ascom

Clinical Forms Web User Manual

Version 3.0

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Contents

1. Clinical Forms Web

⚠️	*For information about the Product environment and its instructions for use, 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 Web, described in this document.*
⚠️	*The forms shall be configured to allow the critical fields to be fully presented on the screen (i.e. choosing the minimal resolution, activating the auto-zoom functionality or displaying the critical fields in the center of the form).*
⚠️	*Always run the Web Browser at full screen.*
⚠️	*The forms shall not be configured in a way that allows the system fields to be editable by the End User*

1.1. Introduction

Clinical Forms Web is a module of Product Web. This module provides fully customizable forms, offering easy and efficient ways to enter, view, modify and print patient data.

This module can handle multiple admissions per patient, multiple operations per admission, etc.
Forms Web supports multiple data types: Text fields, yes/no fields, Date&Time fields, Numeric fields, etc.

Customizable lists and various tools (calendar, clock, etc.) can be associated to the data offering you a convenient and safe layout for data entry.

The Clinical Forms Web module allows for exporting data in Microsoft Excel format as well as printing customizable reports, managing document templates and patient documents.

ℹ️	*The Clinical Forms Web module is fully customizable. Therefore, all images shown in this manual are just examples aimed at explaining the module's main functionalities. The screens here shown can be different from those actually used in your healthcare structure and/or department.*

1.2. Module selection

To select the Clinical Forms Web web module:

➢ Click the corresponding icon - on the lateral bar.

The module's main screen is displayed. A generic Forms Web screen looks as the one shown in Fig 2.

1.3. User login

See *Control Bar Web User Manual* for the user login procedure.

1.4. Patient selection

See the *Patient Explorer User Manual* for the patient selection procedures.
If the patient search and selection software in use is not a Product software, then see the related documentation.

When a patient is selected, the name of the selected patient is displayed on the **Patient** button on the upper Control Bar (Fig 1).

Fig 1

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

1.5. Generic Clinical Forms Web screen

Fig 2

These are the main elements forming a "Forms Web" screen:

1. **Form**: this is the main area, where information is shown and edited. Each Form has different content, which is configured by the System Administrators.
2. **Forms Bar**: this section contains buttons that provides Form-specific functionalities. The System Administrators can customize or even hide this bar.
3. **Forms Menu**: this is the default menu provided by Forms Web. The System Administrators can configure or even hide this menu so to define a customized way to browse through the Forms.
4. **Control Bar**: this is the Control Bar, which is shared by all the Product Modules (see *USR ENG Control Bar Web - Digistat Control Bar Web User Manual* for its description).
5. **Application Bar**: this is the Application Bar, which is shared by all the Product Modules (see "*USR ENG Control Bar Web - Digistat Control Bar Web User Manual* for its description).

1.6. The Forms

The Forms are the main working area. Typically, each Form reflects a working step or session and allows documenting it. Alternatively, a Form can show data about a physical entity (like a patient) or show generic data (i.e.: a Form showing statistics about all the operations of the Hospital). Here below is an example of a Form showing the personal data of a patient.

PERSONAL DATA

Family Name
Doe

Given Name
Johanna

Patient N   **9568227**   Sex **F**   Birthdate   **1975/07/09**

Current address

152, Main Street   **Springfield, US**

E-mail   Phone N
johanna.doe@anydomain.com   **345676543**

Notes
Latex allergy

Fig 3

1.6.1. Entities and Records

Except for the *generic Forms* mentioned before, all the Forms are related to an Entity, be it physical (like Patients) or abstract (the working "steps" or "sessions", like Visits or Surgical Operations).
An instance of an Entity is a Record. For example, looking at the figure above:
- *Patient* is the entity
- *Johanna Doe*, *with Patient Number 9568227*, is the Record

A Form shows information about one Record at a time, which is called the *Current Record*.

