



# Forms User Manual

Version 1.0

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# 1. Clinical Forms

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*For general and detailed information about the Product environment and the instruction for use of the **Control Bar** software see the document USR ENG Control Bar. Reading and understanding this document is necessary for a correct and safe use of the **Clinical Forms** module.*

## 1.1. Customizable digital patient documentation

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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

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To select the **Clinical Forms** module

- Click the corresponding icon on the lateral bar (Fig 1).



Fig 1

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

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To select a patient, if you are using for this purpose a Product software,

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

The **Patient Explorer** module is this way launched (if the module is present in the configuration in use). See the related technical documentation to know the specific search and selection procedures. If the patient search and selection software in use is not a Product software, then see the related documentation.



*If your Healthcare Structure does not use a Product software for the patient search and selection, please refer to the specific software documentation.*

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 2. Fig 2 shows a screen containing the patient's personal data and the patient contacts.

**PATIENT DATA**

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		
Notes			

**CONTACTS**

	Name	Phone	Notes
Closest Relative	Mum	0044 3983878000	Office
Emergency Contact	Mum	0044 39818722045	Home
Family Physician			

**Command bar**

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

Fig 2

Three main components can be highlighted on every screen:

- 1) the command bar (Fig 2 A);
- 2) the screen contents (Fig 2 B);
- 3) the navigation bar (Fig 2 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 2 displays the patient data; other screens (i.e. other “forms”) display data of a different kind. Fig 3, for example, refers to the patient anamnesis.

The screenshot shows a software interface titled 'ANAMNESIS'. On the right side, there is a vertical panel with buttons for 'Patient' (14/06/06), 'Admission', and 'Anamnesis' (03/05/06 #1/2). The main area is divided into three sections: 'Personal History' (containing 'Patient personal history'), 'Allergic Anamnesis' (listing 'Atracurium', 'Mivacurium', and '...'), and 'Pharmacological Anamnesis' (listing 'Enoximone', 'Mivacurium', 'Lidocaine', and 'Heparin'). At the bottom, there is a command bar with buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, and GO TO...

Fig 3 - Patient anamnesis

## 1.6. Command bar

The buttons on the command bar (Fig 4) 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.

The screenshot shows a horizontal command bar with ten buttons: NEW, EDIT, PRINT, EXPORT, DELETE, DESIGN, NOTES, CANCEL, UPDATE, and GO TO...

Fig 4 - Command bar

This button creates a new form of a specific kind. See paragraph 1.6.1.

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).

This button makes it possible to print the screen contents. Click this button to display a print preview of the relevant document.

<b>EXPORT</b>	This button makes it possible to export the displayed data to a text file. See paragraph 1.6.5 for the detailed procedure.
<b>DELETE</b>	This button deletes the current record and all the records depending on it. See paragraph 1.6.6.
<b>DESIGN</b>	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.
<b>NOTES</b>	This button makes it possible to add a note relating to the selected patient (See paragraph 1.6.8 for the detailed procedure).
<b>GO TO...</b>	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 5 A) on the command bar makes it possible to create a new, empty record of a specific kind.

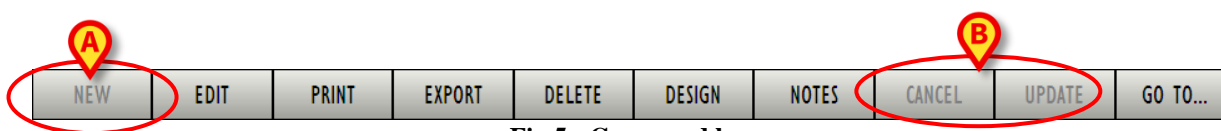


Fig 5 - Command bar

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 5 B) are active. When these buttons are active the command bar looks like the one shown in Fig 6:



Fig 6

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 7 A) makes it possible to change the contents of an existing record.



Fig 7 - 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 7 B) activate. When these buttons are active the command bar looks like the one shown in Fig 8:



Fig 8

- 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

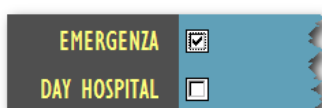


Fig 9 - Checkbox

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

In Fig 9, for instance, the user indicated that the current record refers to an emergency.

