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Patient Explorer Web User Manual

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1. Patient Explorer Web and Product Web environment

IMPORTANT!

For general and detailed information about the Product environment and the instruction for use of the Control Bar desktop software see the document USR ENG Control Bar Web. The knowledge of this document is necessary for a correct and safe use of the Product Web applications.

The following browsers are supported for use with Product Web applications:

- Chrome 63
- Firefox 56
- Edge 41
- Internet Explorer 11



Only supported Web Browsers shall be used for Product Web.



A Product Web workstation shall always have the Web Browser in foreground. Besides, the Web Browser shall never be used for anything else but Product Web (which also implies that the Product Web homepage shall be the default homepage of the Web Browser)



The Browser's Display Scaling shall always be set to 100%.



When the local network is at least partially based on WiFi connections, given the intermittent nature of WiFi connections, disconnects could occur which activate the Disconnected Mode (grey carpet covering Product Web) and thus the system may not be available. The healthcare structure must work to ensure optimal WiFi coverage and instruct the staff on how to handle these temporary system outages

1.1 Introduction

This manual describes the features and functions of the [Patient Explorer Web](#).

The [Patient Explorer Web](#) module makes it possible to manage the patient database of one or more hospitals in a simple and customized manner.

The main data of every known patient can be rapidly accessed, displayed, edited and, when required, automatically inserted in a selected document/module.

[Patient Explorer Web](#) is fully customizable to suit the needs of the healthcare structure using it. The possible configurations are potentially unlimited. This manual describes

a sample standard configuration to illustrate the module’s main functionalities and procedures.

Please remember that, depending on the modules actually implemented, Product Web is an environment that can be used in different areas of the healthcare facility, such as intensive care, operating rooms, outpatients departments etc., and for different goals.

1.2 Accessing the Patient Explorer Web module

To access Patient Explorer Web:

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



The procedure that must be performed to open “Patient Explorer Web” depends, for some configurations, on the system’s general features and goals. It can therefore be different from that described here. If this is the case see the specific documentation of the system in use to know the actual procedure.

A screen analogous to that displayed in Fig 1 will open



Please remember that Patient Explorer Web is widely customizable and that the screens displayed change according to the chosen configuration. This manual describes a standard configuration as example.

The screens displayed by the actual system in use can be different from those described in this manual.

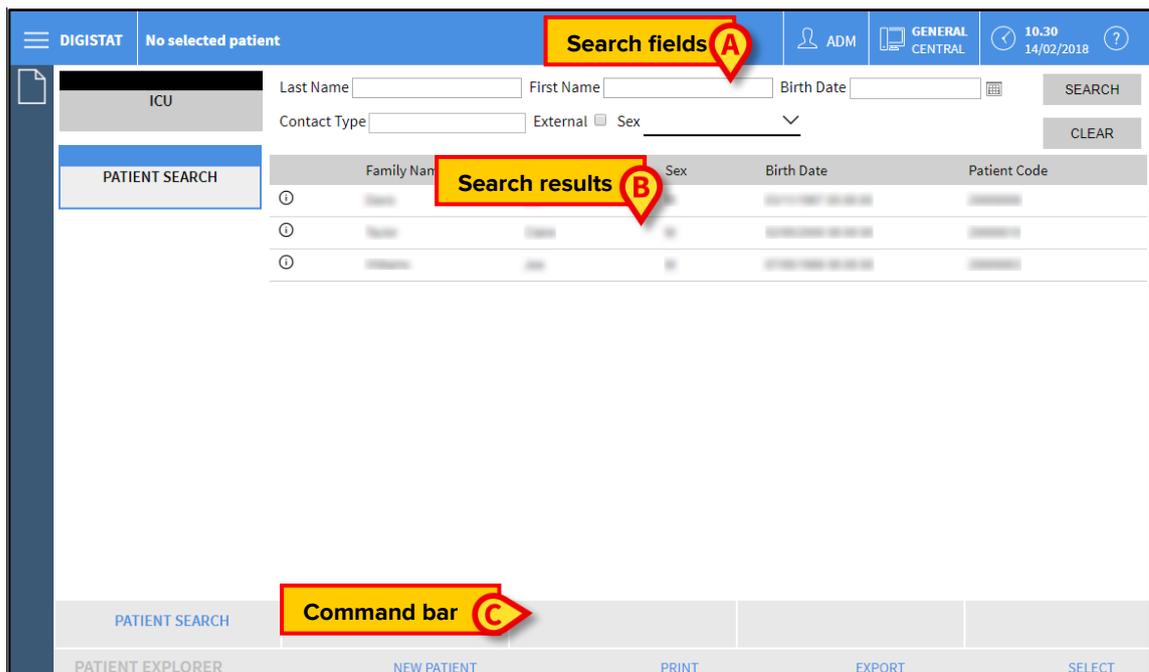


Fig 1 – Patient search

By means of this page you can

- a) Search a patient in the configured databases;
- b) Record a new patient in the database;
- c) Edit the patient's data.

1.3 Screen features

The [Patient Explorer Web](#) module screen is formed of three main areas.

