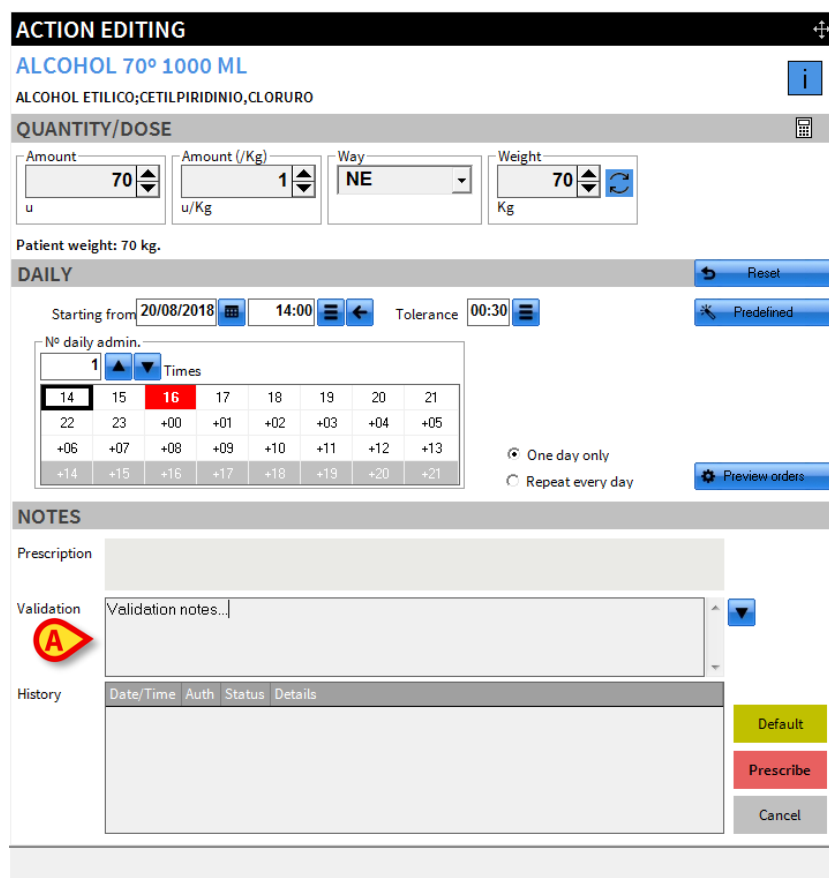


Fig 183

The window shown in Fig 183 differs from that shown in paragraph 3 because here the “Validation notes” field is editable instead of the “Prescription notes” field (Fig 183 **A**). Treatments prescribed on the Validation module are characterized by a yellow mark on the “Prescription” module (Fig 184 **A**).

ALCOHOL 70° 1000 ML	NE, 70 u, 20/08/2018 h16 starting from 20/08/2018 h14	70	Active	0	ADM	<b>A</b>	ADM
---------------------	---	----	--------	---	-----	----------	-----

Fig 184

**Edit** - allows to edit the values of a prescribed prescription. Click the **Edit** button to open the treatment prescription window relating to the selected treatment (see paragraph 4).

**Remove** - allows to remove a prescription from the treatment plan (see paragraph 5.3).

**Details** - displays the details of a selected prescription (see paragraph 5.10).

**Select all** - selects all the not validated prescriptions.

**Show notes** - display the notes associated to the prescriptions.

**Show diff.** - Displays a grid showing all the changes possibly occurred in any prescription.

**Print** - Makes it possible to print different kind of reports. The number and kind of reports are decided during configuration.

**Validate** - Allows to validate the selected prescriptions.

### 8.1.1. The validation procedure

To validate the existing prescriptions

- Access the Validation module (Fig 180).
- Flag the checkbox on the row/s corresponding to the prescriptions to be validated (Fig 185 **A**).