For each Form, many Records can be created.
When a Form is loaded, if one or more Records exist, the last created Record is automatically selected, thus becoming the Current Record, unless a specific selection has been made by the user (see later in this section).

It is possible to navigate through the Records, which means changing the Current Record of the Form.

The default navigation buttons provided by Forms Web look as follows:

Fig 4

The System Administrators can configure the Forms providing different navigation methods. A typical example is the selection of a specific Record from a grid, like in the following example.

Fig 5

In this example, a specific patient can be selected from a list of patients: when the Form is loaded, the Current Record is the just-selected one instead of the last created one.

1.6.2. Edit Mode and View Mode

When a Form is loaded, its content cannot be edited: this is called *View Mode* or *Read-Only Mode*.

In order to enable the Form editing an explicit action is required, so that clinical data cannot be accidentally deleted or modified.

When the Form becomes editable, Forms Web is in *Edit Mode*.

Forms Web provides various buttons for switching between the two modes: see the next section for further details.

1.7. Forms Bar

The Forms Bar shown below is the default Forms Bar

FORMS	NEW	EDIT	PRINT	DELETE	CANCEL	UPDATE

Fig 6 - Default Forms Bar, View Mode

FORMS	NEW	EDIT	PRINT	DELETE	CANCEL	UPDATE

Fig 7 - Default Forms Bar, Edit Mode

Other Product Web modules have an analogous bottom-bar, which provides different, module-specific functionalities.
Like the other modules, the abbreviated name of the current module is displayed on the left.
The buttons of the Forms Bar provide functionalities to operate on the current Form

- **NEW**: initializes a new Record and activates the *Edit Mode*. The Record is not created until the **UPDATE** button is clicked
- **EDIT**: activates the *Edit Mode* for the current Record.
- **PRINT**: prints the current Record.
- **DELETE**: deletes the current Record (user confirmation is required); data is irreversibly lost*

> *Clinical Forms Web can be configured so that deleted data is not **actually** destroyed. In this case, it is not possible to access the deleted data from Forms Web but the System Administrators could manually restore it.*

- **CANCEL**: enabled only in *Edit Mode*; cancels the *Edit Mode* and restores the *View Mode*. Any changes are lost.
- **UPDATE**: enabled only in *Edit Mode*; changes are this way applied and the *View Mode* is restored; overridden data is irreversibly lost.

Some of this buttons could be disabled or hidden, according to the user permissions on the current Form.
Since the Forms Bar can be entirely configured, different Forms Bars could be shown in different Forms.
For details about any Forms Bar button that is not described in this section, contact your System Administrators.

1.8. Forms Menu

The Forms Menu is the default* menu that makes it possible to navigate through the various Forms
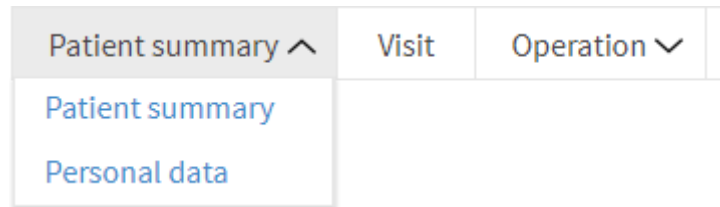

Fig 8 - A Forms Menu

The way the Forms are displayed reflects the *Hierarchy* (or *Tree*) of Entities

The System Administrators can configure the Forms providing different navigation methods.

1.8.1. The Hierarchy

The Entities can be related to each other, and so can their Records. When two entities are related, one is the *parent* and the other one is the *child*. Each Record of the parent Entity can be associated to many Records of the child Entity. These relations create a *Hierarchy*.