- 1) The “**Search fields**” area, in which you can enter the search parameters and activate the patient search procedures (Fig 1 **A**).
- 2) The “**Search results**” area, displaying the results of the search performed (Fig 1 **B** - Search results).
- 3) The “**Command Bar**” is formed of various function-buttons making it possible to perform different procedures (Fig 1 **C**).

1.4 Patient search

The search fields in the upper area make it possible to specify the relevant patient's information.



The screenshot shows a search form with the following fields: Last Name, First Name, Sex, Birth Date (with a calendar icon), and Patient Code. To the right of the form are two buttons: SEARCH and CLEAR. A red box labeled 'A' encloses the input fields, and another red box labeled 'B' encloses the buttons.

Fig 2 – Search fields

To search for a patient

1. Enter the data of the patient you are searching for in one or more fields (Fig 2 **A**).
2. Click the **Search** button (Fig 2 **B**).

The central area displays in a table the list of all the patients whose data match those specified.

The system displays the list of patients who satisfy all the search parameters entered.

For example: if a search is performed by entering the patient's birthdate, the result is the list of all patients born on that date. If a search is performed by entering the patient's birthdate **and** sex the result is the list of only the men or women born on that date.

Click the **Search** button without entering any value in the search fields to display the list of all the patients registered in the database.

When there is only one result the patient's data are automatically inserted in the relevant screen of the system in use. Also, the patient is automatically selected. See paragraph 1.5.2 for an explanation of the meaning of the phrase "Patient selected".

When there are two or more results the result list is displayed.

To select a patient on the list, double click the row corresponding to the patient required.

Use the **Clear** button to clear the search filters.

1.5 The search results

The search results are shown in the central part of the screen (Fig 3).

	Family Name	Last Name	Sex	Birth Date	Patient Code
⊙	! ABILENE	CAVALLINO	I	18/12/1899 23:00:00	0
⊙	! ABILENE	ORIA	I	23/10/2011 00:00:00	0
⊙	! ADDISON	BAVENO	M	14/02/2012 23:00:00	0
⊙	! ADDISON	BOLOGNA	I	01/01/1900 00:00:00	0
⊙	! ADDISON	SEVESO	I	01/01/1900 00:00:00	0
⊙	! ADDISON	SUZZARA	I	14/07/2014 00:00:00	0
⊙	! AKRON	CEFALÙ	I	01/01/1900 23:00:00	0
⊙	! AKRON	COLOGNOMONZESE	I	15/12/1929 00:00:00	0
⊙	! AKRON	LECCO	F	19/09/2013 00:00:00	0
⊙	! AKRON	SPOLETO	F	11/10/1966 22:00:00	0
⊙	! ALAMEDA	GRANAROLODELL'EMILIA	F	23/03/1965 23:00:00	0
⊙	! ALAMEDA	LUCCA	M	10/04/1949 00:00:00	0
⊙	! ALAMEDA	MORTARA	M	28/06/1947 00:00:00	0
⊙	! ALAMOGORDO	CIVITELLAROVETO	I	01/01/1900 00:00:00	0
⊙	! ALAMOGORDO	FOGGIA	I	01/01/1900 00:00:00	0

Page size: 15
164390 items in 10960 pages

Fig 3 – Search results

The results are displayed in alphabetical order. The information provided for each result depend on the configuration in use. In the example shown in Fig 3 the columns indicate the name, last name, sex, code and birthdate of every patient. It is possible that not all the data will be available for a patient, in which case the area corresponding to the missing information is empty.

1.5.1 How to sort the search results

The search results are ever initially shown as sorted in alphabetical order by family name. To sort the search results by another parameter:

- Click on the column header related to the requested parameter

Family Name	Last Name ▲	Sex	Birth Date	Patient Code
-------------	-------------	-----	------------	--------------

Fig 4 - Sort search results with respect to another parameter

The order with which the results are displayed is indicated by the arrow close to the column header: ascending if arrow is up, descending if arrow is down.

1.5.2 How to select a patient

To select a patient

- Double click the row containing the patient name.

Otherwise,

1. Click once the line containing his/her name.

The line is this way highlighted.

2. Click the **Select** button on the **Command Bar** (Fig 5).



Fig 5 - Command Bar of Patient Explorer Web

The name of the selected patient is displayed on the **Patient** button on Control Bar. The selected patient's data are automatically inserted in the module/system/record currently in use.



The patient selected is always the one whose name appears on the “Patient” button. Any operation performed from the “Patient Search” page refers to the patient whose name appears on this button and not to any other patients displayed on the page.



From here onwards, the following terms are used in relation to patients.

Patient registered in the database – Means that his/her name and data appear in the archive that we are consulting.

Patient selected – Means that the patient has been selected. The selection procedure is described in this paragraph. When the patient is selected, his name appears on the **Patient** button.

Patient admitted – Means that the patient has been admitted to the hospital structure. The admission of a patient involves the assignment of a bed and a location. When an admitted patient is selected, his/her bed number appears along side the name on the **Patient** button.

