



Clinical Forms User Manual

Version 4.0

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1. Clinical Forms



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 Clinical Forms, described in this document.

1.1. Customizable digital patient documentation

Digistat® Clinical Forms provides a complete, customizable digital patient documentation that fits to the needs and goals of the specific department/organization.



The Clinical Forms module is widely customizable. This manual describes, as examples, some standard configurations that are chosen among the numerous possible ones. The screens and functionalities actually implemented in your healthcare structure can therefore be different from that here described. Please contact your Ascom UMS distributor if a more specific documentation is required.

1.2. Module selection

To select the Clinical Forms module

- Click the corresponding icon on the lateral bar.



The kind of screen displayed after the module selection depends on the configuration in use.

If no patient is selected no data are displayed on screen. If a patient is selected the screen displays the selected patient data.

1.3. Patient search and selection

To select a patient,

- Click the **Patient** button on Control Bar.

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.

1.4. Screen structure

The different screens of the Clinical Forms module are characterized by a structure that remains the same independently from the screen's specific contents. This structure is highlighted in Fig 1. Fig 1 shows a screen containing the patient's personal data and the patient contacts.

The screenshot shows a software interface for patient data entry. It is divided into two main sections: 'PATIENT DATA' and 'CONTACTS'. The 'PATIENT DATA' section contains fields for Family Name (ROSSI), Given Name (MARIO), Patient Code (1123), Sex (M), Birthdate (02/06/1985), Actual Age (24 y), Marital Status (Never married), Occupation, Language Preference (Hungarian), Interpreter (Y), Address (Penny Lane), City (Liverpool), Phone Numbers (0044 3003862000), and Notes. The 'CONTACTS' section contains fields for Closest Relative (Mum), Emergency Contact (Mum), and Family Physician, each with Name, Phone, and Notes sub-fields. At the bottom is a 'Command bar' with buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, and GO TO... On the right side is a 'Navigation bar' with buttons: Patient, Admission, and Anamnesis. Annotations highlight three components: 'A' points to the Command bar, 'B' points to the Screen contents, and 'C' points to the Navigation bar.

Fig 1

Three main components can be highlighted on every screen:

- 1) the command bar (Fig 1 **A**);
- 2) the screen contents (Fig 1 **B**);
- 3) the navigation bar (Fig 1 **C**).

1.5. Screen contents

The central part of every screen displays the information related to the specific functions of the configuration in use. The screen shown in Fig 1 displays the patient data; other screens (i.e. other “forms”) display data of a different kind. Fig 2, for example, refers to the patient anamnesis.

The screenshot displays a software interface for patient anamnesis. The main window is titled "ANAMNESIS" and contains several sections:

- Personal History:** A large black rectangular area with the text "Patient personal history" in green.
- Allergic Anamnesis:** A section on the bottom left containing a list of drugs: "Atracurium", "TATION", "ofol", "Mivacurium", and "...".
- Pharmacological Anamnesis:** A section on the bottom right containing a list of drugs: "Enoximone", "Mivacurium", "Lidocaine", and "Heparin".

On the right side of the interface, there is a vertical sidebar with the following elements:

- Patient:** 14/06/06
- Admission:** (with a circular arrow icon)
- Anamnesis:** 03/05/06 #1/2 (highlighted in yellow)
- A scroll bar with a vertical slider and arrow buttons.

At the bottom of the screen, there is a horizontal bar with the following buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, and GO TO...

Fig 2 - Patient anamnesis

1.6. Command bar

The buttons on the command bar (Fig 3) make it possible to perform different procedures. These buttons can be either enabled or disabled depending on the current screen and the related contents.

The functions of the different buttons are summarized in this paragraph. Each function will be described in more detail in the indicated paragraphs.

