



Codefinder User Manual

Version 3.0

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1. Codefinder Module



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 Codefinder, described in this document.

Codefinder makes it possible to search through large code-sets (for example ICD-9, ICD-10, ICPM etc. - it can be expanded to include any kind of code-set).

Codefinder is usually “called” by the system user every time it is necessary to search and select an item among a given set of items.


The first part of this manual (paragraphs 1.1 to 1.3) describes the Codefinder Module features and functionalities. Paragraphs 1.4 describes how Codefinder works when used within the Clinical Forms module and highlights some main procedures.



Codefinder can be used as “Stand Alone” application as well, independent from the Product environment, as a general purpose search and selection tool.

1.1. Using Codefinder Module

This paragraph describes how Codefinder works in the Product context.

A specific button -  - makes it possible to call Codefinder within a Product module. To do that


- Click the  button placed alongside the area (i.e. a certain field) in which the information must be inserted (Fig 1 **A**).



Fig 1

The Codefinder window opens (Fig 2 **A**).

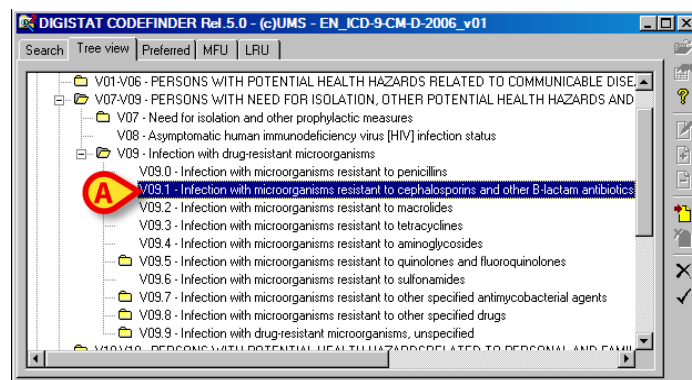


Fig 2

- Search the item to be inserted (see paragraph 1.2.1 and subsequent for the search and selection procedures).
- Double click the item (Fig 2 A).

The item is this way displayed in the area (Fig 3).

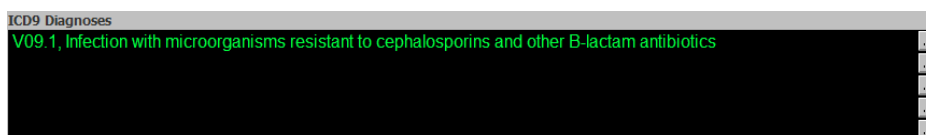


Fig 3

1.2. Codefinder features

This paragraph describes the Codefinder Module general features.

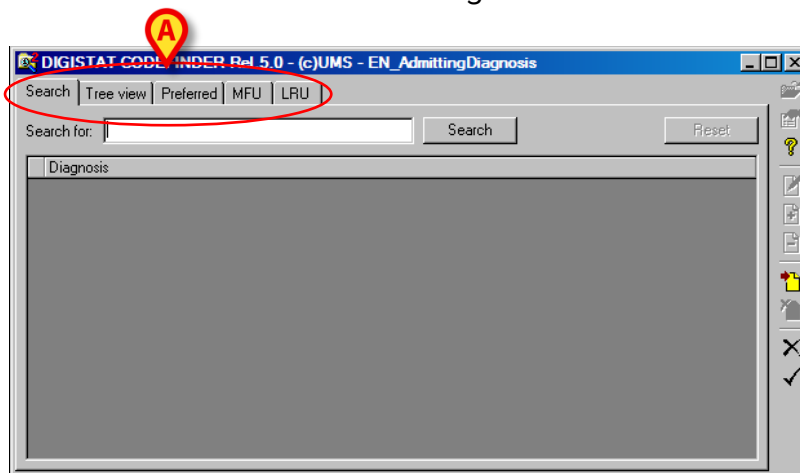


Fig 4 - Search

Five tabs (Fig 4 A) are on the upper part of the window. Each of them makes it possible to access a panel characterized by specific contents and functionalities.