1.6 “Search” selection buttons

The buttons on the left of the Patient Explorer Web main screen (Fig 6) make it possible to access system functionalities that are configuration-specific and that can be either enabled or disabled depending features of the logged user. For instance, different buttons can access different databases. Also, specific buttons can be configured to access screens relating to specific departments.



The Patient Explorer Web module is widely configurable. The structure and features of the different screens depend on the needs of the healthcare structure using the system.

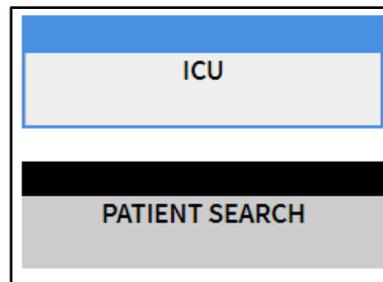


Fig 6 – Buttons for searching patients

The selected option is highlighted cyan. In Fig 6, for instance, the **Patient Search** button selects the “Patient search” screen (Fig 1), while the **ICU (Intensive Care Unit)** button makes it possible to display the details of the Intensive Care Unit (Fig 7).

ICU	1	MERIDIAN ORIA
PATIENT SEARCH	220	14/09/1986 00:00:00
	2	MOORHEAD BOVOLONE
	221	05/09/1947 00:00:00
	3	ROCHESTER CARMAGNOLA
	222	14/04/1950 00:00:00
	4	GARDEN GROVE ODERZO
	223	29/08/1975 00:00:00
	5	LOVELAND MATERA
	224	30/03/1945 00:00:00
	6	WEST SACRAMENTO ROSSANO
	225	10/09/1980 00:00:00
	6-2	LAS CRUCES ABBIATEGRASSO
	274	29/05/1944 00:00:00

BEDS	WITHOUT BED		
PATIENT EXPLORER	NEW	EDIT	SELECT
			NO ONE

Fig 7 – Details of patients in the unit

The buttons indicated in Fig 7 **A** represent the department's beds. The name of the patient (if any) is displayed on the button corresponding to the bed. Click the button to select a patient. This screen is of course only accessible to the enabled users.

1.7 The Command Bar

The Command Bar of the Patient Explorer Web (Fig 8) contains four buttons that enable the performance of different operations.



Fig 8 – Command bar



The possible presence of other buttons above those shown in Fig 8 depends on the configuration and are used for the specific goals and procedures of the healthcare structure using Patient Explorer Web

- 1) **New Patient** (Fig 8 **A**) – This button makes it possible to enter a new patient in the database (see paragraph 1.7.1 for the detailed procedure).
- 2) **Edit Patient** (Fig 8 **B**) – This button makes it possible to edit the patient's data (see paragraph 1.7.2).
- 3) The **Select** button (Fig 8 **C**) makes it possible to select a patient (see paragraph 1.7.3).
- 4) **None** (Fig 8 **D**) – This button makes it possible to deselect a patient when he/she is selected. After clicking the **None** button, the name of the previously selected patient disappears from the **Patient** button (see paragraph 1.7.4).

1.7.1 The NEW PATIENT button

The **New Patient** button (Fig 9) makes it possible to enter a new patient in the database.



Fig 9 - Command bar

To enter a new patient

1. Click the **New Patient** button. The window in Fig 10 opens.

The image shows a 'NEW PATIENT' form window. It has a title bar with 'NEW PATIENT' and a close button. The form contains several input fields: 'Family Name', 'Given Name', 'Initials', 'Patient Code', 'Birth Date', and 'Sex'. There is also a 'Notes' text area and a person icon. At the bottom right, there are 'CANCEL' and 'OK' buttons.

Fig 10 – New Patient

2. Enter the new patient’s data.
3. Click **Ok** to confirm.

The new patient is this way registered in the database.

1.7.2 The EDIT PATIENT button

The **Edit Patient** button (Fig 11) makes it possible to edit the data of a patient who already exists in the database.



Fig 11 - Command bar

Remember that this button can only be used if a patient is selected. The name must appear on the **Patient** button of the **Control Bar**. See paragraph 1.5.2 for the patient selection modes. The “edit” operations performed are always referred to the patient whose name appears on the **Patient** button.

To edit the patient’s data

1. Select the patient whose data must be edited
2. Click the **Edit Patient** button.

A menu containing five options opens (Fig 12).

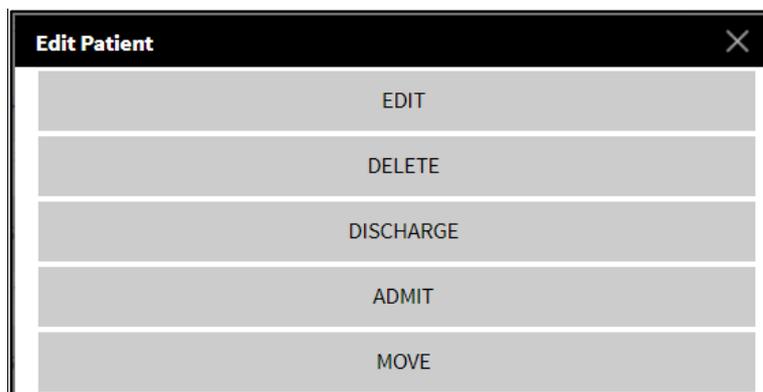


Fig 12 – Edit Patient menu

Each of these options makes it possible to perform a different operation. The functions of the different buttons on the menu are described in the following paragraphs.