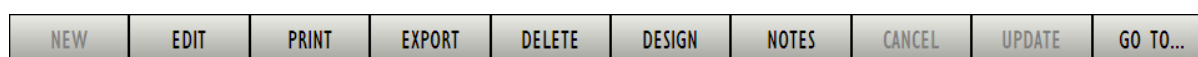


Fig 3 - Command bar

NEW	This button creates a new form of a specific kind. See paragraph 1.6.1.
EDIT	This button makes it possible to change the contents of the screen currently displayed. Click this button to turn the screen to “edit mode”, enabling this way data entry (see paragraph 1.6.3 for the possible “data entry” procedures).
PRINT	This button makes it possible to print the screen contents. Click this button to display a print preview of the relevant document.
EXPORT	This button makes it possible to export the displayed data to a text file. See paragraph 1.6.5 for the detailed procedure.
DELETE	This button deletes the current record and all the records depending on it. See paragraph 1.6.6.
DESIGN	This button opens the “Form editor”, a tool making it possible to design new forms (or to modify the structure of the existing ones). This function is reserved to the system administrator. Please contact the ASCOM UMS technical assistance for more information on this functionality.
NOTES	This button makes it possible to add a note relating to the selected patient (See paragraph 1.6.8 for the detailed procedure).
GO TO...	This button opens a smart navigation tool (See paragraph 1.6.9 for the detailed procedure).

1.6.1. How to create a new record

The **New** button (Fig 4 **A**) on the command bar makes it possible to create a new, empty record of a specific kind.



Fig 4 - Command bar

To create a new record of a specific form

- Access the relevant form,
- Click the **New** button on the command bar.

A new, empty record of the same kind of that currently displayed opens. I.e: when the “Patient visits” record is displayed the “New” button creates a new empty “Patient visits” record; when the “Exams” record is displayed the “New” button creates a new empty “Exams” record. No data are on the record created this way. The record is in “Edit mode” (data entry enabled).

- Specify the data on the new record.

The buttons **Cancel** and **Update** (Fig 4 B) are active. When these buttons are active the command bar looks like the one shown in Fig 5:



Fig 5

After data entry

- Click the **Update** button to save the new record.

The **Cancel** button makes it possible to discard the changes made.



When the **New** button is disabled the new record creation procedure is not available.

1.6.2. Data editing

The **Edit** button on the command bar (Fig 6 A) makes it possible to change the contents of an existing record.



Fig 6 - Command bar

To edit an existing record,

- Access the record to be edited.
- Click the **Edit** button on the command bar.

The record turns to “Edit” mode. Data entry is this way enabled. The **Cancel** and **Update** buttons (Fig 6 B) activate. When these buttons are active the command bar looks like the one shown in Fig 7:



Fig 7

- Edit the record data.
- Click the **Update** button to save the changes.

The **Cancel** button makes it possible to discard the changes made.

1.6.3. Data editing procedures

The different fields on the Clinical Forms module screens are characterized by different data specification procedures. This paragraph describes some common examples.

1) *Checkbox selection*



Fig 8 - Checkbox

- Click the checkbox (or the checkboxes) corresponding to the option that must be present/enabled/activated.

In Fig 8, for instance, the user indicated that the current record refers to an emergency.

2) *Free text*

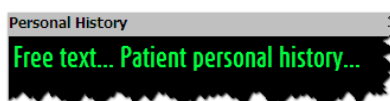


Fig 9 - Free text

- In this kind of fields just type the required information.

3) *Drop down menu*

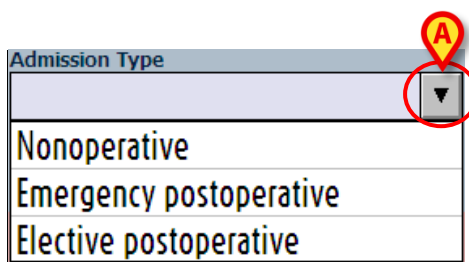


Fig 10 - Drop down menu

- Click the  button placed alongside the field (Fig 10 **A**).

A menu containing several pre-defined options opens.

- Double-click the wanted option. The chosen option is this way displayed in the field.

4) *Codefinder module*

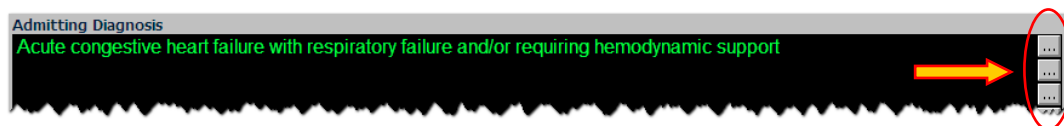



Fig 11

- Click the  button placed alongside the field (Fig 11). The Codefinder module opens (Fig 12).

