# ascom

# Clinical Diary
# User Manual

## Version 6.0

## 04/12/2020

# Contents

# 1. Clinical Diary

⚠️ *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 Gateway, described in this document.*

The Clinical Diary module makes it possible to insert, search and retrieve textual clinical information. The user can create and manage notes about the patient, the therapy and the patient examinations, documenting this way a complete treatment history (see Fig 1 for an instance).



**Fig 1**

## 1.1. Module selection

To select the Clinical Diary module

➢ Click the corresponding icon 📝 on the lateral bar.

The module's main screen is displayed (Fig 2).
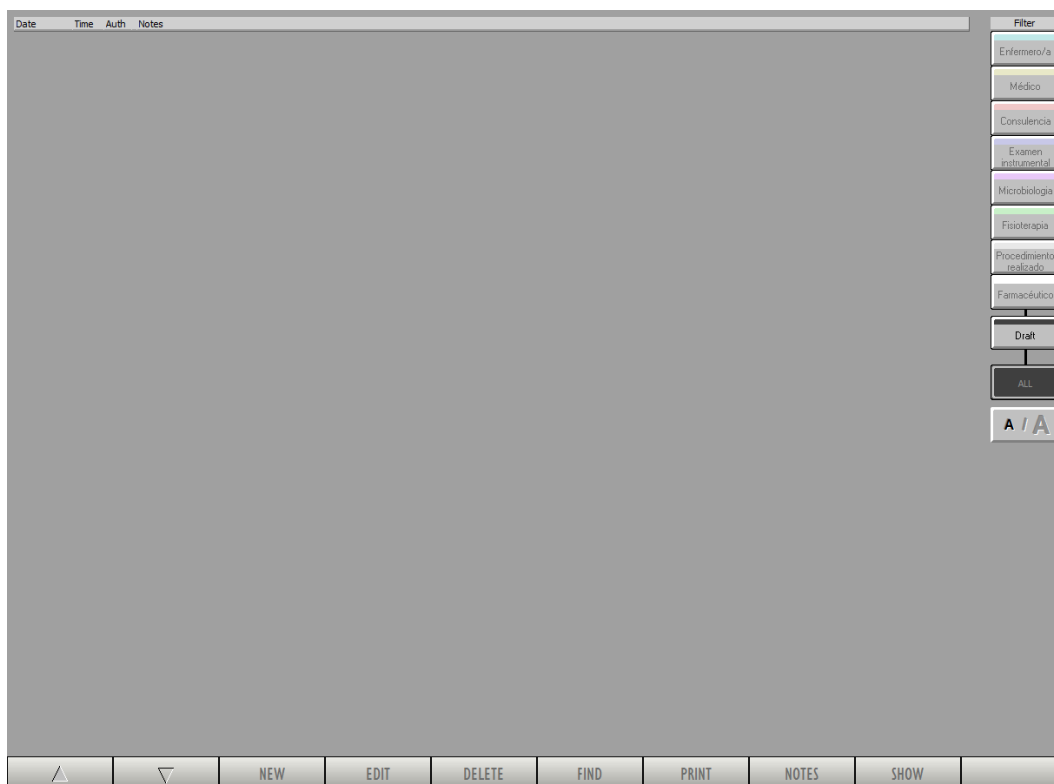
**Fig 2**

In Fig 2 no patient is selected. None of the module functionalities is therefore available. The Clinical Diary can only display patient data when a patient is selected.

## 1.2. Patient selection

To select a patient,

➢ Click the **Patient** button on the Control Bar (Fig 3).
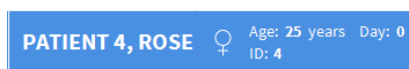


**Fig 3**

The Patient Explorer module opens. See the patient explorer user manual (*USR ENG Patient Explorer*) for instructions.

> 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 data displayed on the screen refer to the selected patient.

## 1.3. Clinical Diary main screen

When a patient is selected, the Clinical Diary main screen appears as in Fig 4. Some of the buttons on the command bar are active (Fig 4 **B**). The filters buttons on the right are also active (Fig 4 **A**). The related procedures are described later in this manual.
The screen displays all the diary notes entered for the selected patient.
Fig 4 and Fig 5 display examples of clinical diary.