## 2) *Free text*

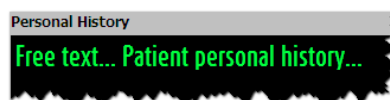


Fig 10 - Free text

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

## 3) *Drop down menu*

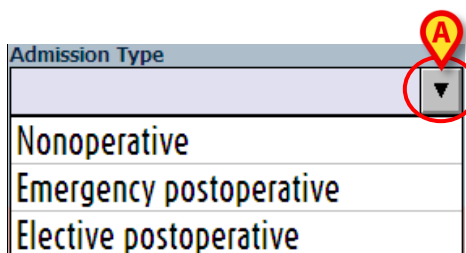



Fig 11 - Drop down menu

- Click the  button placed alongside the field (Fig 11 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*

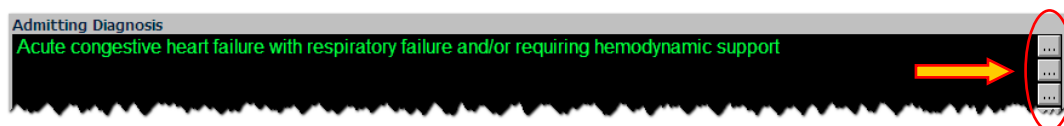



Fig 12

- Click the  button placed alongside the field (Fig 12). The **Codefinder** module opens (Fig 13).

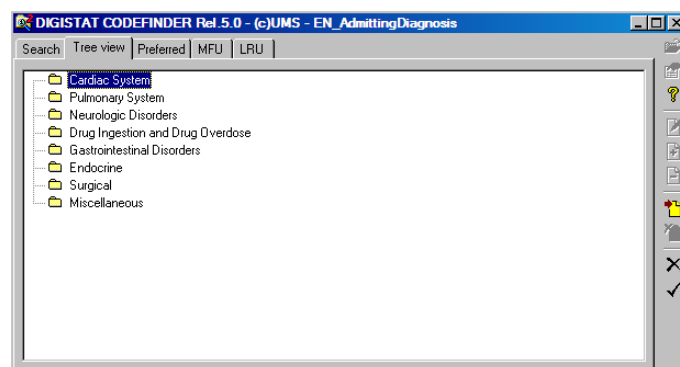


Fig 13 - Codefinder

- 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 14) 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.*

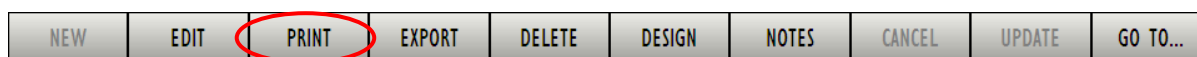


Fig 14 - Command bar

To do that

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

## 1.6.5. Data export

The **Export** button on the Command bar (Fig 15) makes it possible to export the data of one or more pages to a text file.

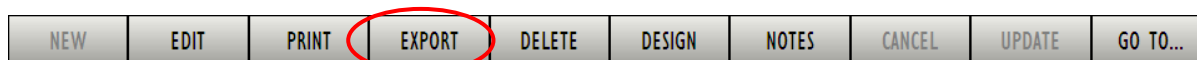


Fig 15 - Command bar

To do that

- Click the **Export** button. The window shown in Fig 16 opens.

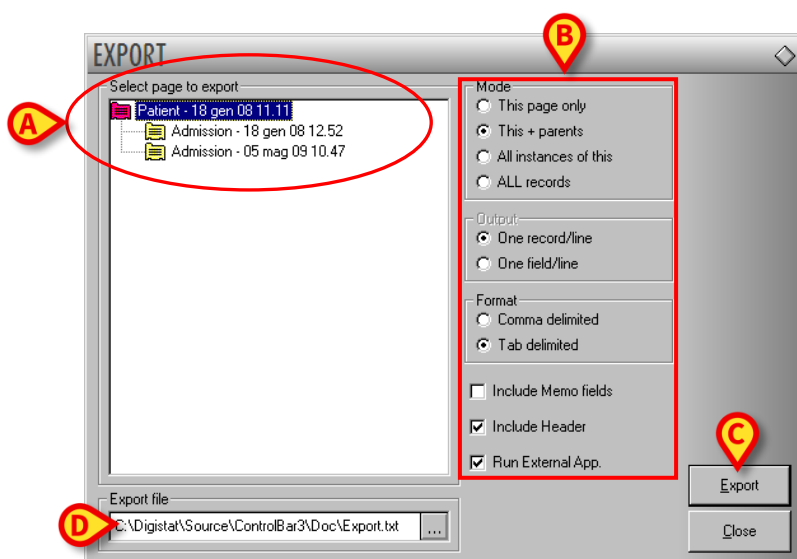


Fig 16 - Data export

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 16 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 16 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 16 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 15). The window shown in Fig 16 opens.
- Click the row corresponding to the page containing the data to be exported (Fig 16 A). The row is highlighted.
- Click the **Export** button indicated in Fig 16 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 16 A).*