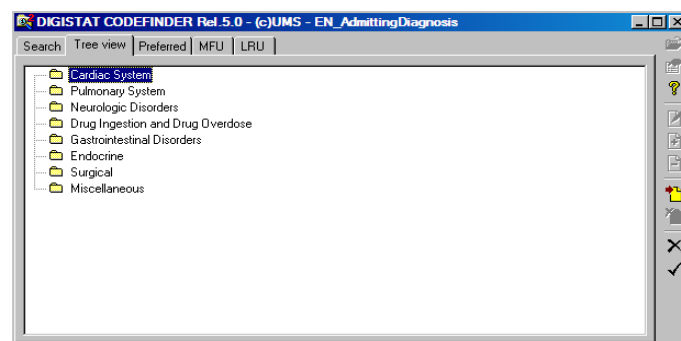


Fig 12 - Codefinder

- Use the Codefinder's search and selection tools to specify the required information.

See the "Codefinder" module user manual for a detailed description of these functionalities.

1.6.4. Print

The **Print** button on the command bar (Fig 13) makes it possible to print the patient documentation.



The format and the contents of the print reports are in part customizable. Please refer to your system administrators for more information about the print reports configuration.

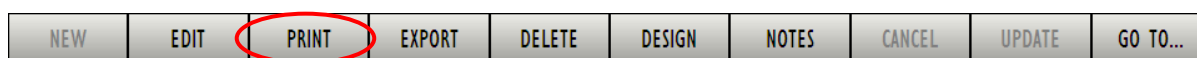


Fig 13 - Command bar

To do that

- Click the **Print** button. A print preview opens.

1.6.5. Data export

The **Export** button on the Command bar (Fig 14) makes it possible to export the data of one or more pages to a text file.

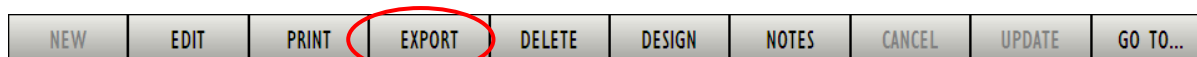


Fig 14 - Command bar

To do that

- Click the **Export** button. The window shown in Fig 15 opens.

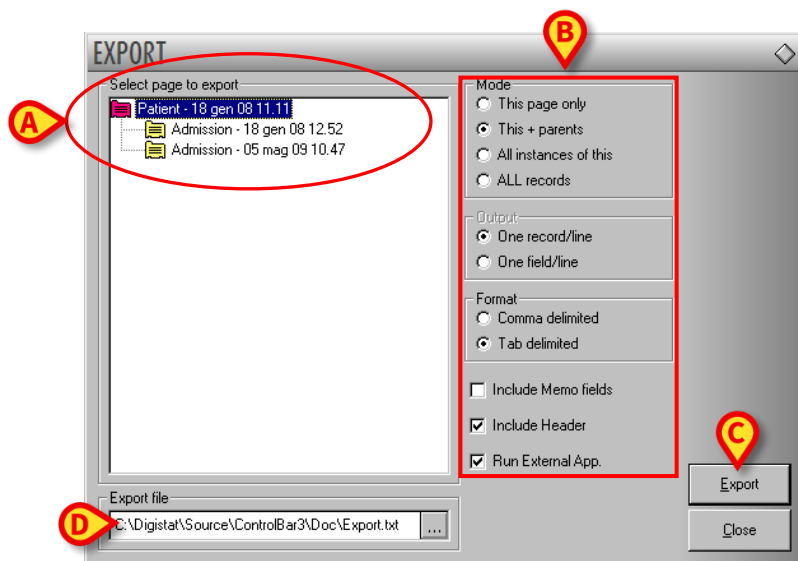


Fig 15 - Data export

The “Export” window makes it possible to define:


- 1 - the set of data to be exported,
- 2 - the export modality,
- 3 - the destination of the file created.

On the left of the window, under the title “Select page to export” (Fig 15 **A**), a tree graph represents the structure of the patient’s pages (see paragraph 1.7 for an explanation of the pages structure within the Clinical Forms module).