Three main components can be detected on the module main screen:

- The filter buttons (Fig 4 **A** - see paragraph 1.5)
- The command bar (Fig 4 **B** - see paragraph 1.6)
- The data area containing, when diary entries exist, the actual clinical diary (Fig 4 **C** - see paragraph 1.4).
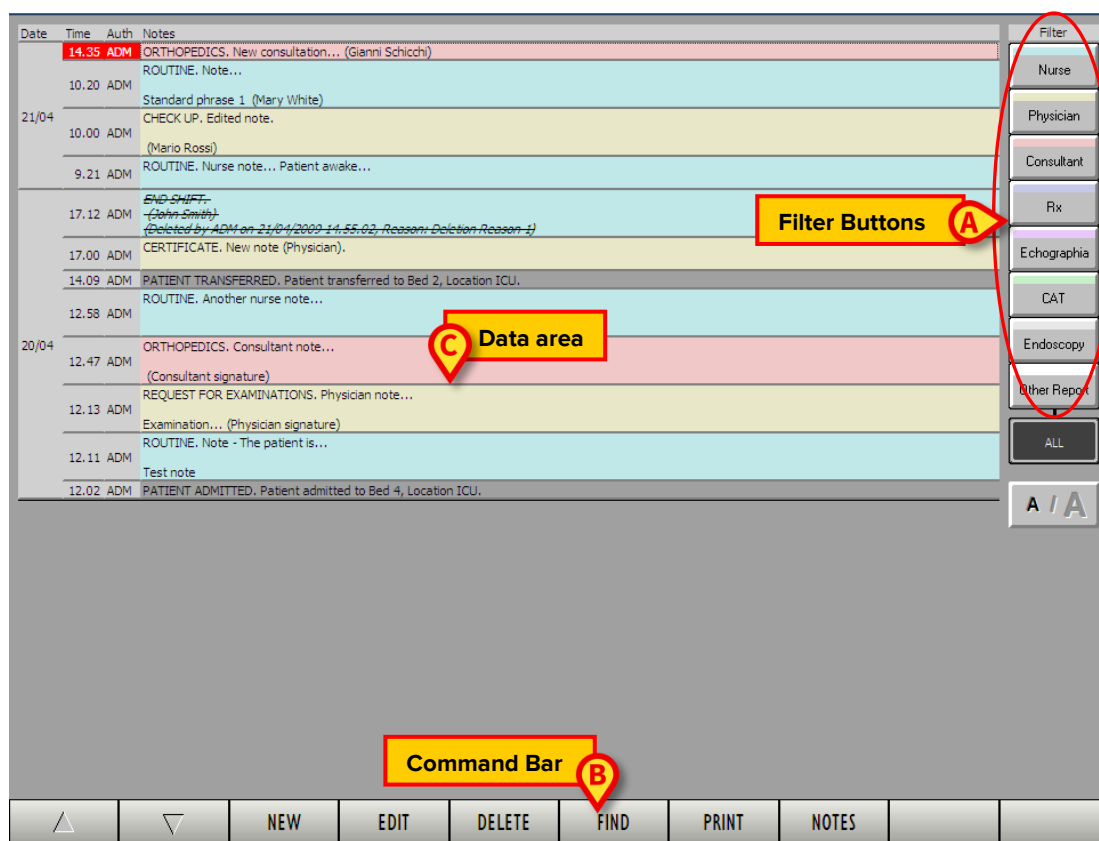


**Fig 4**

# 1.4. How to read the clinical diary

The diary notes are displayed in a table (Fig 5 and Fig 6).



**Fig 5**

Each diary entry correspons to a row (Fig 6 **A**). The diary entries are in chronological order, usually most recent entries are on top (depending on configuration).
Date, time and author are specified for each entry. In Fig 6 **B** all the entries of the same day are indicated. The author is identified by his/her Product three-letter acronym (ADM in the example).

**Fig 6**

The color highlighting the different entries indicates the kind of diary note; i.e. it indicates the category to which the note belongs. See paragraph 1.4.1 for a list and explanation of the possibile categories.

## 1.4.1. Note categories

The various diary entries are grouped in eight categories, each one characterized by a specific colour configurable according to the needs of the Healthcare Structure.

The sample categories, in the configuration described here, are:

- nurse note - [Nurse] - light blue;

- physician note - [Physician] - yellow;

- consultant note- [Consultant] - orange;

- note referred to X-rays - [Rx] - violet;

- note referred to echographia - [Echographia] - pink;

- note referred to CAT - [CAT] - green;

- endoscopy note - [Endoscopy] - grey;

- note reffered to other reports - [Other Report] - white.

The background colour of each note is the one indicating the category to which it belongs (Fig 7). It is this way possible to know immediately, visually, for a specific entry, what kind of entry it is. Search and retrieval of information is this way made easier.



**Fig 7**

Some events such as, for instance "patient admission", "patient discharge" or "patient transfer to another bed" are automatically acquired by the module and displayed in the clinical diary (see for instance Fig 8 - the kind of events automatically acquired depend on configuration. Other information can be automatically imported from other Product modules, if properly configured). In case of admission or demise of a patient the system specifies, if possible, the destination bed, otherwise a generic "other department" indication is provided.