1.2.1. Search

The **Search** panel (Fig 4) makes it possible to search the wanted item by inserting strings of alpha-numeric characters in the search field.

To do that

- Type the search string in the search field (Fig 5 A)

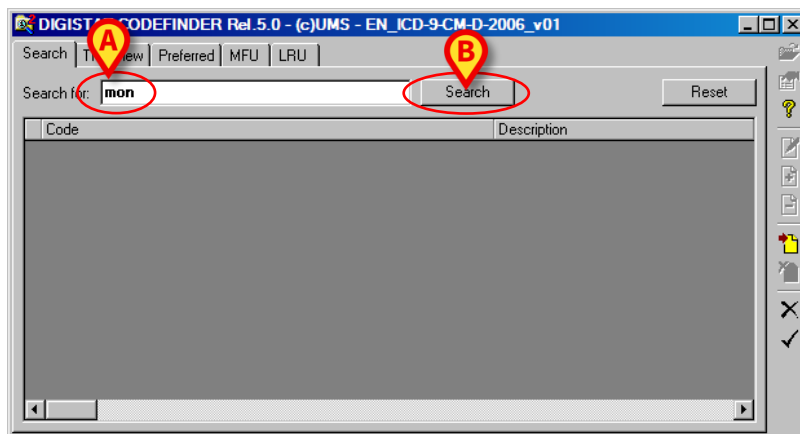


Fig 5

- Click the **Search** button (Fig 5 B).

The results list is this way displayed in the Codefinder window (Fig 6 A)

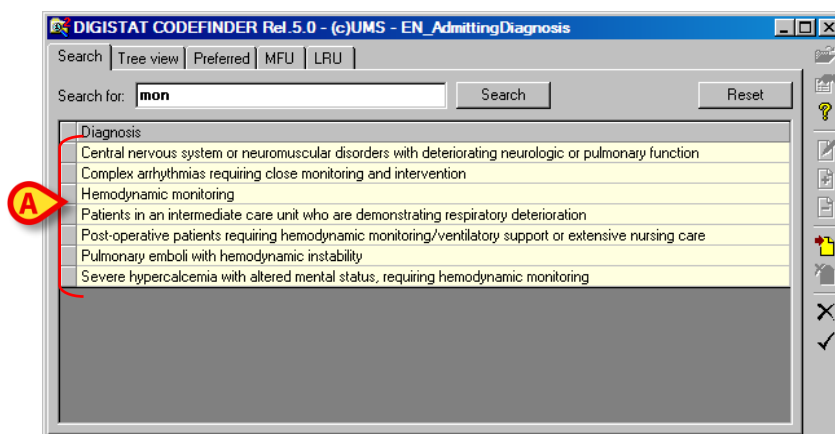


Fig 6

1.2.2. Tree-view

The **Tree-view** panel makes it possible to navigate the nodes and branches of the logical structure of the selected archive until the relevant item is reached.

To do that

- Click the **Tree-view** tab (Fig 7 A).

A panel similar to that displayed in Fig 7 is displayed (the actual content depends on the specific code-set in use).

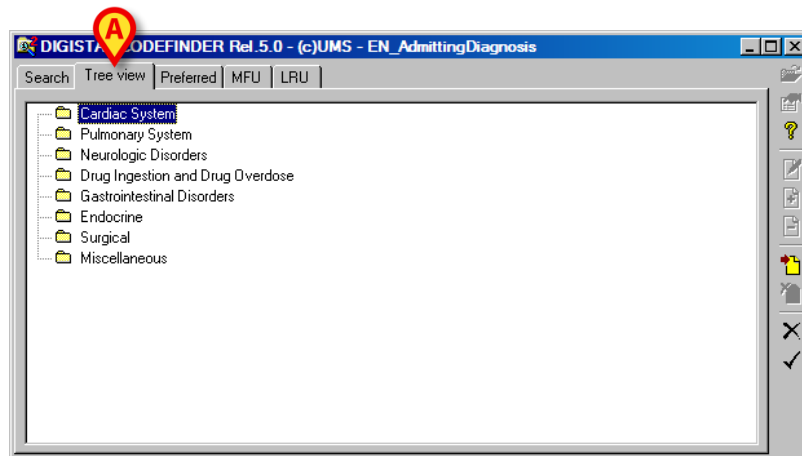


Fig 7 - Tree view


The items on the window are logically grouped and organized in a hierarchic structure. Each folder on the window can contain either single items or other folders, or it can be contained in higher level folders.