Every “leaf” of the “tree graph” represents a page. Each page is characterized by the page title, the page creation date and time.

Click a line on the graph to select the corresponding page. In the figure the “Patient” page is selected (the corresponding line is highlighted).

On the right of the window (Fig 15 **B**) there are several options regarding the way the page is exported (for instance: export only the selected page vs. export the selected page and the parent pages - export one record per line vs. export one field per line etc...).


The box indicated in Fig 15 **D** specifies the destination of the export file created. Click the  button to open a window making it possible to specify the destination file.

To export the data of a specific page,

- Click the **Export** button on the command bar (Fig 14). The window shown in Fig 15 opens.

- Click the row corresponding to the page containing the data to be exported (Fig 15 **A**). The row is highlighted.
- Click the **Export** button indicated in Fig 15 **C**. The data of the selected page are this way exported to a text file.



*The pages to be exported are characterized by a magenta icon  on the tree-graph on the left of the window (Fig 15 **A**).*

1.6.6. Deleting a record

The **Delete** button on the command bar (Fig 14) makes it possible to delete a record. All its “children records” are deleted as well. See paragraph 1.7 for an explanation of the pages structure within the Clinical Forms module.



Fig 16 - Command bar

To delete a record

- Access the record to be deleted.
- Click the **Delete** button. User confirmation is required.
- Click **Yes** to delete the current record and all its “children records”



The deletion of a record is a critical and irreversible action. Only the system administrator, or person having an analogous permissions level, is enabled to perform it. Otherwise the Delete button is disabled.



*It is also possible to delete a record using the **CANCEL** button on the “Smart navigation window”. See paragraph 1.6.6 for more details.*

1.6.7. Clinical Forms design functionalities

The **Design** button (Fig 17) opens the “Form editor”, a tool making it possible to design new forms (or to modify the structure of the existing ones). This functionality requires some programming skills and specific training, so it is reserved to the system administrators. Please contact the technical assistance for more information. The button is either disabled or not present if the user is not allowed to access the “design” functions.



Fig 17 - Command bar

1.6.8. Adding a patient note

The **Note** button on the command bar (Fig 18) makes it possible to add a patient note.



Fig 18 - Command Bar

To add a note

- Click the **Notes** button. The following window opens.

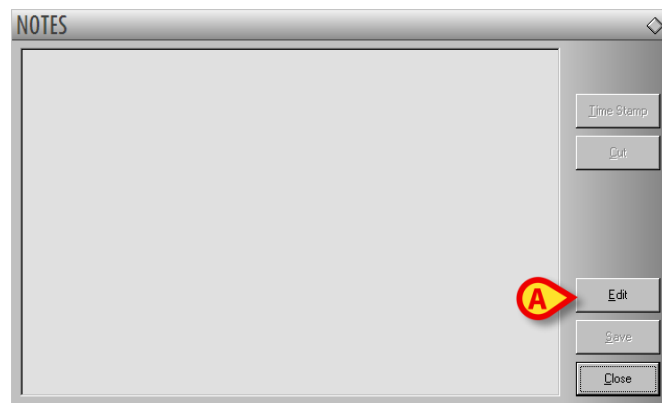


Fig 19 - “Notes” window

- Click the **Edit** button (Fig 19 A).

The window changes in the following way. Data entry is enabled (Fig 20).



Fig 20 - "Notes" window (edit mode)

- Type the note. The text is displayed on the window.
- Click the **Save** button to save the note (Fig 20 **A**).

The window closes automatically. The presence of a note is indicated by the color of the button on the command bar. Click the button again to display the note again.

Use the **Time Stamp** button indicated in Fig 20 **B** to display the date, time and the acronym of the user who is adding the note (Fig 21).



Fig 21 - Date and time

Use the **Cut** button (Fig 20 **C**) to cut a selected text portion of the note.

To cut a text portion

- Click the **Edit** button (Fig 19 **A**).
- Select the text to be cut using the mouse device or the workstation keyboard.
- Click the **Cut** button (Fig 19 **C**).

The selected text disappears from the "Notes" window.



*The notes inserted this way are visible on every Product module implementing the **Note** button.*

1.6.9. Smart navigation functions

The **Go to...** button on the command bar (Fig 22) opens a tool making it possible to quickly navigate the Clinical Forms records.