**Fig 8**

## 1.5. The filter buttons

The buttons on the right of the screen (Fig 4 **A**, Fig 9) make it possible to filter the diary contents.
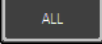

**Fig 9**

Click these buttons to display only the notes belonging to one or more category/ies. The [Nurse] button, for instance, displays only the nurse notes (as in Fig 10).


**Fig 10**

Each button displays the notes of the corresponding type. It is possibile to select multiple buttons to display different note types at the same time.

The [ALL] button displays all the notes.

The [A / A] button displays the notes in bold fonts (as, for instance, in Fig 11).

| Date | Time | Auth | Notes |
|---|---|---|---|
| | 17.12 | ADM | END SHIFT.<br>(John Smith) |
| | 17.00 | ADM | CERTIFICATE. New note (Physician). |
| | 14.09 | ADM | PATIENT TRANSFERRED. Patient transferred to Bed 2, Location ICU. |
| | 12.58 | ADM | ROUTINE. Another nurse note... |
| 20/04 | 12.4 | | ORTHOPEDICS. Consultant note... |

**Fig 11**

## 1.6. The command bar

The buttons on the command bar (Fig 12) at the bottom of the screen (Fig 4 **B**), make it possible to perform various procedures.



**Fig 12**

These buttons are listed and briefly described in this paragraph. The relating procedures will be described later, in the indicated paragraphs.
The arrow buttons on the left make it possible to scroll the contents of the page up and down when it is not possibile to display all the diary entries on the same screen. When the arrows are active they are colored.

The **New** button makes it possible to create a new diary entry (see paragraph 1.7 for the complete procedure)

The **Edit** button makes it possible to edit an existing diary entry (see paragraph 1.8)

The **Delete** button makes it possible to delete an existing diary entry (see paragraph 1.10).

The **Find** button makes it possible to search a specific item within the clinical diary (see paragraph 1.11).

The **Print** button prints the clinical diary. A print preview is first displayed.

The **Notes** button makes it possible to insert and view notes regarding the patient (see paragraph 1.13).

# 1.7. How to create a diary entry

To add an entry to the clinical diary

➢ Click the **New** button on the command bar.

The following window opens.
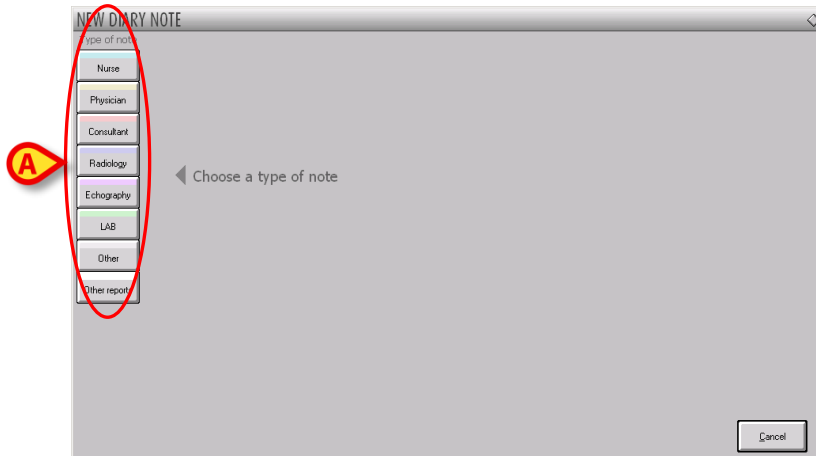


**Fig 13**

➢ Click one of the buttons on the left to select the type of note (Fig 13 **A**).

The window changes according to the type chosen.
If, for instance, the "nurse note" category is chosen (i.e. the **Nurse** button is selected) the screen changes in the following way (Fig 14).
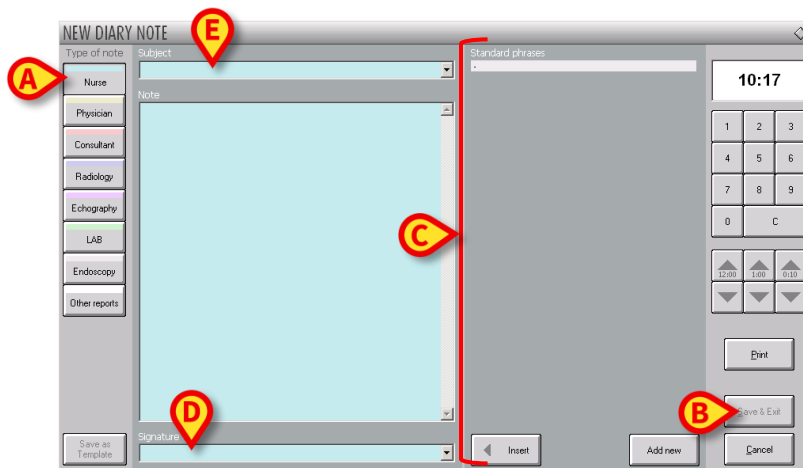


**Fig 14**

The window background color indicates the type of note.