- Double click the relevant folder to view its contents.

When a list of codes is displayed,

- Click one of the codes to select it.

The selected code is highlighted (Fig 8 **A**).

- Click the  button (Fig 8 **B**) to insert the code in the relevant field.

Otherwise, when a list of codes is displayed, double click the relevant code to insert it directly.

In Fig 8, for instance, the user double clicked the **Cardiac System** folder first and then clicked the **Cardiogenic Shock** code - contained in the folder - to select it (Fig 8 **A**).

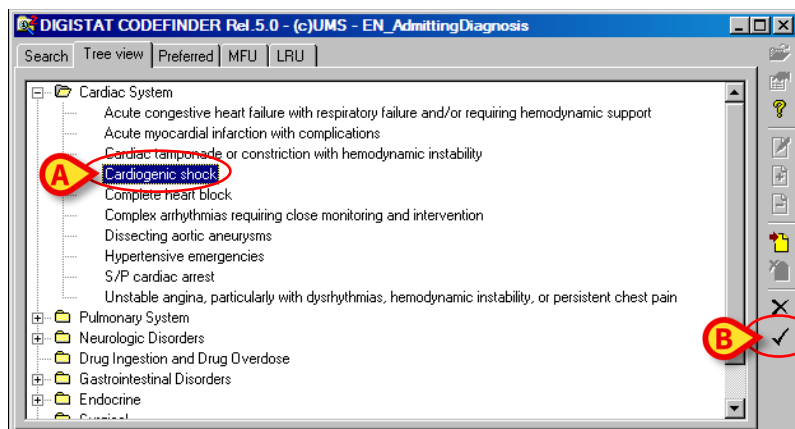


Fig 8 - "Tree view"

1.2.3. Preferred

Codefinder Module makes it possible to insert some of the codes in a “Preferred” codes list. The chosen codes can be quickly retrieved later.

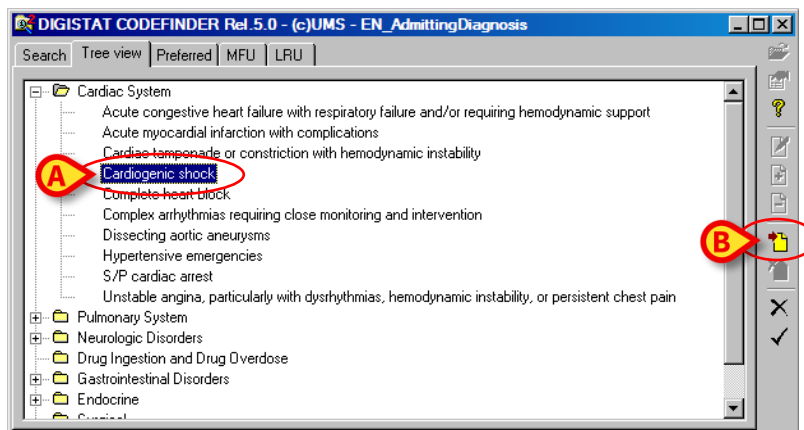


Fig 9 - Selected code

The **Preferred** panel displays the list of chosen codes.

To insert a code in the “Preferred” codes list

- Search the relevant code using the procedures described in paragraphs 1.2.1 and 1.2.2.
- Click the relevant code to select it.

The selected code is highlighted blue (as, for instance, in Fig 9 **A**).

- Click the  button indicated in Fig 9 **B**.

The code is this way inserted in the “Preferred” codes list (Fig 10 **A**).