1.7.2.1 Move

The **Move** button (Fig 12) makes it possible to register the transferal of a patient selected to a different bed and/or a different location.



A patient must be admitted before he/she can be transferred. See paragraph 0 for the patient admission procedure.

To transfer a patient

1. Select the patient.

The name of the patient selected appears on the **Patient** button.

2. Click the **Edit Patient** button.

A drop-down menu containing various options appears (Fig 12).

3. Click the **Move** button (Fig 12).

The following window opens (Fig 13).

SELECT NEW BED

Location
BH05

Bed
1 (MERIDIAN ORIA)

CANCEL OK

Fig 13 – Patient transferal

4. Use the arrow buttons (Fig 13 **A**) to select the bed to which the patient will be transferred.

The upper button opens a list of all the locations available.

The lower button opens a list of all the beds available in the location selected (Fig 14). If the name of a patient appears alongside the bed number, the bed is already occupied (Fig 14).

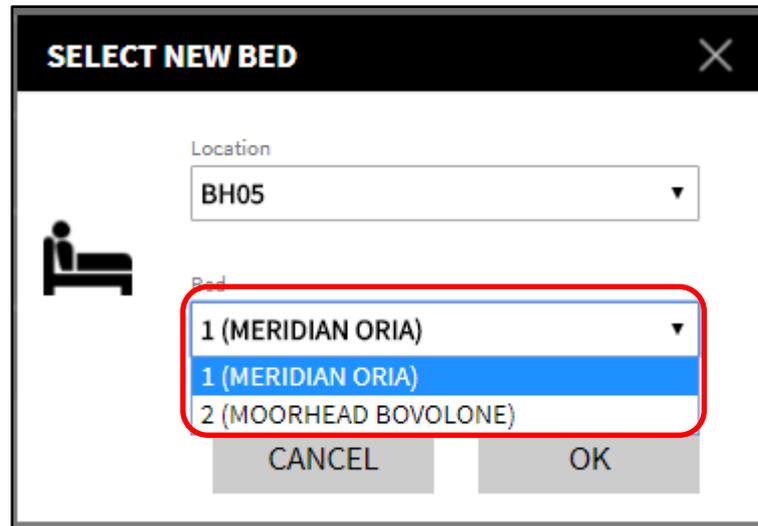


Fig 14 – List of Beds

5. Click **Ok** to confirm (Fig 14 **A**).

If an occupied bed is selected and the **Ok** button is clicked, the system opens a new window and asks whether we want to exchange the patients in the two beds.

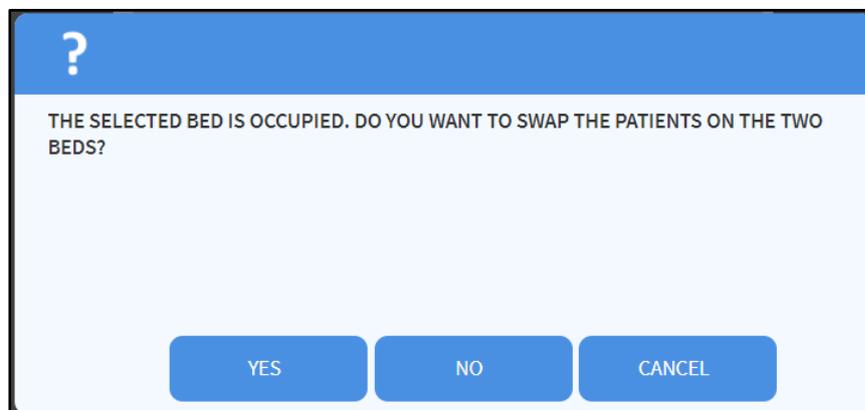


Fig 15

1.7.2.2 Admit

The **Admit** button makes it possible to register the admission of a patient to a specific location. To admit a patient

1. Select the patient.

The name of the patient selected is displayed on the **Patient** button.

2. Click the **Edit Patient** button.

A menu containing various options opens (Fig 16).

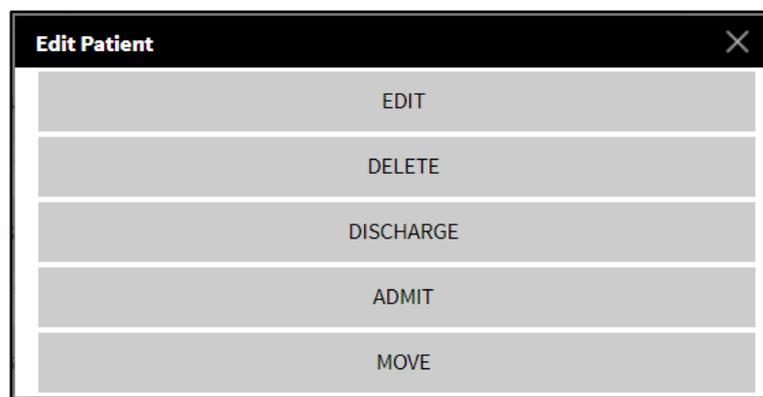


Fig 16 - Edit Patient menu

3. Click the **Admit** button (Fig 16).

The following window opens (Fig 17).