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

➢ After typing the diary entry, click the **Save and Exit** button (Fig 14 **B**).

The "New diary note" window disappears. The note is this way added to the clinical diary (Fig 6).

> *The contents of the "New diary note" window change according to the selected note type). The "Standard phrases" can change (Fig 14 **A** - paragraph 1.7.1); the "Signatures" can change (Fig 14 **D** paragraph 1.7.2); the "Subjects" can change (Fig 14 **E** paragraph 1.7.3).*

## 1.7.1. "New diary note" window features - "Standard phrases"

The "Standard phrases" are a list of pre-defined frequently used phrases that can be quickly inserted in the note text (Fig 14 **C**, Fig 15).



**Fig 15**

To insert a standard phrase in the note

> ➢ Click the standard phrase you want to insert.

The phrase is this way highlighted (Fig 15 **A**).

> ➢ Click the **Insert** button (Fig 15 **B**).

The phrase is added to the note.

### 1.7.1.1. How to create a new standard phrase

New custom standard phrases can be created and saved by the user if he/she has the adequate permissions. To create a new standard phrase:

> ➢ Click the **New** button on the "Standard phrases" window (Fig 16 **A**).
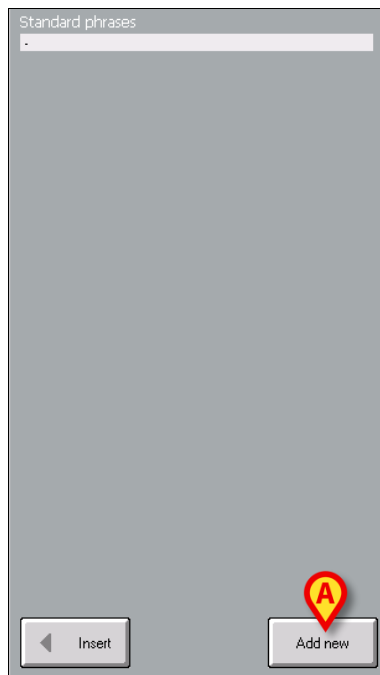
**Fig 16**

A window is displayed, making it possible to type the new standard phrase (Fig 17).
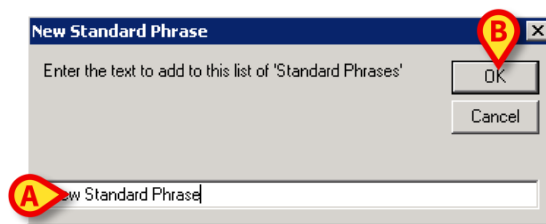

**Fig 17**

 ➢ Type the phrase you want to add (Fig 17 **A**).

 ➢ Click the **OK** button on the window (Fig 17 **B**).

The phrase is this way added to the "Standard phrases" list ( **A**).
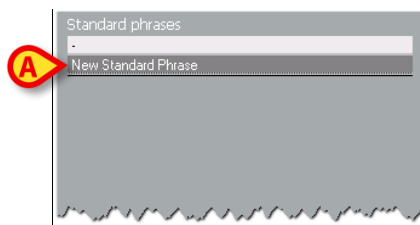

**Fig 18**

## 1.7.2. "New diary note" window features - "Signature"

A diary entry can be signed. This feature is useful in case the entry is inserted by a user that is different from the user currently logged. The signature makes it possible to identify the actual author of the note. The names of the users that are not usual Product users (coming from other departments, for example) but that frequently add diary entries can be defined

during configuration. The "Signature" field makes it possible for them to sign their entries. The field can also be used to specify multiple authors. To sign a note

➢ Click the ▾ button placed alongside the "Signature" field (Fig 19 **A**). A drop down menu containing all the possibile names is displayed.
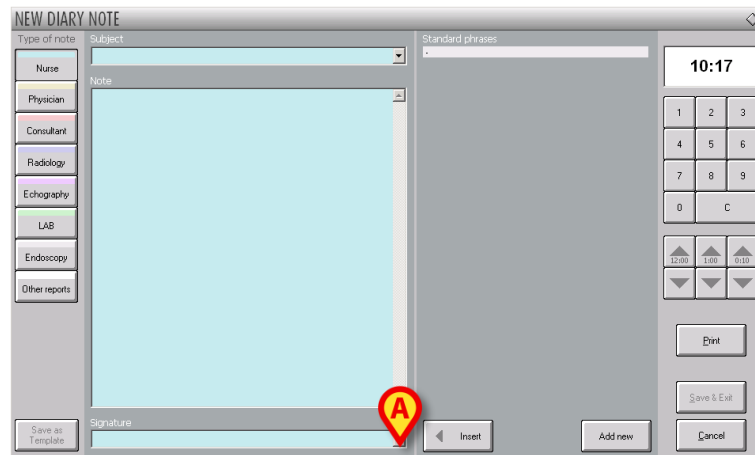