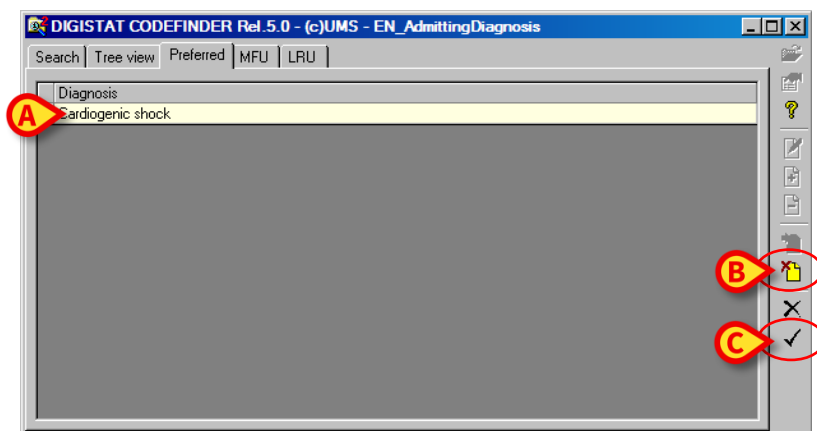


Fig 10 - “Preferred” list

To remove one of the codes from the “Preferred” list

- Click the **Preferred** tab to access the “Preferred” panel.
- Click the line corresponding to the code to be removed.

The code is highlighted.

- Click the  button (Fig 10 B).

The code disappears from the “Preferred” list.

To insert one of the “Preferred” codes in the relevant record

either

- Double click the line corresponding to the code,
- or
- Click the line corresponding to the code.

The code is this way highlighted.

- Click the  button indicated in Fig 10 C.

1.2.4. Most Frequently Used (MFU) list

The “MFU” panel displays the “Most Frequently Used” codes list. The codes in the list are ordered by frequency of use. The most frequent codes are on top.

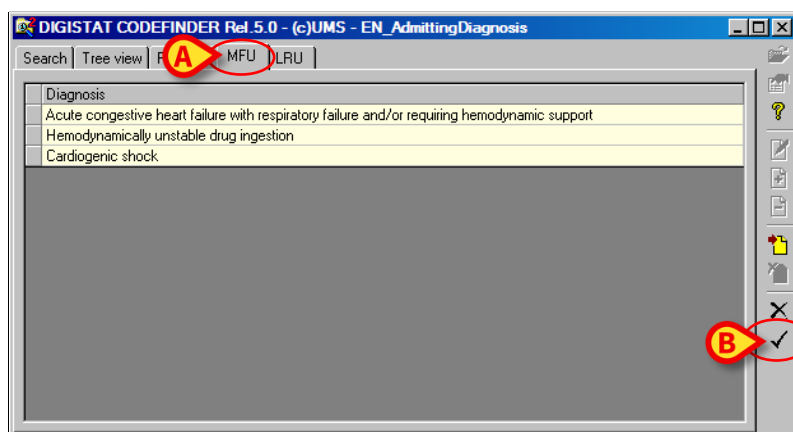



Fig 11 - Most Frequently Used

To insert one of the “MFU” codes in the relevant record

- Click the **MFU** tab to access the “Most Frequently Used” list (Fig 11 A).
- Click the line corresponding to the code.

The code is highlighted.

- Click the  button indicated in Fig 11 **B**. Otherwise double click the code to insert it directly.

1.2.5. Least Recently Used (LRU) list

The “LRU” panel displays the Least Recently Used codes list. On top of the list are the codes used most recently.