Name	Details	Days	Weight	Repeat	Prescr. by	Verif. by	Validated
ACICLOVIR 250 MG AMP	EV, 500 mg in 1000 mL, dilute with Diluent, 0,61 mg/Kg/h, 100 mL/h, for 10 hours, 12/06/2018 h11	8	82		ADM		ADM
AMBISOME 50 MG VIAL	EV, 50 mg in 1000 mL, dilute with Diluent, 0,061 mg/Kg/h, 100 mL/h, for 10 hours, 12/06/2018 h17	8	82		ADM		!
AMIKACINA 500 MG VIAL-2ML	EV, 500 mg in 500 mL, dilute with Diluent, 0,61 mg/Kg/h, 50 mL/h, for 10 hours, 08/06/2018 h13	12	82		ADM		ADM
AMOXICILINA CLAV 500 MG/125 MG COMP	OR, 125 mg, at h15	12	82	Yes	ADM		ADM
ATENOLOL 100 MG COMP	OR, 100 mg, 08/06/2018 h17	12	82		ADM		ADM
CARVEDILOL 25 MG COMP	OR, 25 mg, 08/06/2018 h14	12	82		ADM		ADM
FUROSEMIDA 20 MG AMP	EV, 20 mg in 300 mL, dilute with Diluent, 0,0244 mg/Kg/h, 30 mL/h, for 10 hours, 08/06/2018 h13	12	82		ADM		ADM
FISIONEMA CASEN-FLEET-ENEMA 250 ML	R, 250 mL, 08/06/2018 h12	12	82		ADM		ADM
AGUA DE BUROW	TOP, 2 aplic, at h18	8	82	Yes	ADM		!
AVENA BAÑO COLOIDAL SOB	TOP, 5 u, at h17	8	82	Yes	ADM		!
ASPIRINA 100 MG COMP	OR, 100 mg, Only if patient...	12	82		ADM		ADM
PARACETAMOL 650 MG COMP	OR, 650 mg, at h14	8	82	Yes	ADM		ADM
CLORURO POTASICO 2 M 5-ML	EV, 2 mEq, 08/06/2018 h19	12	82		ADM	MED	MED

Fig 185

- Click the **Validate** button on the command bar. User confirmation is required. Click **Yes** to confirm.

The selected prescriptions are this way validated. The exclamation mark in the “Validated” column is replaced by the acronym identifying the validator user.



Use the **Select All** button on the command bar to flag all the non validated prescriptions with one click.

## 8.1.2. Show differences

The **Show Diff.** button on the command bar opens a window showing all the changes to the prescriptions values possibly occurred since the first prescription.

To show the “Differences” window

- Click the **Show Diff.** button on the command bar. The following screen opens (Fig 186).

Name	Details	Details	Validated
AMBISOME 50 MG VIAL		h 17:00	
		<del>08/06/2018 11:26 - ADM</del>	ADM
AMIKACINA 500 MG VIAL 2ML		500 mg in 500 mL, dilute with Diluent	
		EV, 50 mL/h (0,61 mg/Kg/h)	
		h 13:00	
	08/06/2018 11:26 - ADM	08/06/2018 11:32 - ADM	ADM
AMOXICILINA CLAV 500 MG/125 MG COMP	OR, 125 mg	OR, 125 mg	
	h 12:00, Repeat	h 15:00, Repeat	
		<del>08/06/2018 16:08 - ADM</del>	ADM
ATENOLOL 100 MG COMP		OR, 100 mg	
		h 17:00	
	08/06/2018 11:30 - ADM	08/06/2018 11:32 - ADM	ADM
CARVEDILOL 25 MG COMP	OR, 25 mg	OR, 25 mg	
	h 13:00	h 14:00	
		<del>08/06/2018 12:47 - ADM</del>	ADM
FUROSEMIDA 20 MG AMP		20 mg in 300 mL, dilute with Diluent	
		EV, 30 mL/h (0,0244 mg/Kg/h)	
		h 13:00	
		<del>08/06/2018 11:27 - ADM</del>	ADM
FISIONEMA CASEN-FLEET ENEMA 250 ML		R, 250 ml	
		h 12:00	
		<del>12/06/2018 16:59 - ADM</del>	ADM
AGUA DE BUROW		TOP, 2 aplic	
		h 18:00, Repeat	
		<del>12/06/2018 17:00 - ADM</del>	ADM
AVENA BAÑO COLOIDAL SOB		TOP, 5 u	
		h 17:00, Repeat	
		<del>08/06/2018 11:28 - ADM</del>	ADM
ASPIRINA 100 MG COMP		OR, 100 mg	
		Only if patient...	
	12/06/2018 14:55 - ADM	20/06/2018 11:56 - ADM	!
PARACETAMOL 650 MG COMP	OR, 650 mg	OR, 550 mg	
	h 14:00, Repeat	x 2, h 14:00, 18:00	
CLORURO POTASICO 2 M 5 ML		<del>08/06/2018 18:15 - ADM</del>	MED
		EV, 2 mEq	

Fig 186

From left:

- The first column shows the prescription name.
- The second column shows either the original prescription values or the values relating to the latest change (if the prescription has been changed more than once).
- The third column shows the current values. The changed values are highlighted yellow.
- The fourth column shows either the validator acronym or the exclamation mark (for prescriptions not yet validated).