## 1.6.6. Deleting a record

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The **Delete** button on the command bar (Fig 15) 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 17 - 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

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The **Design** button (Fig 18) 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 18 - Command bar

## 1.6.8. Adding a patient note

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The **Note** button on the command bar (Fig 19) makes it possible to add a patient note.

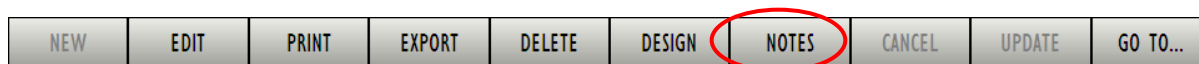


Fig 19 - Command Bar

To add a note

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

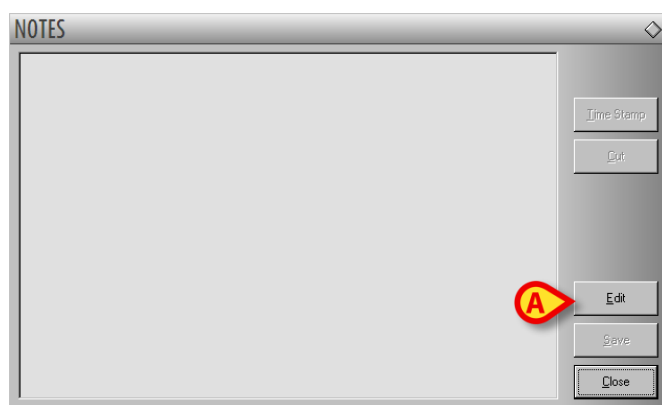


Fig 20 - “Notes” window

- Click the **Edit** button (Fig 20 A).

The window changes in the following way. Data entry is enabled (Fig 21).



**Fig 21 - “Notes” window (edit mode)**

- Type the note. The text is displayed on the window.
- Click the **Save** button to save the note (Fig 21 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 21 B to display the date, time and the acronym of the user who is adding the note (Fig 22).



**Fig 22 - Date and time**

Use the **Cut** button (Fig 21 C) to cut a selected text portion of the note.

To cut a text portion

- Click the **Edit** button (Fig 20 A).
- Select the text to be cut using the mouse device or the workstation keyboard.
- Click the **Cut** button (Fig 20 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 23) opens a tool making it possible to quickly navigate the Clinical Forms records.



Fig 23 - Command Bar

To open the “Smart navigation window”

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

The window shown in Fig 24 opens.

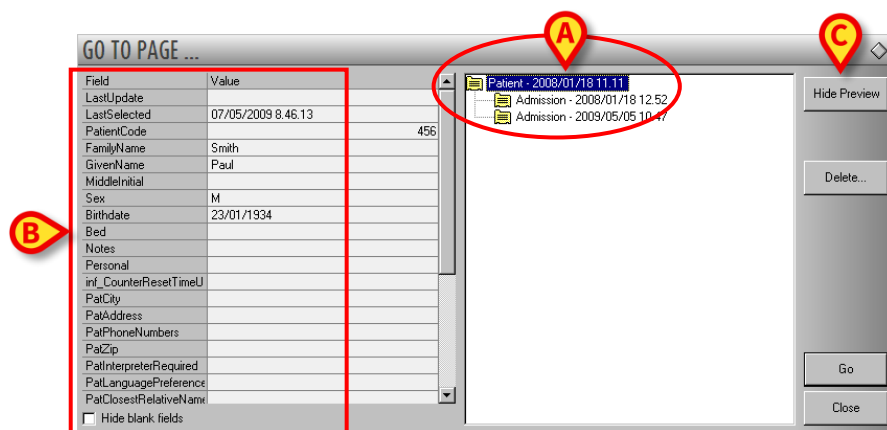


Fig 24 - Go to page...

On the right of the window (Fig 24 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 24 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 24 C) displays only the structure (the left part is hidden - Fig 25).