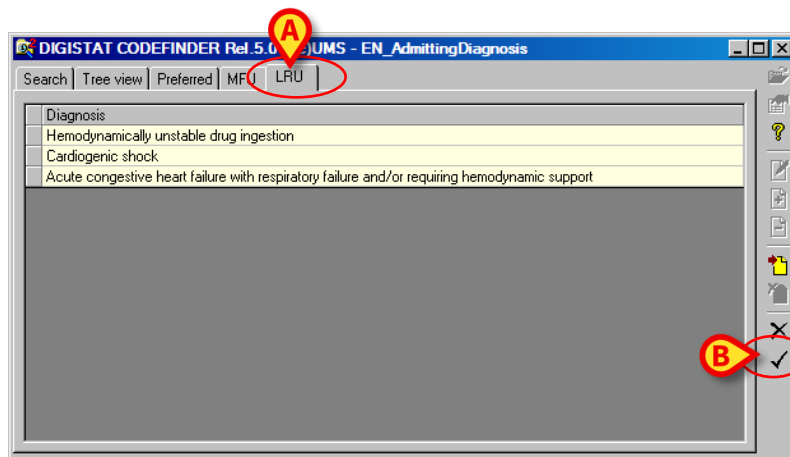



Fig 12 - Least Recently Used

To insert one of the “LRU” codes in the relevant record

- Click the **LRU** tab to access the “Least Recently Used” list (Fig 12 **A**).
- Click the line corresponding to the code.

The code is this way highlighted.

- Click the  button indicated in Fig 12 **B**. Otherwise, double click the code to insert it directly.

1.3. Lateral bar

Various buttons are displayed on the right of the Codefinder Module window. They make it possible to perform specific procedures (Fig 13).

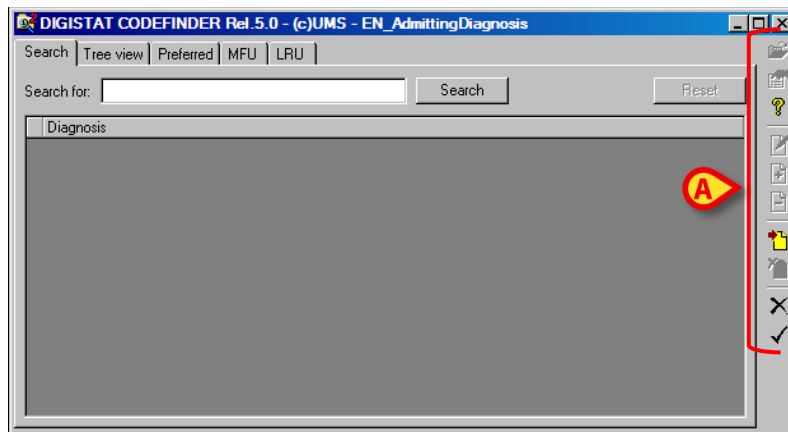



Fig 13

The different procedures are described in the following paragraphs.

1.3.1. Selecting a code set



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the  button to select the code sets to be displayed on the Codefinder window.

To select a code set

- Click the  button.

A window containing the list of all the available code sets opens.

- Click the name of the wanted code set.

The name is highlighted.

- Click the **Ok** button on the window.


The selected code set is displayed on the Codefinder window.

1.3.2. Options



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.



Use the  button to either enable or disable certain Codefinder functionalities.

The possible functionalities are:

- “Open new table - Select a code set” (described in paragraph 1.3.1)
- “Edit” (described in paragraph 1.3.4)
- “Add” (described in paragraph 1.3.5)
- “Delete” (described in paragraph 1.3.6)
- “Tree view” (described in paragraph 1.2.2)
- “Preferred” (described in paragraph 1.2.3)
- “MFU” (described in paragraph 1.2.4)
- “LRU” (described in paragraph 1.2.5)
- “Minimize after selection” minimizes the Codefinder module after a code is selected.

To enable/disable a specific functionality



- Click the  button.


A window reporting functionalities opens.

- Click the checkbox/es corresponding to the functionality to be enabled/disabled.

If a checkbox is selected the corresponding option is enabled.

1.3.3. General Information



Use the  button to open a window containing general information on the Codefinder system. Click the **Close** button to close the window.

1.3.4. Edit Item



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.



Use the  button to edit the items of the Codefinder code sets.