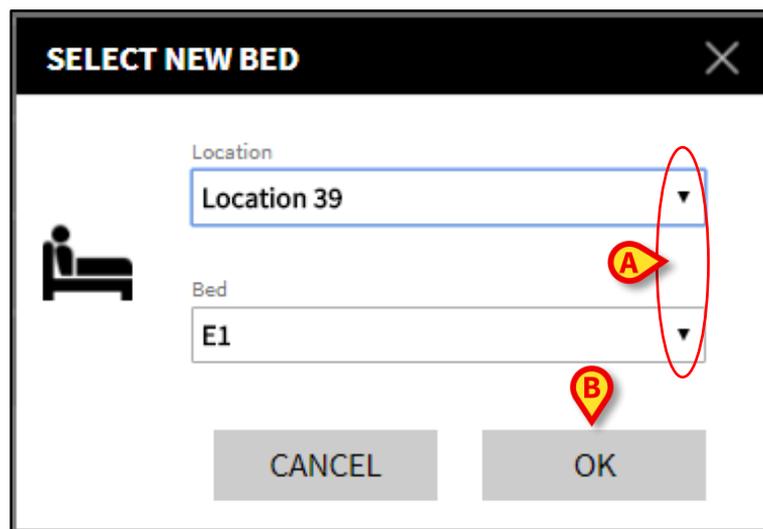


Fig 17 – Patient Admission

4. Use the arrow buttons (Fig 17 **A**) to select the destination bed.

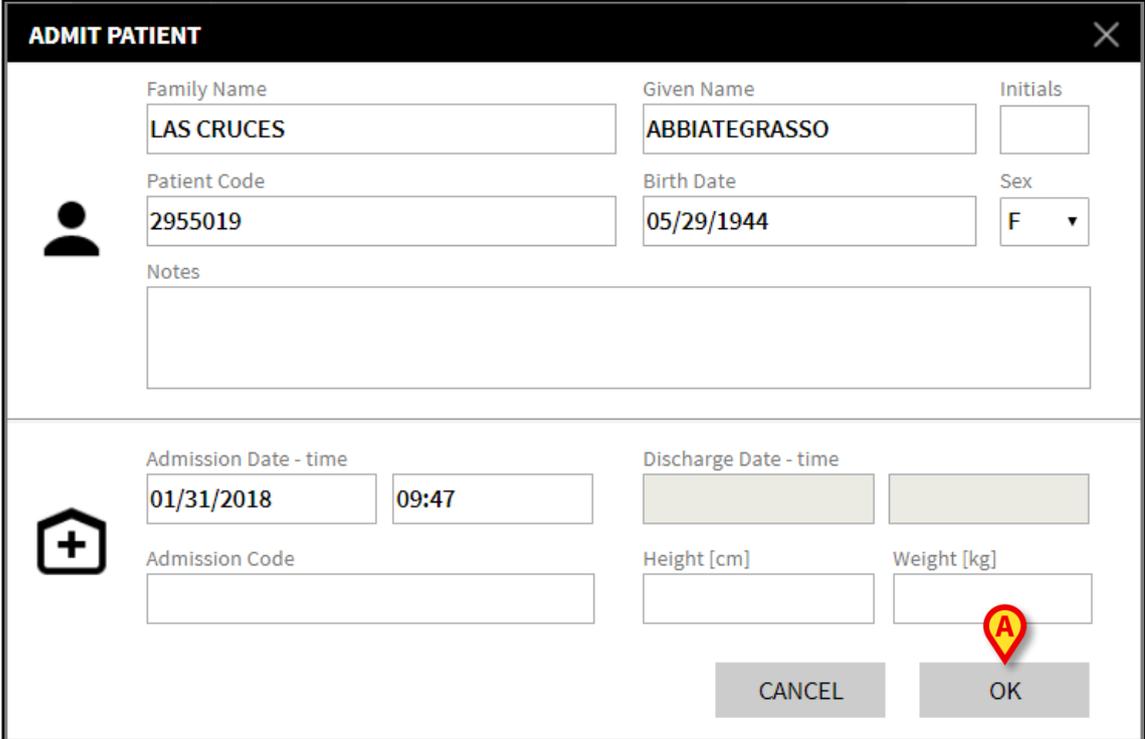
The upper button opens a list of all the locations available.

The lower button opens a list of all the beds available in the location selected.

If a bed is already occupied it does not appear in the list of available beds.

5. Click **OK** button to confirm (Fig 17 **B**).

After clicking **OK** the system opens a new window making it possible to specify the patient's data (Fig 18).