**Fig 19**

➢ Click the name you want to insert. The name is displayed in the "Signature" field. Ortherwise you can directly type it in the field.

When the note is saved and added to the clinical diary the selected signature is displayed after the note text.

## 1.7.3. "New diary note" window features - "Subject"

The "Subject" field makes it possible to specify a "title" to make the note subject matter immediately visibile. To specify a subject

➢ Click the ▾ button placed alongside the "Subject" field.
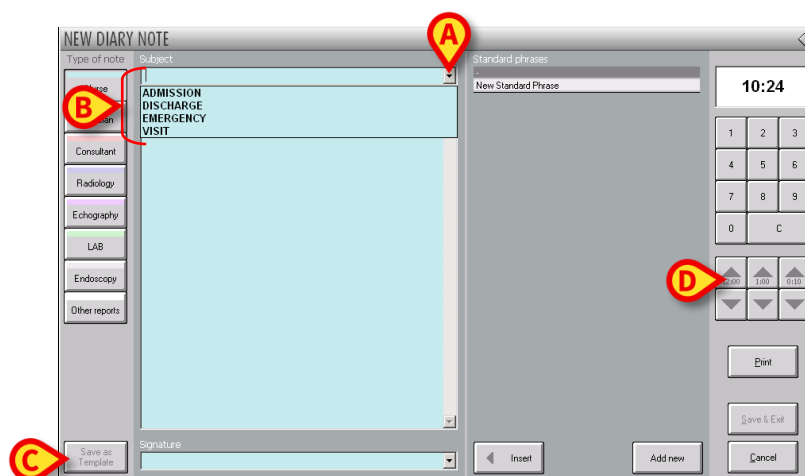


**Fig 20**

A drop down menu containing all the possibile (configured) subjects opens.

➢ Click the wanted subject. Otherwise you can directly type it in the in the field. The chosen subject is displayed in the "Subject" field.

When the note is saved and added to the clinical diary the selected subject appears in capital letters before the note text.

### 1.7.4. "New diary note" window features - "Save as template"

The **Save as template** button (Fig 20 **C**) makes it possible to save the settings of a specific note as pre-defined settings for future diary notes.
For example: if, while adding a note, the user specifies a certain subject, a certain signature and a certain text and wants to keep this information in the future diary notes, he/she can use the **Save as template** button to display it automatically every time a new note of the same kind is added.
After the **Save as template** button is clicked a user confirmation is required.

➢ Click **Yes** to confirm.

The future diary entries for the same kind of note will all originate from the one saved as template.
This functionality is available only for users that were explicitly authorized by configuration.

> *The templates are linked to the note subject. I.e. selecting the subject the user selects the related template.*

### 1.7.5. "New diary note" window features - "Print"

The **Print** button placed on the "New diary note" window (Fig 20 **D**) creates a print report containing only the data of the current note. The button opens a print preview of the report.

### 1.7.6. "New diary note" window features - "Time specification"

The button displaying the time (hh.mm) on the top right corner of the "New diary note" window (Fig 21 **A**) makes it possible to specify the time a diary note is entered. By default the button indicates the current time. It is possibile to specify a time that is different from the current one. To do that,

➢ Specify the new time using the numeric keyboard indicated in Fig 21 **A**. The **C** button on the keyboard brings the time back to the current time.

Five buttons are displayed beneath it (Fig 21 **B**).
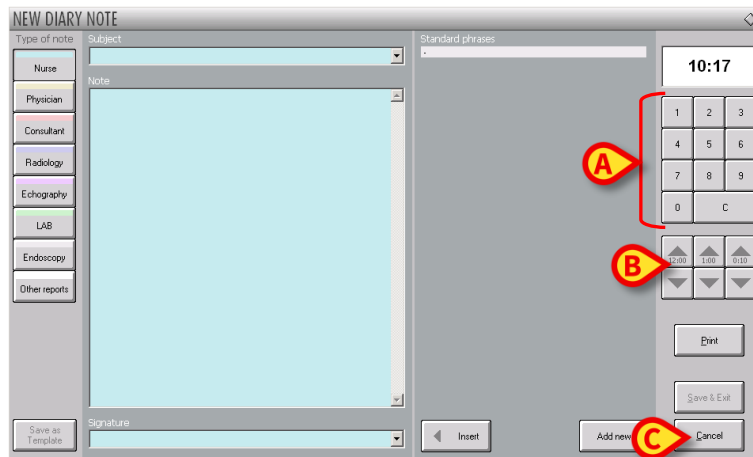
**Fig 21**

Otherwise, to change the time of entry, it is possible to use the buttons indicated in Fig 21 **B**.