# 9. Annex: examples of user workflows

## 9.1. Therapy Prescription

### 9.1.1. Treatment prescription

To add a prescription to the patient treatment plan:

- 1 Click the **New** button on the command bar (A).

LARGE FONT	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
<b>A</b> NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED		SIGN	UPDATE

The prescription window opens.

SELECT A STANDARD ACTION

Search

paracetamol

Type

All

Profile

All

Find

Reset

Name	Description	Profile
III DUCTUS PARACETAMOL EV	Prescription protocols infant	
III DUCTUS PARACETAMOL ORAL	Prescription protocols infant	
PARACETAMOL 1 G SOBRES	PARACETAMOL (D.O.E)	
PARACETAMOL 150 MG SUPOS LACT	PARACETAMOL (D.O.E)	
PARACETAMOL 300 MG SUPOS NIÑOS	PARACETAMOL (D.O.E)	
<b>B</b> PARACETAMOL 500 MG COMP	PARACETAMOL (D.O.E)	
PARACETAMOL 600 MG SUPOS ADULTOS	PARACETAMOL (D.O.E)	
PARACETAMOL ORAL 100 MG/ML SOL	PARACETAMOL (D.O.E)	
PARACETAMOL ORAL 100 MG/ML SOL	PARACETAMOL (D.O.E)	
PARACETAMOL VIAL 1000 MG	PARACETAMOL (D.O.E)	
PARACETAMOL VIAL 500 MG	PARACETAMOL (D.O.E)	

Class

Anti-infectives

Cardiovascular

Gastro., Endo. and Nutrition

Blood products and coagulation

Other

Respiratory

Sedation and analgesia

Electrolyte Serum therapy

Custom

Continuous infusion

Solution/serum

Medication bolus

Application

Volume bolus

Action

Info

Close

New Mixture

New Protocol

Add selected action

- 2 Search for the relevant treatment using the available search tools (B).

- 3 Double click the row corresponding to the treatment to be prescribed (C).

A window making it possible to specify the details of the selected treatment is displayed.

**ACTION EDITING**

ANCOTIL 500 MG COMPRIMITS

FLUCITOSINE

**QUANTITY/DOSE**

Amount: mg | Amount (/Kg): mg/Kg | Way: OR | Weight: 89 Kg

Patient weight: 89 kg.

**SCHEDULE**

Immediate | Conditional | Daily | Weekly | Schema | Custom

**NOTES**

Notes: [Text Area]

History: [Table with columns Date/Time, Auth, Status, Details]

Default | Prescribe | Cancel

4 Select the schedule type in the schedule area.

These are the possible types:

	IMMEDIATE	The treatment prescribed must be administered immediately.
	CONDITIONAL	The treatment prescribed must be administered only under certain conditions.
	DAILY	The treatment prescribed refers to one day.
	WEEKLY	The treatment prescribed refers to one week.
	SCHEMA	Use this kind of prescription to define a schema like (for example) “administer this treatment 4 times in 3 days”.
	CUSTOM	The treatment plan is completely customized. The orders that must be generated are all explicitly stated.

The schedule type is pre-defined during configuration for certain treatments. In those cases the appropriate treatment specification window directly opens. A **Reset** button present on the window allows to change the schedule type, if necessary.

The corresponding treatment specification window opens (the next figure shows, as example, a daily prescription).

5 Specify the treatment details (Quantity, Times, Notes).

**ACTION EDITING**

**ANCOTIL 500 MG COMPRIMITS**

FLUCITOSINE

**QUANTITY/DOSE**

Amount: mg | Amount (/Kg): mg/Kg | Way: OR | Weight: 89 Kg

Patient weight: 89 kg.