The screenshot shows a web application window titled "ADMIT PATIENT" with a close button (X) in the top right corner. The form is divided into several sections:

- Top Section:** Contains three input fields: "Family Name" (filled with "LAS CRUCES"), "Given Name" (filled with "ABBIATEGRASSO"), and "Initials" (empty).
- Second Section:** Contains three input fields: "Patient Code" (filled with "2955019"), "Birth Date" (filled with "05/29/1944"), and "Sex" (a dropdown menu showing "F").
- Third Section:** A large empty text area labeled "Notes".
- Bottom Section:** Contains several input fields: "Admission Date - time" (filled with "01/31/2018" and "09:47"), "Discharge Date - time" (two empty fields), "Admission Code" (empty), "Height [cm]" (empty), and "Weight [kg]" (empty). A red location pin icon with the letter "A" is positioned over the "Weight [kg]" field.
- Bottom Right:** Two buttons: "CANCEL" and "OK".

Fig 18 – Patient data

6. Enter the patient's data in the appropriate fields.

7. Click **OK** to complete the admission procedure (Fig 18 **A**).

1.7.2.3 Discharge

The **Discharge** button makes it possible to register the discharge of a patient.



A patient must be admitted before he/she can be transferred. See paragraph 0 for the patient admission procedure.

To discharge a patient

1. Select the patient.

The name of the patient selected appears on the **Patient** button.

2. Click the Edit Patient button.

A menu containing various options appears (Fig 19).

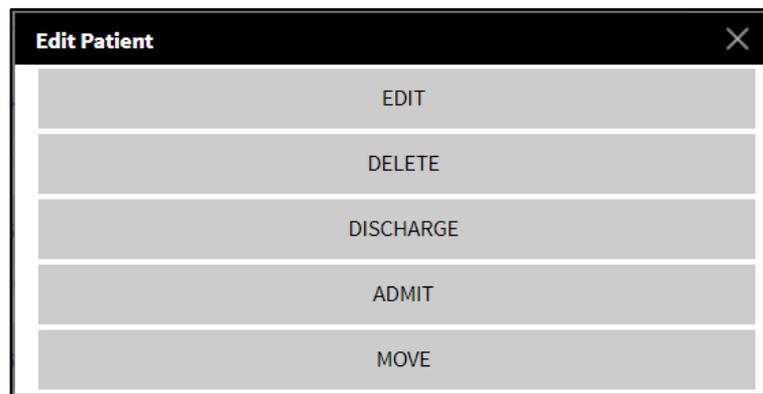


Fig 19 - Edit Patient menu

3. Click the Discharge button (Fig 19).

A window requesting confirmation of the operation opens (Fig 20).

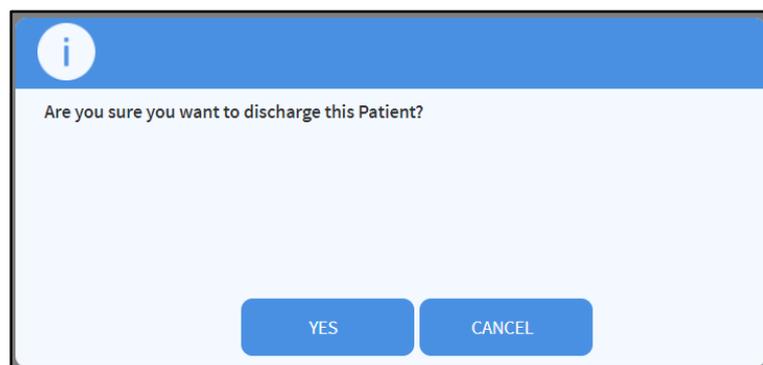
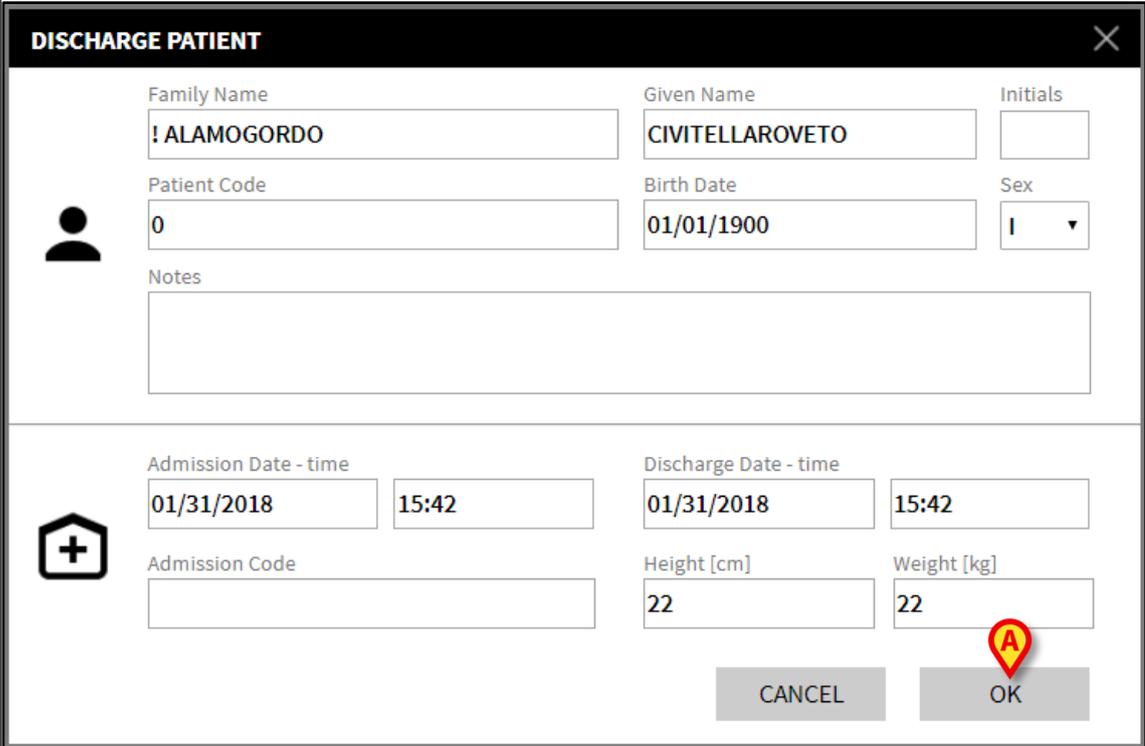