Fig 22 - Command Bar

To open the “Smart navigation window”

- Click the **Go to...** button.

The window shown in Fig 23 opens.

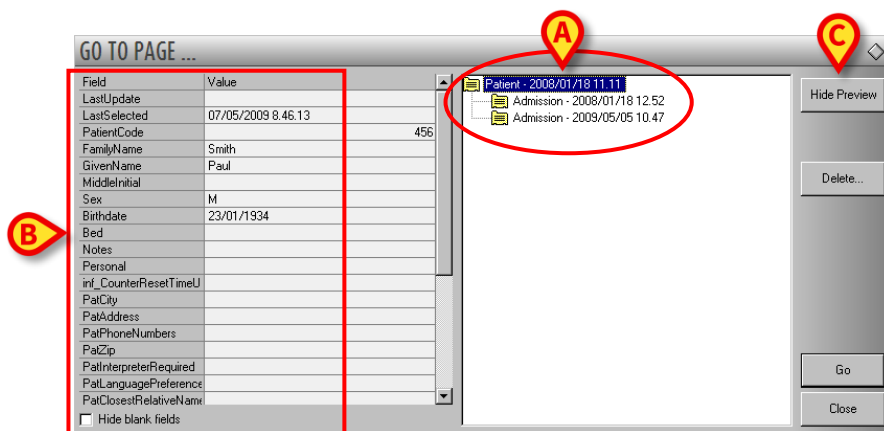


Fig 23 - Go to page...

On the right of the window (Fig 23 **A**) the records structure is displayed in the form of a tree-graph (see paragraph 1.7 for a description of the way the records structure).

On the left the content of the fields on the selected page is displayed (Fig 23 **B**).

Click one of the lines on the right to display (on the left) the information contained in the corresponding record).

The **Hide Preview** button (Fig 23 **C**) displays only the structure (the left part is hidden - Fig 24).

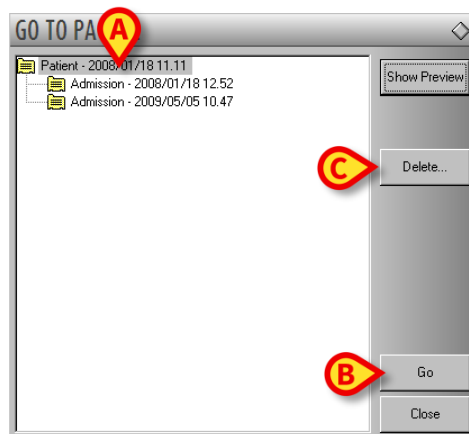


Fig 24

To access a record

- Click the line corresponding to the record. The line is this way highlighted (Fig 24 **A**)
- Click the **Go** button (Fig 24 **B**).

The selected record s this way displayed.



Double click the line to access the corresponding record directly.

Use the **Delete** button (Fig 24 **C**) to delete a selected page. User confirmation is required.

- Click **Yes** to delete the current record and all its “children”.

1.7. The navigation bar / Records logical structure



The figures in this paragraph are taken from a Clinical Forms configuration that is in use in an Italian obstetrics departments. Hence the functions and the names of the different screens (“Gravidanze”, “Intrapartum”, “Partogramma” etc...). Please remember that the Clinical Forms module contents change according to the user needs and that the screens described in this manual are an example that explains the module structure and the use of the navigation bar.


The navigation bar placed on the right of every Clinical Forms page (Fig 25, Fig 1 **C**) is a tool that makes it possible to access the different screens and functions of the module.



Fig 25

The structure of the navigation bar reflects the logical structure of the records (that is a tree graph). Every record is represented by a box. Click one of the boxes to access the corresponding record. The record currently displayed is highlighted yellow (Fig 25 **A**).

Patient data are recorded and displayed on a record named “Anagrafica” in the present configuration. This record is the root, the starting point on which all the other records of the same patient are based. This record is represented on the lateral bar by the first box on top (Fig 25 **A**). The record date of creation is displayed in the box.

The  symbol, indicated in Fig 25 **B**, says that all the subsequent records are at a lower level. This structure can be represented in a tree graph in the following way.