The **12:00** button makes it possible to move the clock back and forward 12 hours per click. The Up arrow moves the clock forward, the Down arrow moves the clock back.

The **1:00** button makes it possible to move the clock back and forward 1 hour per click. The Up arrow moves the clock forward, the Down arrow moves the clock back.

The **00:10** button makes it possible to move the clock back and forward 10 minutes per click. The Up arrow moves the clock forward, the Down arrow moves the clock back.

> *The time of a note can only be changed in the past. It is not possible to set the note insertion time to a future time.*

If the time is changed the time display is colored yellow (Fig 22).
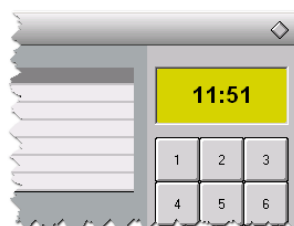


**Fig 22**

## 1.7.7. "New diary note" window features - "Cancel"

The **Cancel** button on the "New diary note" window (Fig 21 **C**) closes the window without saving the information specified. User confirmation is required. Click **Yes** to close the window without saving.

# 1.8. How to edit a diary note

Use the **Edit** button on the command bar (Fig 23) to edit an existing note.



**Fig 23**

To edit an existing note

➢ Click the note you want to edit. The note is this way highlighted (Fig 24 **A**).



**Fig 24**

➢ Click the **Edit** button on the command bar. The "Edit diary note" window opens (Fig 25). This window is described in paragraph 1.7.



**Fig 25**

➢ Edit the note using the procedures described in paragraph 1.7.

➢ Click the **Save & Exit** button (Fig 25 **A**).

The changed note will be displayed on the clinical diary.

## 1.9. "Copy" and "Paste" of a diary note

When a note is selected, its contents are automatically copied to the Windows® clipboard. It is possible to insert these contents into any kind of document simply using the "paste" function.

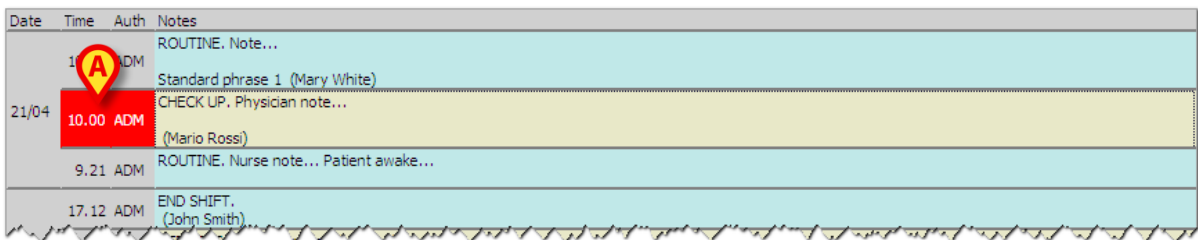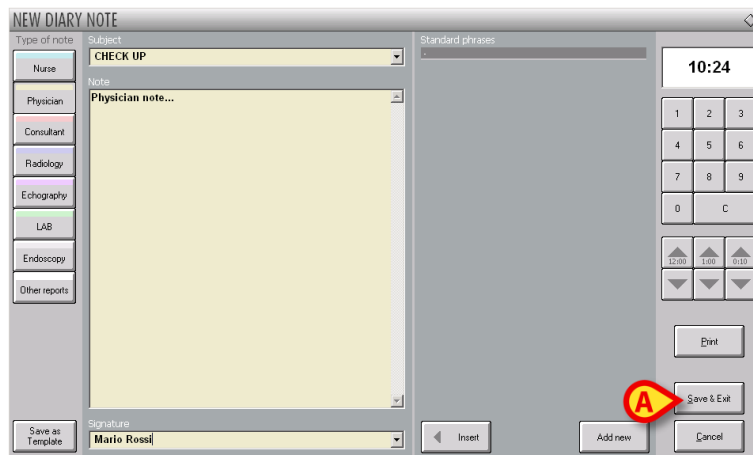For safety reasons a configuration parameter either enables or disables the copy and paste of a diary note from a patient to a different one. For more details refer to your system administrator.