**DAILY**

Starting from: 23/03/2020 14:00 | Tolerance: 00:30

No daily admin.: 0 times | Allow change at administration: ☒

14	15	16	17	18	19	20	21
22	23	+00	+01	+02	+03	+04	+05
+06	+07	+08	+09	+10	+11	+12	+13
+14	+15	+16	+17	+18	+19	+20	+21

☒ One day only | ☐ Repeat every day

**NOTES**

Notes: [Empty text area]

History: [Empty table with columns: Date/Time, Auth, Status, Details]

Buttons: Default, Prescribe, Cancel

6 Click the **Prescribe** button on the window.

The specified treatment is added to the patient treatment plan.

## 9.1.2. Prescription with double signature

A treatment can be configured to require a double signature at prescription time. I.e. it is necessary that a second user, different from the one that prescribed the treatment, validates the prescription. The double signature requirement is indicated in **A**.

**ACTION EDITING**

**CLORURO POTASICO 2 M 5 ML**

POTASIO,CLORURO (ELECTROLITO)

**A** This prescription requires two signatures

EMERGENCY ☐

**QUANTITY/DOSE**

Amount: mEq | Amount (/Kg): mEq/Kg | Way: EV | Weight: 76 Kg

Patient weight: 76 kg.

These orders are characterized by the  icon on the prescription module (**B**).

CLORURO POTASICO 2 M 5 ML	EV, 2 mEq, 08/06/2018 h14 starting from 08/06/2018 h10	76 <b>B</b>  Active	0	ADM		
---------------------------	--	--	---	-----	---	---

To double sign the prescription, use the following procedure:

- Click the **Sign** button on the command bar (**C**).



LARGE FONT	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED		SIGN	UPDATE

The following window opens

**DOUBLE CHECK**

Sign	Prescription	Date / Time	Auth	Notes
<input type="checkbox"/>	CLORURO POTASICO 2 M 5 ML EV, 2 mEq, 08/06/2018 h14 starting from 08/06/2018 h10	Today 09:07	ADM	

Use the current user ☒

Username

Password

☒ Select all

The window lists all the prescriptions requiring a second signature for validation (D).

- Select the checkbox corresponding to the prescriptions to be signed (first column on the left).
- Insert your username and password (E)
- Click the **Sign** button (F).

The prescription is this way validated.

### 9.1.3. Edit an existing prescription

To edit the values of an existing prescription

- 1 Click, on the prescriptions table, the row corresponding to the treatment whose values must be edited.

The row is highlighted (A).

Name	Details	Weight	Status	Days	Repeat	Prescr. by	Verif. by	Validated by
ACICLOVIR 250 MG AMP	EV, 250 mg, 06/06/2018 h15	76	Active	1				
ALCOHOL 70° 1000 ML	NE, 10 u, 2 orders	76	Active	0		ADM		
AMOXICILINA 500 MG CAPS	OR, 500 mg, 07/06/2018 h15	76	Active	0				ADM
AMOXICILINA CLAV 500 MG/125 MG COMP	OR, 100 mg, x 2, at h12, 18	76	Active	1	Yes	ADM		
CARNITINA 1G/10 ML ORAL	OR, 100 mg, 06/06/2018 h15	76	Active	1		ADM		
FUROSEMIDA 20 MG AMP	EV, 100 mg, if patient...	76	Active	1		ADM		
AMMONIAPS 500 MG COMP	OR, 500 mg, 07/06/2018 h14 starting from 07/06/2018 h14	76	Active	0		ADM		
ACTIQ 200 MCG COMP CHUPAR	NE, 100 mcg, 06/06/2018 h16	76	Active	1		ADM		
PARACETAMOL 650 MG COMP	OR, 650 mg, x 2, at h12, 18	76	Active	0	Yes	ADM		
PROPOFOL LIPOMED 10 MG/ML 100 ML	EV, 200 mg in 1000 mL, 0.0526 mg/Kg/h, 20 mL/h, for 10 hours, 06/06/2018 h12	76	Active	1		ADM		

LAST UPDATE: 07/06 - 12:25 RESIDUAL TIME: 23									
LARGE FONT	SH	ES	SH	ER	PRE	CTIONS	TIME PLAN	INFO	DETAILS
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED			SIGN	UPDATE

- 2 Click the **Edit** button on the command bar (B).

The “Treatment specification” window opens. The window refers to the selected prescription.

- 3 Edit the treatment values.
- 4 Click the **Prescribe** button on the window.

A specific pop-up message invites the user to double-check that the possible active orders have not been already administered.