Fig 20 – Discharge patient

- Click **YES** to proceed with the discharge of the patient. This action opens the window containing the patient's data (Fig 21 – unlike the window shown in Fig 18, here you can change the date and time of discharge).



The screenshot shows a window titled "DISCHARGE PATIENT" with a close button (X) in the top right corner. The window is divided into two main sections. The top section contains patient information: Family Name (ALAMOGORDO), Given Name (CIVITELLAROVETO), Initials (empty), Patient Code (0), Birth Date (01/01/1900), and Sex (M). There is a "Notes" field below this. The bottom section contains discharge details: Admission Date - time (01/31/2018 15:42), Discharge Date - time (01/31/2018 15:42), Admission Code (empty), Height [cm] (22), and Weight [kg] (22). At the bottom right, there are "CANCEL" and "OK" buttons. A red location pin icon with the letter 'A' is positioned over the "OK" button.

Fig 21 – Patient data (discharge)

- Click **Ok** to complete the discharge procedure (Fig 21 A)

1.7.2.4 Delete

The **Delete** button makes it possible to delete all data of a patient from the database. To delete a patient's data

1. Select the patient.

The name of the patient selected is displayed on the **Patient** button.

2. Click the **Edit Patient** button. A menu containing various options appears (Fig 22).

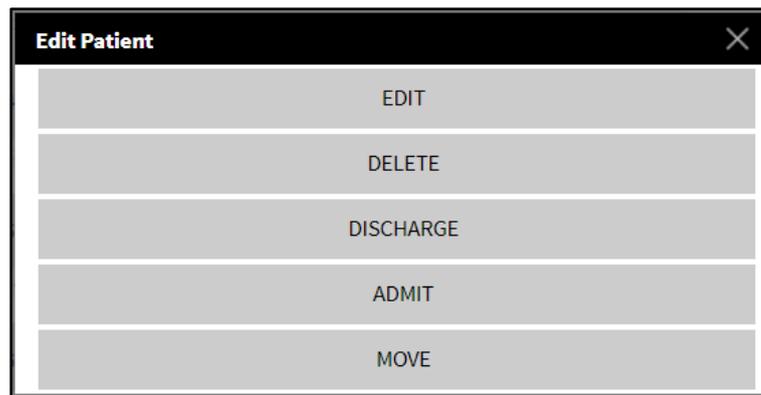


Fig 22 - Edit Patient menu

3. Click the **Delete** button (Fig 22).

A window requesting confirmation of the operation opens (Fig 23).

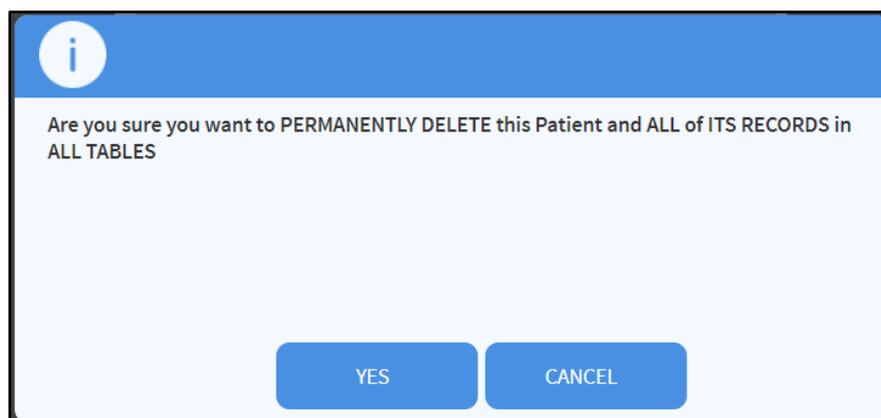


Fig 23 – Delete Patient

4. Click **YES** to proceed with the deletion procedure.



Deleting a patient from the Database is an irreversible operation. Once a patient has been deleted it is no longer possible to access any document regarding him/her acquired through the Product. Therefore it is necessary to perform this operation with extreme caution

1.7.2.5 Edit

The **Edit** button makes it possible to edit data of a selected patient.