If this functionality is not enabled the Windows® clipboard is reset every time the patient changes.

## 1.10. How to delete a diary note

Use the **Delete** button on the command bar (Fig 26) to delete an existing diary note.
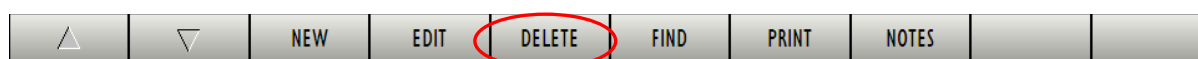


**Fig 26**

To delete a note

➢ Click the diary note you want to delete.The note is highlighted.

➢ Click the **Delete** button. User confirmation is required.

➢ Click **Yes** to delete the note.

The system requires to specify the reason for deletion.
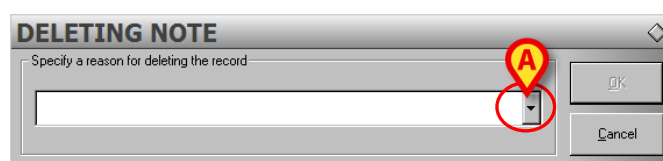


**Fig 27**

The reason for deletion can be specified either typing it or selecting it on a list of pre-defined reasons (Fig 28). Click the button - Fig 27 **A** - to display the list of pre-defined reasons.
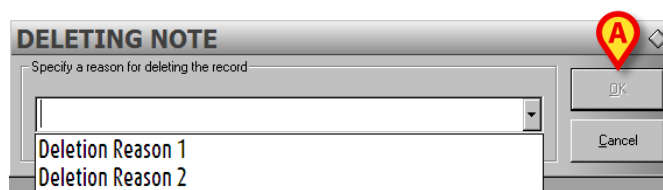


**Fig 28**

After the reason is specified,

➢ Click the **Ok** button (Fig 28 **A**)

The note is still displayed on the clinical diary in strikethrough charachters. The name of the user who deleted it, the date, time and reason of deletion are specified in the note text (Fig 29).



**Fig 29**

# 1.11. How to search the diary

Use the **Find** button on the command bar (Fig 30) to find textual items in the clinical diary.



| △ | ▽ | NEW | EDIT | DELETE | FIND | PRINT | NOTES | | |
|---|---|---|---|---|---|---|---|---|---|
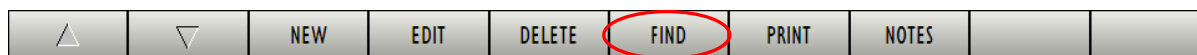
**Fig 30**

To search the clinical diary:

➢ Click the **Find** button.

The following window is displayed.
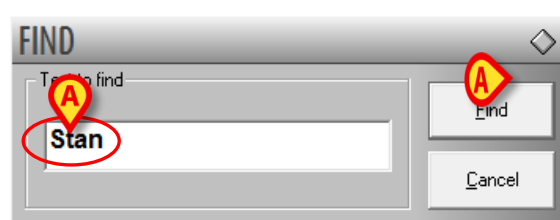


**Fig 31**

➢ Type the text that you need to find in the search field (Fig 31 **A**).

➢ Click the **Find** button (Fig 31 **B**).

The first note (from top) containing the specified text is highlighted (Fig 32 **A**).



**Fig 32**

➢ Click the **Find** button again to continue searching the diary and to highlight the possibile other relevant notes.

When no result is found a pop-up window is displayed informing that the search string was not found.

# 1.12. Print reports

Use the **Print** button on the command bar (Fig 30) to create print reports of the clinical diary.