*The prescription editing implies the deletion of all the orders generated before the editing and the generation of a set of new orders according the new values. It is mandatory to double-check that the “former” orders have not been already administered.*

### 9.1.4. Remove a prescription

To remove a prescription from the patient treatment plan:

- 1 Click, on the prescriptions table, the row corresponding to the prescription that must be removed. The row is highlighted **(A)**.
- 2 Click the **Remove** button on the command bar **(C)**. User confirmation is required.
- 3 Click **Yes** to confirm. The selected row disappears from the prescriptions table.

A specific pop up message invites the user to double-check that the possible active orders generated by the prescription have not been already administered.



*The removal of a prescription causes the removal of all the orders generated by the prescription itself. Double check that these orders have not been already administered.*

---

A prescription, when removed, turns to “Terminated” status. Terminated prescriptions are still visible in “All prescriptions” mode. Terminated prescriptions cannot be resumed.

### 9.1.5. Suspend a prescription

To suspend a prescription

- 1 Click, on the prescriptions table, the row corresponding to the prescription to be suspended. The row is highlighted **(A)**.
- 2 Click the **Suspend** button on the command bar **(D)**. User confirmation is required.
- 3 Click **Yes** to confirm. The selected row disappears from the prescriptions table.

A specific pop up message invites the user to double-check that the possible active orders have not been already administered.



*The suspension of a prescription causes the removal of all the orders generated by the prescription itself. Double check that these orders have not been already administered.*

---

A prescription, when suspended, turns to “Suspended” status. Suspended prescriptions are still visible in “All prescriptions” mode. Suspended prescriptions can be resumed.

## 9.1.6. Resume a suspended prescription

To resume a suspended prescription

- 1 Click **All Prescriptions** on the command bar (E).

All the prescriptions are this way displayed: the active, the suspended and the removed ones.

Name	Details	Weight	Status	Days	Repeat	Prescr. by	Verif. by	Validated by
ACICLOVIR 250 MG-AMP	EV, 250 mg, 06/06/2018 h15	76	Active	2				
ALCOHOL 70°-1000-ML	NE, 10 u, 2 orders	76	Terminate d	07/06				
AMOXICILINA 500 MG-CAPS	OR, 500 mg, 07/06/2018 h15	76	Terminate d	08/06		ADM		ADM
AMOXICILINA CLAV 500 MG/125 MG COMP	OR, 100 mg, x 2, at h12, 18	76	Terminate d	07/06	Yes	ADM		
AMOXICILINA CLAV 500 MG/50 MG VIAL	EV, 50 mg in 500 mL, dilute with Diluent, 0,0039 mg/Kg/h, 3 mL/h, for 10 hours, 07/06/2018 h14	76	Terminate d	07/06		ADM		ADM
CARNITINA 1G/10 ML ORAL	OR, 100 mg, 06/06/2018 h15	76	Active	2		ADM		
FUROSEMIDA 20 MG AMP	EV, 100 mg, if patient...	76	Active	2		ADM		
IMMONAPS 500 MG-COMP	OR, 500 mg, 07/06/2018 h14	76	Suspende d	08/06		ADM		
ACTIQ 200 MCG COMP CHUPAR	NE, 100 mcg, 06/06/2018 h16	76	Active	2		ADM		
PARACETAMOL 600 MG SUPOS ADULTOS	R, 600 mg, x 3, at h7, 13, 19	76	Terminate d	07/06	Yes	ADM		
PARACETAMOL 650 MG COMP	OR, 650 mg, x 2, at h13, 18	76	Active	1	Yes	ADM		
PROPOFOL LIPOMED 10 MG/ML 100 ML	EV, 200 mg in 1000 mL, 0,0526 mg/Kg/h, 20 mL/h, for 10 hours, 06/06/2018 h12	76	Active	2		ADM		
CLORURO POTASICO 2 M 5 ML	EV, 2 mEq, 08/06/2018 h14 starting from 08/06/2018 h10	76	Active	0		ADM		ADM

LAST UPDATE: 07/06 - 12:25 RESIDUAL TIME: 3 hours							
LARGE FONT	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	INFO	DETAILS	NOTES	PRINT
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED	SIGN	UPDATE

- 2 Click the row corresponding to the suspended prescription that must be resumed (F).
- 3 Click the **Resume** button on the command bar (G). User confirmation is required.
- 4 Click **Yes** to confirm.