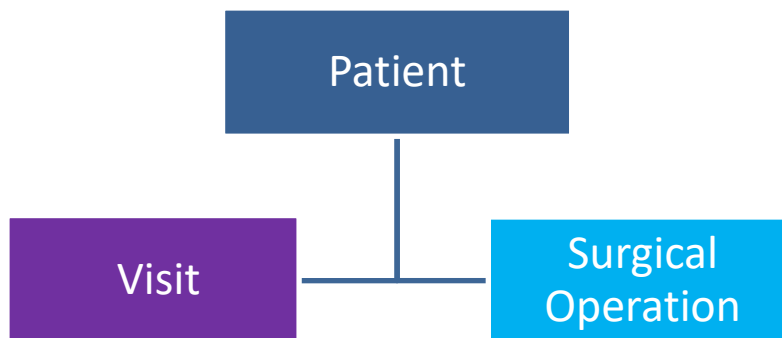Here below is a diagram showing a very basic Hierarchy

Diagram 1 - Hierarchy

In the diagram above, *Patient* is parent of *Visit* and *Surgical Operation*. This means that each Patient could attend one or more Visits and can have one or more Operations, like in the following example
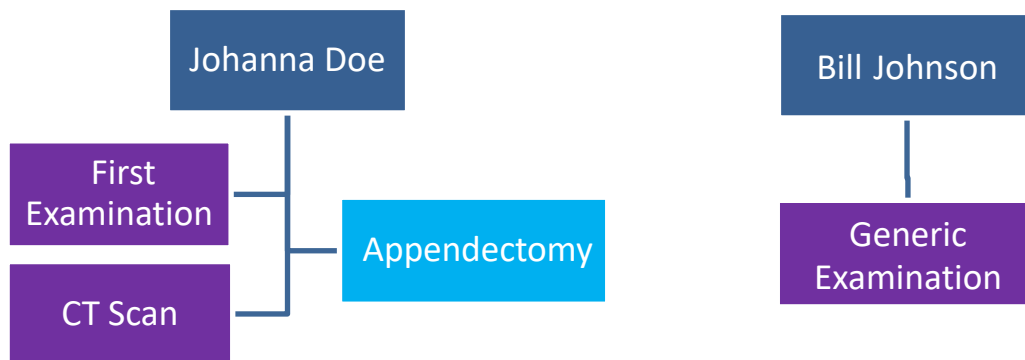
Diagram 2 - Records' Hierarchy

In the diagram above, Johanna Doe attended two visits (one named *First Examination* and the other one named *CT Scan*) and had one operation (an *Appendectomy*), while Bill Johnson only attended a generic visit which required no further exams.

Records relating to the Appendectomy, the First Examination and the CT Scan are all children of the "Johanna Doe" Record, just like the Record of the Generic Examination is child of the "Bill Johnson" Record.

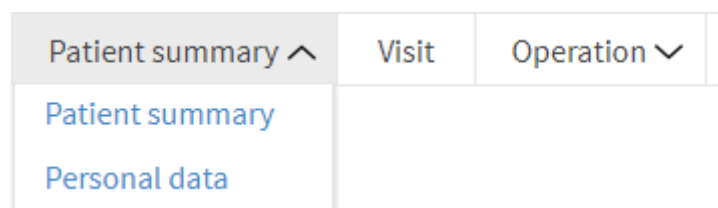## 1.8.2. The Menu

See Fig 9 for further information on the Menu.

Fig 9

In the Figure above, *Patient summary* and *Personal data* are Forms related to the "Patient" entity, *Visit* is a form related to the "Visit" entity and *Operation* is a form related to the "Surgical Operation" entity.

Note that "Operation" has an arrow on the right, which means that the "Surgical Operation" entity has more than one Form associated, the first one being *Operation*; instead, Visit has no arrow, which means that the Visit form is the only form related to the "Visit" entity.

By clicking on *Patient summary* or *Personal data*, the corresponding Form is loaded and the Current Record remains that of the currently selected Patient.

By clicking on *Visit*, the Visit form is loaded and the Current Record becomes **the last created** Visit of the currently selected Patient.

By clicking on *Operation*, another drop down menu opens, showing all the Forms related to the Surgical Operation entity (for example, *Operation* and *Ambulatory Surgery*).