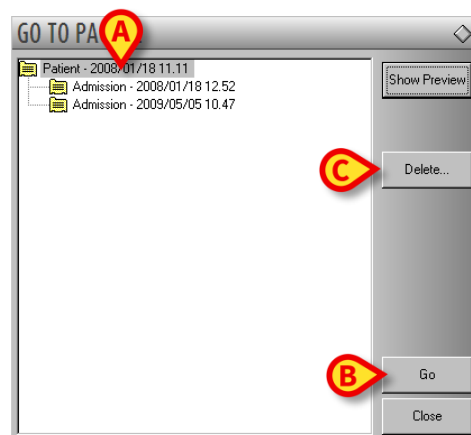


Fig 25

To access a record

- Click the line corresponding to the record. The line is this way highlighted (Fig 25 A)
- Click the **Go** button (Fig 25 B).

The selected record s this way displayed.



*Double click the line to access the corresponding record directly.*

Use the **Delete** button (Fig 25 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 26, Fig 2 C) is a tool that makes it possible to access the different screens and functions of the module.



Fig 26

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 26 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 26 A). The record date of creation is displayed in the box.

The  symbol, indicated in Fig 26 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.



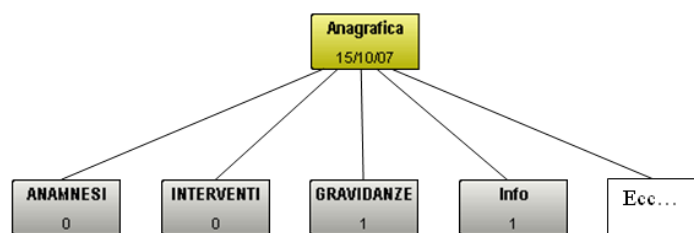


Fig 27

The number inside each box indicates the number of existing records of that specific kind. The example displayed in Fig 27 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 26 C - remember that the present configuration is in use in an obstetrics department).

The lateral bar now looks as in Fig 28.

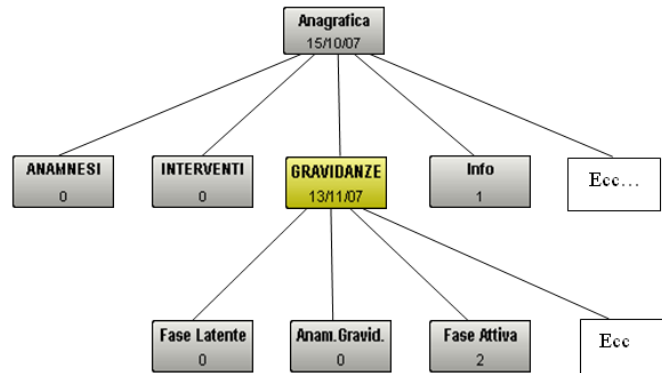


Fig 28

The patient’s pregnancy record is displayed on screen (corresponding to the selected box, now yellow - Fig 28 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 28 B).

The arrows indicated in Fig 28 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 29).



**Fig 29**

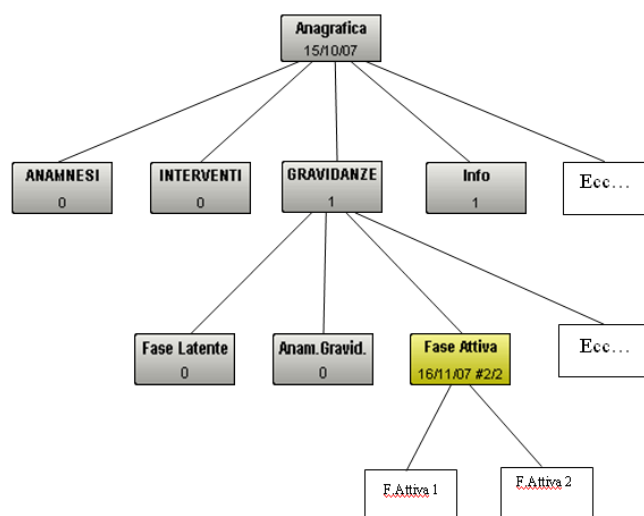
The user chooses to display the records relating to the “Active phase” of delivery. He/she thus clicks the **Fase Attiva** box (Fig 28 D).The navigation bar changes in the following way (Fig 30).



**Fig 30**

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 30 **A** to display the other record.

The “tree” representation of the chosen path is the following.



**Fig 31**

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