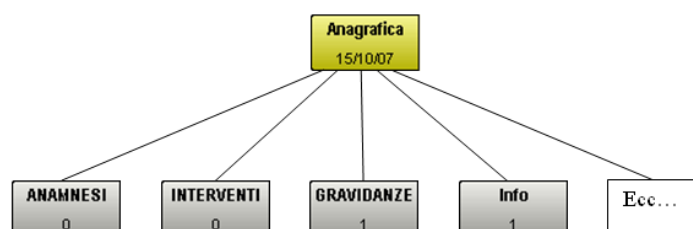


Fig 26

The number inside each box indicates the number of existing records of that specific kind. The example displayed in Fig 26 shows that there are 1 “Gravidanze” record, 1 “Info” record and 0 “Anamnesi” and “Interventi” records.

The present paragraph describes, from now on as example, one of the possible navigations through the patient records and describes therefore one of the possible ways to use the navigation bar.

Click the **Gravidanze** box to display the data referring to the pregnancies of the selected patient (Fig 25 **C** - remember the present configuration is in use in an obstetrics department).

The lateral bar now looks as in Fig 27.



Fig 27

The patient’s pregnancy record is displayed on screen (corresponding to the selected box, now yellow - Fig 27 **A**). All the boxes corresponding to the records containing the details of the selected pregnancy appear on the bar, grouped in a lower level (Fig 27 **B**).

The arrows indicated in Fig 27 **C** mean that there are further boxes on the bar that are not displayed. Click the arrows to scroll the bar up and down and display the hidden boxes.

The chosen path can be represented in a “tree” graph (Fig 28).

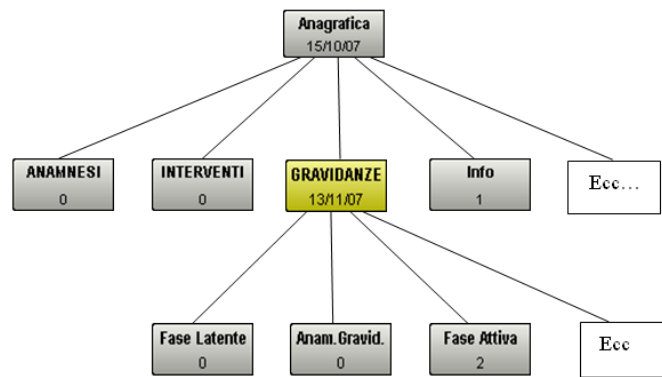


Fig 28

The user chooses to display the records relating to the “Active phase” of delivery. He/she thus clicks the **Fase Attiva** box (Fig 27 D). The navigation bar changes as follows way (Fig 29).



Fig 29

On the bar are now displayed only the boxes related to the chosen path (“Anagrafica”, then “Gravidanze”, then “Fase attiva”). The number “2” indicated in the figure means that there are two records regarding the active phase of delivery. One of the two records is displayed on screen. Click the arrow indicated in Fig 29 **A** to display the other record. The “tree” representation of the chosen path is the following.

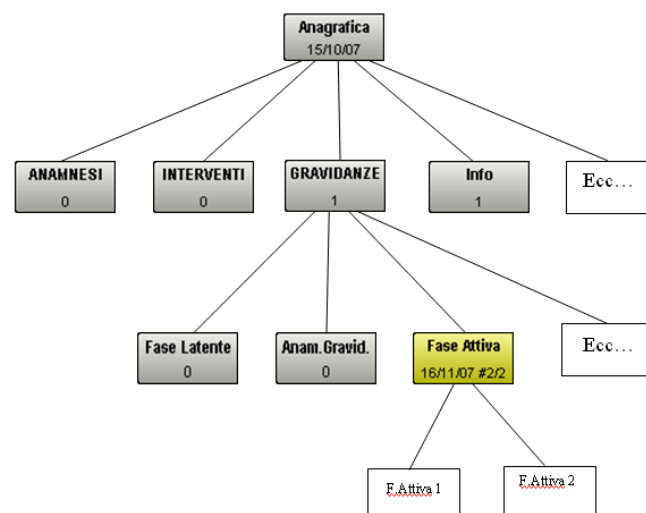


Fig 30

The navigation bar makes this way possible to move easily and quickly from a record to another.