**Fig 33**

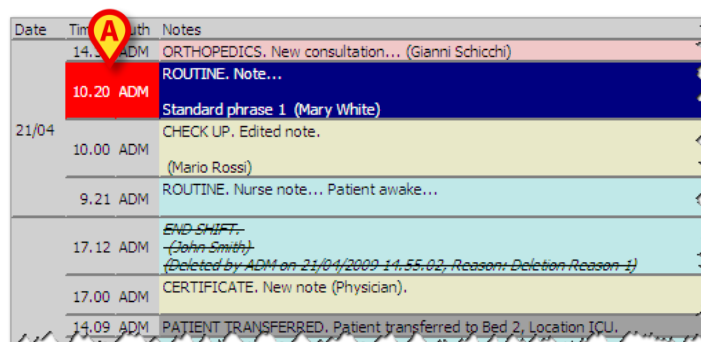To create a print report

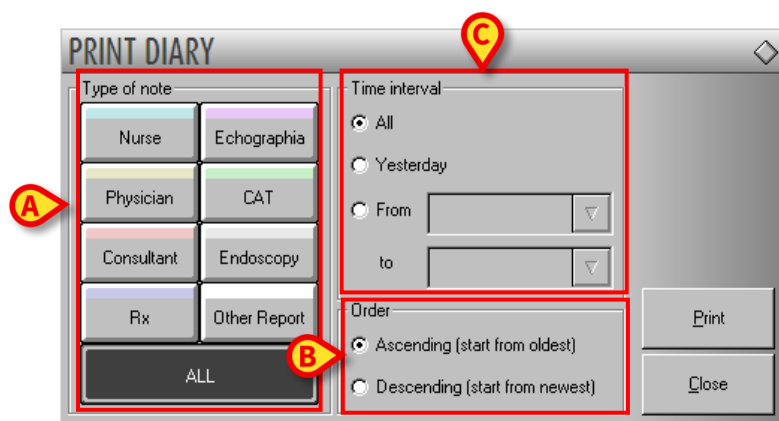➤ Click the **Print** button.

The following window opens.



**Fig 34**

The buttons on the left of the "Print diary" window (Fig 34 **A**) make it possible to select the type (or types) of notes that will be printed. Click the button corresponding to the note type to select the specific note type. The **All** button, selected by default, prints all the notes.
The "Order" section (Fig 34 **B**) makes it possible to decide the order of the printed notes (either most recent or oldest on top).
The checkboxes indicated in Fig 34 **C** ("Time interval" section) limit the printed notes to those entered during a specific period of time. If the "From - To" checkbox is selected (Fig 35 **A**) it is necessary to specify the dates defining the beginning and the end of the time span.
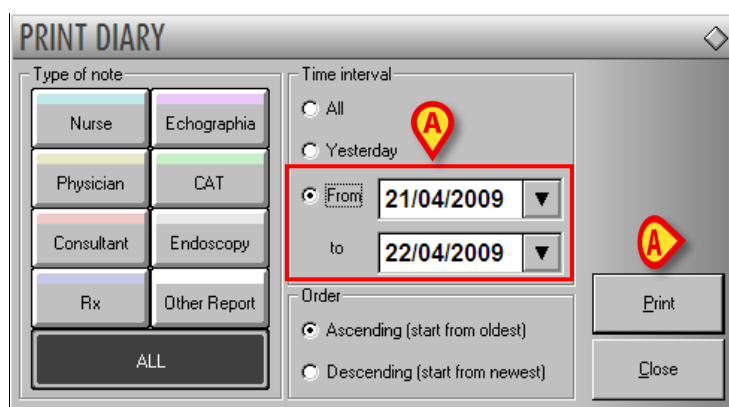


**Fig 35**

After the print settings are specified

➤ Click the **Print** button (Fig 35 **B**).
A print preview is then displayed.

## 1.13. How to add a general note

Use the **Notes** button on the command bar (Fig 36) to add general patient notes.



**Fig 36**

⚠️ *This button does not add a note to the clinical diary. This button adds a general note that can also be displayed by other Product modules if the same button "NOTES" on the command bar is clicked.*

To add a general note

 ➢ Click the **Notes** button.

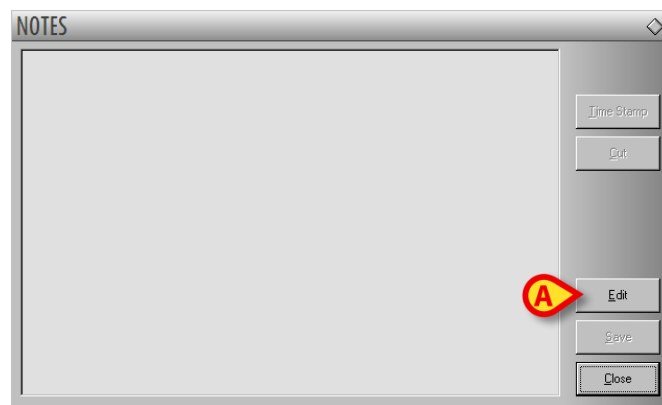The following window opens.



**Fig 37**

 ➢ Click the **Edit** button (Fig 37 **A**).

The window turns to "edit" mode.



**Fig 38**

 ➢ Type the note. The text is displayed in the window.

 ➢ Click the **Save** button to save the note (Fig 38 **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 note again.

Use the **Time Stamp** button on the right (Fig 38 **B**) to display the date, time and the acronym of the user who is adding the note (Fig 39).



**Fig 39**

Use the **Cut** button (Fig 38 **C**) to cut a selected text portion from the note.

To cut a text portion from a note

> ➢ Click the **Edit** button (Fig 37 **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 note.

> *The notes inserted this way are visible - after clicking the **Notes** button on the command bar - on every module of the Digistat Suitein which the **Notes** button is present.*