To edit an item

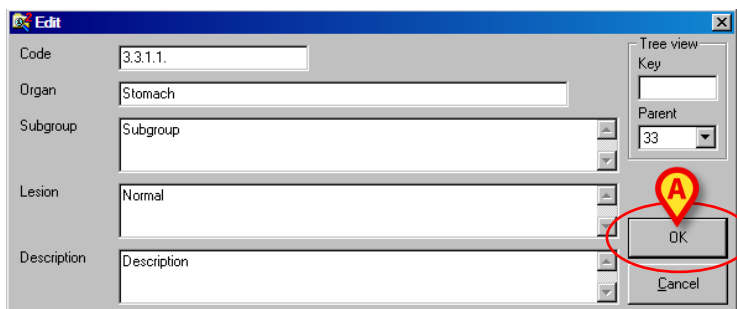
- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- Click the line corresponding to the relevant item.

The line is highlighted.



- Click the  button.

A specific “Edit” window opens, displaying the data of the selected item and making it possible to edit them (Fig 14).



The screenshot shows a window titled "Edit" with a blue title bar. It contains several input fields: "Code" with the value "3.3.1.1.", "Organ" with "Stomach", "Subgroup" with "Subgroup", "Lesion" with "Normal", and "Description" with "Description". To the right of these fields is a "Tree view" section with "Key" and "Parent" (set to "33"). At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is circled in red, and a yellow callout bubble with the letter "A" points to it.

Fig 14 - Edit item

- Edit the item's data.
- Click the **Ok** button on the “Edit” window (Fig 14 **A**).


The item is this way edited.

1.3.5. Add item



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.



Use the  button to add an item to the set of codes currently in use.

To add an item

- Click the  button.

A window opens, making it possible to specify the new item's data (Fig 15).

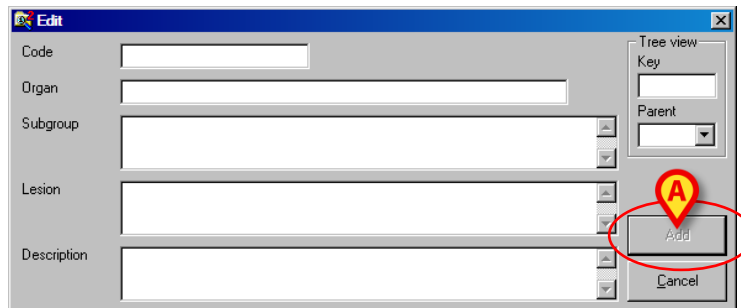



Fig 15

- Specify the new item's data.
- Click the **Add** button on the window (Fig 15 **A**).

The new item is this way added.

1.3.6. Delete item

Use the  button to delete an item from the code set currently in use.

To delete an item

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- Click the line corresponding to the wanted item.


The line is highlighted.

- Click the  button.

User confirmation is required.

- Click **Yes** to confirm. The item is this way deleted.

1.3.7. Add to the “Preferred” list

Use the  button to add an item to the “Preferred” list (see paragraph 1.2.3).

To add an item to the list


- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- Click the line corresponding to the wanted item.

The line is highlighted.


- Click the  button.

The item is this way added to the “Preferred” list (Fig 10).

1.3.8. Remove an item from the “Preferred” list

Use the  button to remove an item from the “Preferred” list.

To remove an item from the list

- Click the **Preferred** tab to display the list.
- Click the line corresponding to the wanted item. The line is this way highlighted.
- Click the  button. The item is this way removed from the list.

1.3.9. Close Codefinder

Use the  button to close the Codefinder window.

1.3.10. Insert code in the current record

Use the  button to insert a Codefinder item in the record currently in use.

To insert the item

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- Click the line corresponding to the wanted item.











The line is this way highlighted.

- Click the  button.

The item is this way inserted in the current record. Otherwise double click the code to insert it more quickly.

1.3.11. Buttons summary table

The following table summarizes the functionalities relating to each button. Fig 16 indicates the buttons position on the Codefinder window.