To edit a patient's data

1. Select the patient.

The name of the patient selected appears on the **Patient** button.

2. Click the **Edit Patient** button.

A menu containing various options opens (Fig 24).

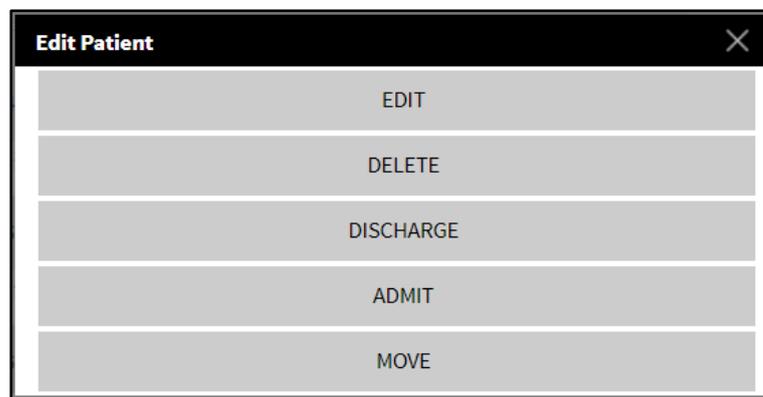


Fig 24 - Edit Patient menu

3. Click the **Edit** button (Fig 24 A).

A window containing the patient's data appears (Fig 25).

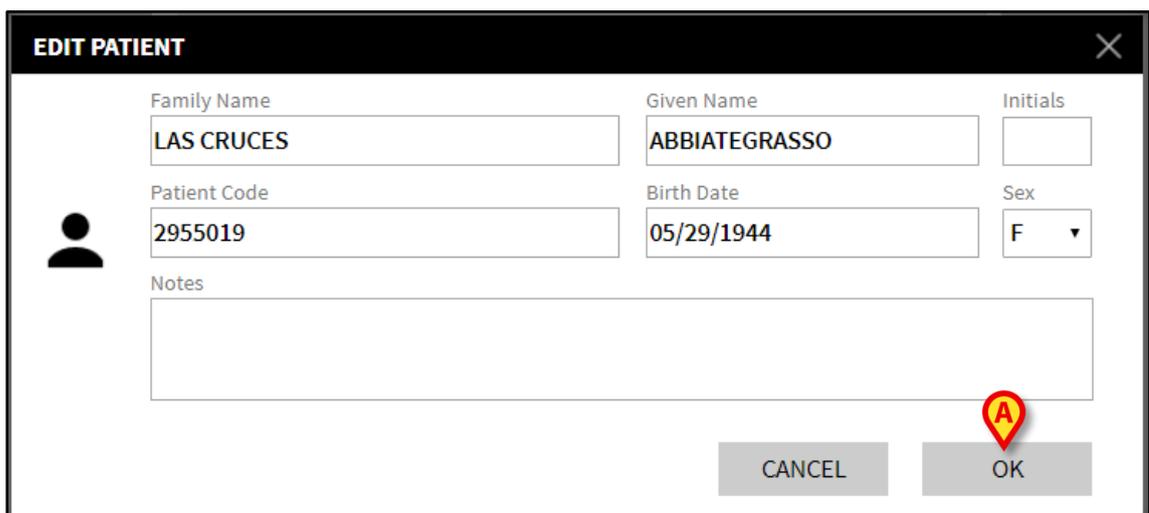
A screenshot of a modal window titled "EDIT PATIENT" with a close button (X) in the top right corner. The form contains several input fields: "Family Name" (LAS CRUCES), "Given Name" (ABBIATEGRASSO), "Initials" (empty), "Patient Code" (2955019), "Birth Date" (05/29/1944), and "Sex" (F). There is a "Notes" text area below the "Patient Code" field. At the bottom right, there are "CANCEL" and "OK" buttons. A red location pin icon with the letter 'A' is positioned over the "OK" button.

Fig 25 – Edit patient

4. Edit the patient's data.
5. Click **OK** to confirm (Fig 25 A).

1.7.3 The **SELECT** button

The **Select** button (Fig 26) makes it possible to select a patient.



Fig 26 - Command bar

To select a specific patient

- Search for the needed patient data using the procedures described in paragraph 1.4.
 1. The result list is displayed.
 2. Click once the row containing the patient's name. The line is this way highlighted.
 3. Click the **Select** button on the command bar (Fig 26).

The name of the selected patient appears on the **Patient** button on Control Bar.



The patient can be selected double-clicking the line containing his/her name as well.

1.7.4 The **NONE** button

The **None** button (Fig 27) makes it possible to deselect the patient selected (whose name is shown on the **Patient** button).



Fig 27 - Command bar

To deselect a patient

- Click the **None** button (Fig 27). The patient's name disappears from the Patient button.