The selected prescription becomes active again.

## 9.1.7. Treatment plan update

To update the treatment plan of a patient:

- 1 Click the **Update** button on the command bar (**A**).

LARGE FONT	SHOW NOTES	SHOW FILTER	ALL PRESCRIPTIONS	TIME PLAN	INFO	DETAILS	NOTES	
NEW	EDIT	REMOVE	SUSPEND	RESUME	REMOVE COMPLETED		SIGN	UPDATE

The “Orders confirmation” window opens.

**CONFIRM ORDERS**

Prescription	Day	Hours	Status	Delete	Validated
ACICLOVIR 250 MG AMP 250 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
ACTIQ 200 MCG COMP CHUPAR 100 mcg	06/06/2018	16:00	Late	<input type="checkbox"/>	
ALCOHOL 70° 1000 ML 10 u	08/06/2018	13:00	Future	<input type="checkbox"/>	ADM
AMMONAPS 500 MG COMP 500 mg	07/06/2018	14:00	Ready	<input type="checkbox"/>	ADM
AMOXICILINA 500 MG CAPS 500 mg	07/06/2018	15:00	Done	<input type="checkbox"/>	ADM
	06/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Late	<input type="checkbox"/>	
AMOXICILINA CLAV 500 MG/125 MG COMP 100 mg	07/06/2018	12:00	Late	<input type="checkbox"/>	
		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
CARNITINA 1G/10 ML ORAL 100 mg	06/06/2018	15:00	Late	<input type="checkbox"/>	
FUROSEMIDA 20 MG AMP 100 mg If patient...	07/06/2018		Condition	<input type="checkbox"/>	ADM
	07/06/2018	12:00	Late	<input type="checkbox"/>	
PARACETAMOL 650 MG COMP 650 mg		18:00	Future	<input type="checkbox"/>	ADM
	08/06/2018	12:00	Future	<input type="checkbox"/>	ADM
PROPOFOL LIPOMED 10 MG/ML 100 ML 200 mg in 1000 mL, 0,0526 mg/Kg/h, 20 mL/h, for 10 hours	06/06/2018	12:00	Late	<input type="checkbox"/>	

Sort by  
☒ Prescription ☐ Date

☒ Select expired

The “Orders confirmation” window displays in a table all the orders that are within the “Therapy cycle” and the past orders that have not been administered yet.

- 2 Double-check the orders that will be administered.
- 3 Click the **Confirm** button (**B**).

The window closes. A print report is created, containing the list of the orders to be administered. The treatment plan is this way updated.

## 9.2. Therapy Execution

### 9.2.1. Treatments and Orders color code

The different colors provide information on the status and the kind of the treatment and order. There are 6 possible colors:

AMOXICILINA CLAV 500 MG/125 MG COMP <b>125</b> <sup>mg</sup> OR	Light grey characterizes active prescriptions whose orders must be administered in the future.
CARVEDILOL 25 MG COMP <b>25</b> <sup>mg</sup> OR	Dark grey characterizes completed prescriptions.
AMIKACINA 500 MG VIAL 2ML <b>50</b> <sup>mL/h</sup> EV	Green characterizes prescriptions having an order “ready to be administered”.
FISIONEMA CASEN-FLEET ENEMA 250 ML <b>250</b> <sup>ml</sup> R	Red characterizes prescriptions having at least one “late” order.
FUROSEMIDA 20 MG AMP <b>30</b> <sup>mL/h</sup> EV	Cyan characterizes durative prescriptions having one order in progress.
ASPIRINA 100 MG COMP <b>100</b> <sup>mg</sup> OR	Purple characterizes conditional prescriptions. These treatments shall be administered only if specific conditions occur.

### 9.2.2. Treatment Administration

To record the administration of a treatment, on the “treatments column” on the left,

- 1 Click the button corresponding to the relevant treatment (**A**).



The administration window opens.

PARACETAMOL 650 MG COMP  
PARACETAMOL (D.O.E)

OR, 650 mg, at 15:00  
Patient weight: 82 kg.

Value: 650 mg  
Time: 15:03

Notes:  Notes...  
☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00	<b>Administer</b>
1	2	3	4	<b>Do not administer</b>
5	6	7	8	
9	0			

**Close**

- 2 Double-check the administration details (**B**).

- 3 Click the Administer button (C).