BUTTON	FUNCTION
	Select a code set (paragraph 1.3.1)
	Options (paragraph 1.3.2)
	General information (paragraph 1.3.3)
	Edit item (paragraph 1.3.4)
	Add item (paragraph 1.3.5)
	Delete item (paragraph 1.3.6)
	Add item to the “Preferred” list (paragraph 1.3.7)
	Remove item from the “Preferred” list (paragraph 1.3.8)
	Close the Codefinder window (paragraph 1.3.9)
	Insert item in the current record (paragraph 1.3.10)

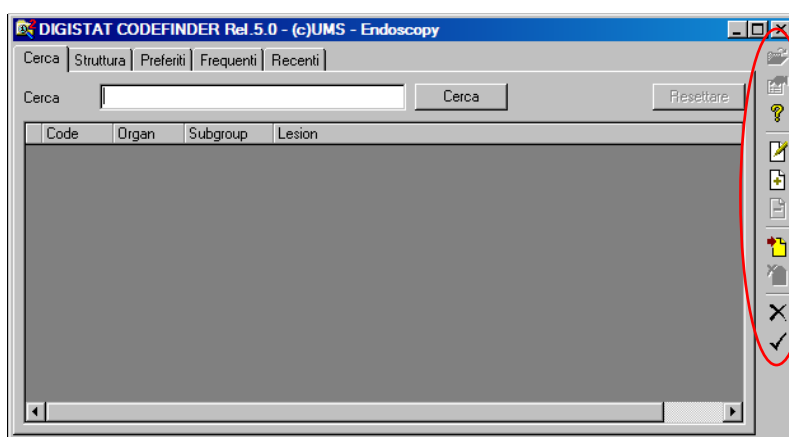


Fig 16



Some of the buttons can be disabled in some configurations, depending on the user permissions.

1.4. Codefinder in use: a sample procedure

This paragraph describes a possible use of Codefinder when used within the Clinical Forms module.

The Clinical Forms screen shown in Fig 17 can be used to record the information relating to the patient admission. Among the possible information, the “Admitting Diagnosis”, “Nursing Diagnosis”, “ICD9 Diagnoses” and “ICD9 Procedures” can be specified using the Codefinder Module system. The procedure used to specify the “Admitting Diagnosis” is described in this paragraph, as example.

The screenshot displays the Clinical Forms interface for patient admission. At the top, it shows 'Admission: 5/5/2009 at 10:47' and 'Days: 30'. The form is divided into several sections: 'Admission Type' (Nonoperative), 'Transferring Unit', 'Admitting Physician', 'Height (cm)' (180), 'Weight (Kg)' (90), 'BSA (m2)' (2.09), 'Attending Physician', 'Admitting Nurse', 'Admission Age' (75 y), 'Discharge Modality', 'Unit Destination', and 'Dismissing Physician'. Below these are four large text areas for 'Admitting Diagnosis', 'Nursing Diagnosis', 'ICD9 Diagnoses', and 'ICD9 Procedures'. At the bottom, a command bar contains buttons: NEW, EDIT (highlighted with a red circle and a yellow 'A' icon), PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, and GO TO... On the right side, there is a vertical navigation bar with buttons for Patient, Admission (highlighted), Anamnesis, and a back arrow.

Fig 17

1.4.1. Launching Codefinder

To launch Codefinder

- Click the **Edit** button on the command bar (Fig 17 A).

The screen, now in “edit mode”, changes in the following way (Fig 18).

Admission: 5/5/2009 at 10:47 Days: 3

Admission Type: Nonoperative Transferring Unit: Admitting Physician: []

Height (cm): 180 Weight (Kg): 90 BSA (m2): 2.09 Attending Physician: Admitting Nurse: []

Admission Age: 75 y Dismissing Physician: []

Admitting Diagnosis: []

Nursing Diagnosis: []


ICD9 Diagnoses: []

ICD9 Procedures: []

Buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, GO TO...

Fig 18

The Codefinder buttons -  - are displayed in the appropriate places (Fig 18 **A**).

- Click the  button placed alongside the field to be edited to open the Codefinder window (Fig 19).