The chart changes in the following way:



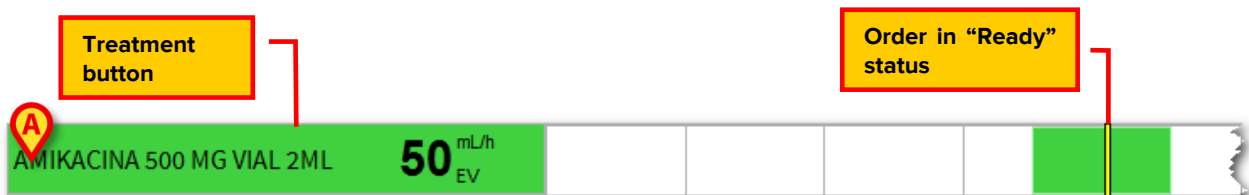
The administration of the treatment is this way recorded.

### 9.2.3. Durative treatment administration

The administration recording procedure is different for durative treatments. In these cases it is necessary to record the beginning and the end of the administration.

To record the administration of a durative treatment:

- 1 Click the treatment button (A).



An administration window opens.

AMIKACINA 500 MG VIAL 2ML

AMIKACINA (D.O.E)

500 mg in 500 mL, dilute with Diluent  
EV, 0,61 mg/Kg/h, 50 mL/h, at 13:00  
Patient weight: 82 kg.  
Final concentration: 1 mg/mL;

Value 50 mL/h  
Time 13:03

Notes

☐ Flag this note as important

Start

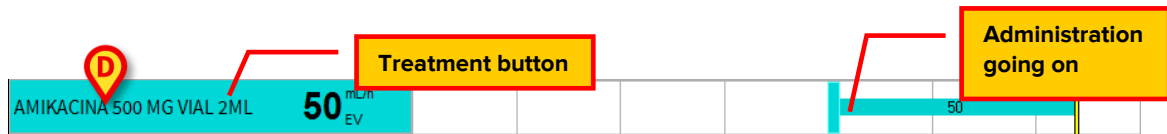
Do not administer

Close

NOW	- 00:10	- 00:30	- 01:00
1	2	3	C
4	5	6	.
7	8	9	0

- 2 Double-check the administration details (B).
- 3 Click the **Start** button (C).

The beginning of the durative treatment administration is this way recorded. The corresponding button becomes cyan (**D**). A cyan bar is traced on the chart while the administration goes on.



To record the end of the administration:

- 4 Click the treatment button again (**D**).

A specific window is displayed.

**AMIKACINA 500 MG VIAL 2ML**  
 AMIKACINA (D.O.E)

500 mg in 500 mL, dilute with Diluent  
 EV, 0,61 mg/Kg/h, 50 mL/h, at 13:00  
 Patient weight: 82 kg.  
 Final concentration: 1 mg/mL;

Value **50** mL/h  
 Time **15:25**  
 Notes  
☐ Flag this note as important

Notes...  

**E**

Stop

Change

Close

NOW	- 00:10	- 00:30	- 01:00
1	2	3	C
4	5	6	.
7	8	9	0

- 5 Click the **Stop** button (**E**).

The chart changes in the following way.



The duration of the administration is this way represented on the chart.



### 9.2.4. Administration of an order either expired or not-yet-validated

The order validity expires after a certain time. An expired order can be administered anyway but specific user permissions and a specific procedure are required.

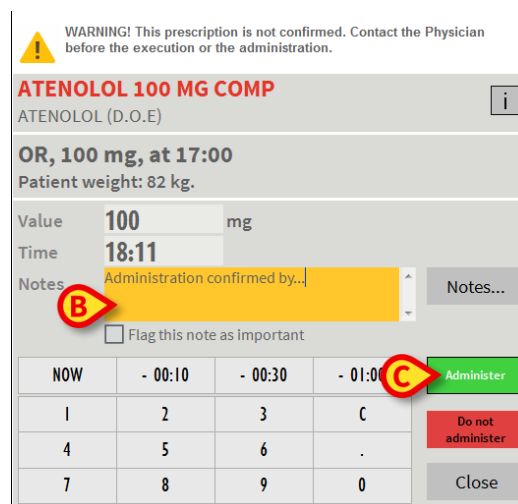
- 1 Click, on the left, the button corresponding to the treatment that must be administered (**A**).



A user confirmation is required.

- 2 Click **Yes** to proceed.

The following window is displayed, highlighting the fact that the order is not valid.



WARNING! This prescription is not confirmed. Contact the Physician before the execution or the administration.

**ATENOLOL 100 MG COMP**  
ATENOLOL (D.O.E)

**OR, 100 mg, at 17:00**  
Patient weight: 82 kg.

Value **100** mg  
Time **18:11**

Notes **Administration confirmed by...** Notes...  
☐ Flag this note as important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	C
4	5	6	.
7	8	9	0

**Administer** **Do not administer** **Close**

- 3 Insert a note specifying the reasons for the administration variation (**B**).
- 4 Click the Administer/Start button to administer the treatment (**C**).

The administration is this way recorded.



*The same procedure can be used to record the administration of a future not-yet-validated order.*

## 9.2.5. Administration with double signature

A treatment can be configured to require a double signature at administration time. I.e. it is necessary that a second user, different from the one that is administering the treatment, validates the administration.

If this is the case, at administration time (i.e. when either the “Execute” or “Start” button is clicked (as described above, depending on the kind of administration), the following window is displayed, signaling that a second signature is required **(A)**.

**CRITICAL DRUGS CHECK**

**(A)** WARNING! To execute this action it is necessary a second signature.

**CLORURO POTASICO 2 M 5 ML**  
POTASIO, CLORURO (ELECTROLITO)  
EV, 2 mEq, at 19:00 of 08/06

Virtual keyboard layout:

\	1	2	3	4	5	6	7	8	9	0	'	i	backspace
tab	q	w	e	r	t	y	u	i	o	p	è	+	enter
lock	a	s	d	f	g	h	j	k	l	ò	à	ù	
shift	<	z	x	c	v	b	n	m	,	.	-	shift	
ctrl	alt							alt gr	▲	▼	◀	▶	🖨

Username

Password

**(B)**

**(C)** ✓ Sign Cancel

- 1 Insert username and password **(B)**
- 2 Click the **Sign** button **(C)**.

The administration of the treatment is this way recorded.

## 9.2.6. Changes in the administration values

It is possible to record the changes in the values of the durative administration while it is still in progress. To do that:

- 1 Click the prescription button corresponding to the treatment whose values must be changed **(A)**.



The following window is displayed.

**ACICLOVIR 250 MG AMP** ⓘ  
ACICLOVIR (D.O.E)  
500 mg in 1000 mL, dilute with Diluent  
EV, 0,61 mg/Kg/h, 100 mL/h, at 11:00  
Patient weight: 82 kg.  
Final concentration: 0,5 mg/mL;

Value: 100 mL/h  
Time: 12:03  
Notes:  Notes...  
☐ Flag this note as Important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	C
4	5	6	.
7	8	9	0

Stop Change Close

- 2 Use the numeric keyboard **(B)** to set the new administration values **(C)**.
- 3 Insert a note specifying the reasons for the administration variation **(D)**.
- 4 Click the **Change** button **(E)**

**ACICLOVIR 250 MG AMP** ⓘ  
ACICLOVIR (D.O.E)  
500 mg in 1000 mL, dilute with Diluent  
EV, 0,61 mg/Kg/h, 100 mL/h, at 11:00  
Patient weight: 82 kg.  
Final concentration: 0,5 mg/mL;

Value: 80 mL/h  
Time: 12:03  
Notes: Administration value changed... Notes...  
☐ Flag this note as Important

NOW	- 00:10	- 00:30	- 01:00
1	2	3	C
4	5	6	.
7	8	9	0

Stop Change Close

The chart changes in the following way.



The moment in which the change is recorded is highlighted on the chart by a cyan vertical bar. The old value is specified on the left of the bar the new value is specified on the right.

## 9.2.7. Extemporaneous orders administration

This procedure can be used when the clinical staff must administer a treatment that is not on the patient treatment plan.



- 1 Click the **Other** button.

The following window opens, containing all the treatments configured for this kind of administration:



- 2 Click the label corresponding to the class of administration.

The available treatments belonging to the selected class are displayed.

- 3 Click the button corresponding to the wanted treatment (**C** - the name of the treatment is displayed on the button).

The administration window for the selected treatment is displayed.

- 4 Set the administration values.

- 5 Click the **Administer/Start** button to record the treatment administration

The administration is displayed on the chart as “Executed”.

The administration is also displayed on the treatment plan on the “Prescription” module as “Completed”.