Admission: 5/5/2009 at 10:47 Days: 3

Admission Type: Nonoperative Transferring Unit: Admitting Physician: []

Height (cm): 180 Weight (Kg): 90 BSA (m2): 2.09 Attending Physician: Admitting Nurse: []

Admission Age: 75 y Dismissing Physician: []

Admitting Diagnosis: []

Nursing Diagnosis: []

ICD9 Diagnoses: []

ICD9 Procedures: []

Buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, GO TO...

Fig 19

1.4.2. Codefinder - item search and selection

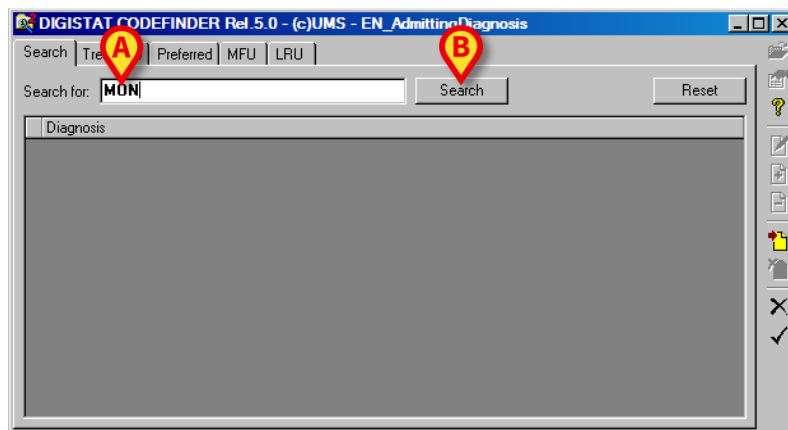


Fig 20

To search an item

- Type the name, or part of the name, of the wanted item in the **Search** field (Fig 20 **A**).
- Click the **Search** button (Fig 20 **B**).

The Codefinder window displays all the items containing the specified string (Fig 21 **A**).

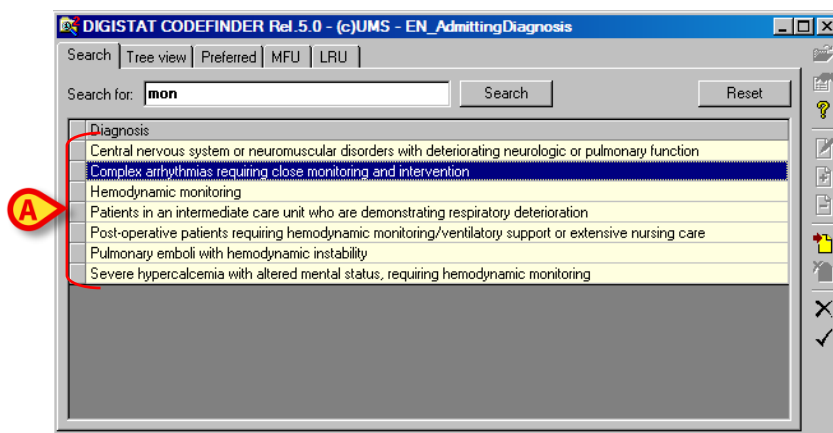


Fig 21

To insert the wanted item in the current “Clinical Forms” record

- Double click the corresponding line (Fig 21 **A**).

The item is displayed on the “Clinical Form” record in the appropriate field (Fig 22 **A**).

Admission: 5/5/2009 at 10:47 Days: 3

Admission Type Nonoperative			Transferring Unit	Admitting Physician
Height (cm) 180	Weight (Kg) 90	BSA (m2) 2.09	Attending Physician	Admitting Nurse
Admission Age 75 y	Dismissal Modality	Unit Destination	Dismissing Physician	

Admitting Diagnosis
Complex arrhythmias requiring close monitoring and intervention

Nursing Diagnosis

ICD9 Diagnoses

ICD9 Procedures

NEW EDIT PRINT EXPORT DELETE DESIGN NOTES CANCEL **UPDATE** GO TO...

Fig 22

- Click the **Update** button on the command bar (Fig 22 **B**) to save the data.