



## **Support Documentation**

### **Database Privileges:**

The database has five privilege levels:

- Supper administrator: the administrator of the network
- Administrator: the specific site (hospital) administrator that will have user edition and database configuration privileges, in addition to data collection and edition.
- Moderator: will have privileges to for data entering and viewing in addition to report viewing
- Data collector: will not have privileges to view reports but will have all the privileges to enter and edit data
- Report viewer: will have privileges to view reports only or patients record with the ability to edit or enter new data

### **Login**

#### **Screen Name and Password**

Your user name and password will initially be set by the super administrator of the database and sent to you by e mail. You can login by entering the provided user name and password (Figure 1)

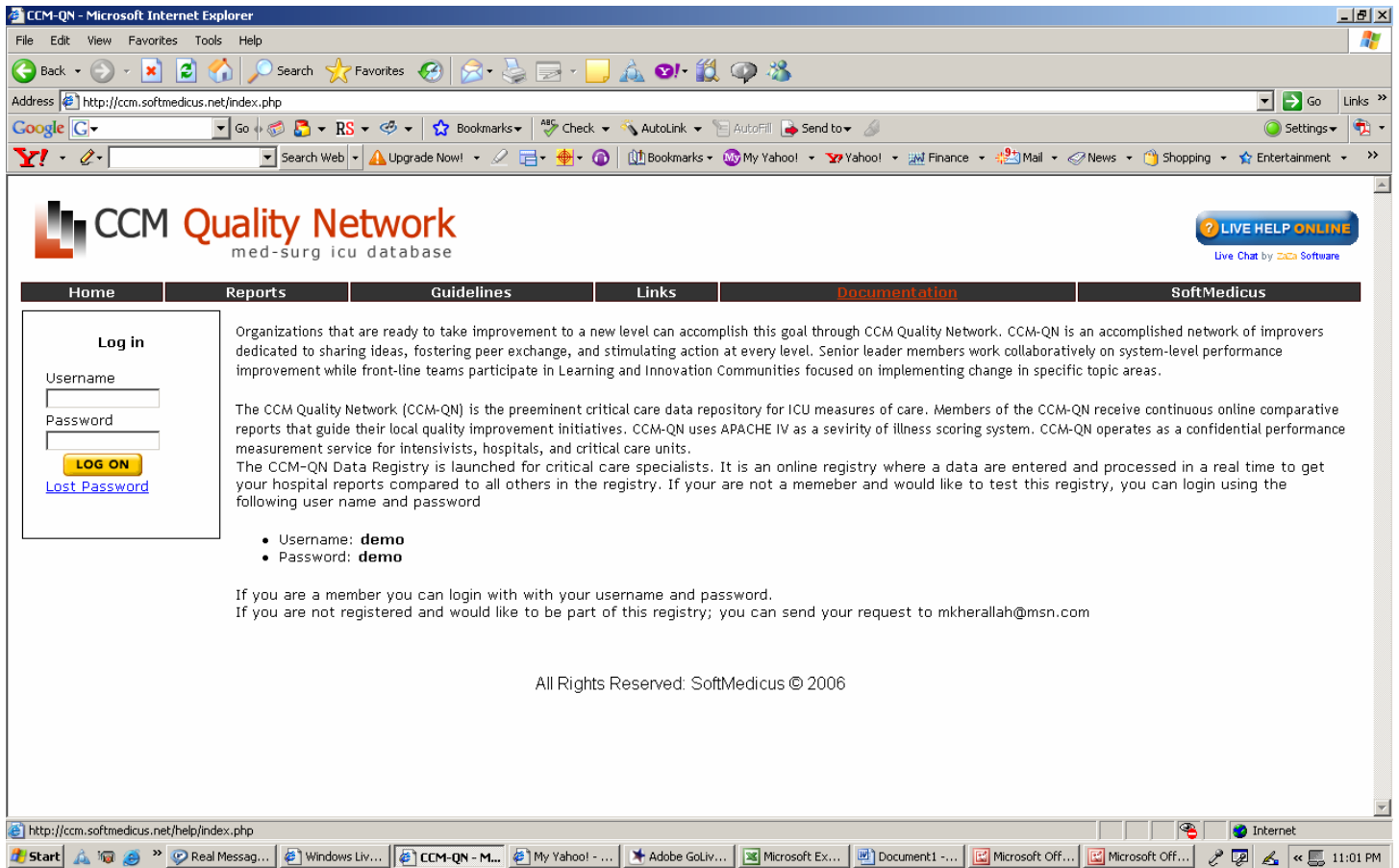


Figure 1

## Changing Password

Once you login, click on Change Password link in the side menu, enter your old password and provide the new password that need to be between 4-13 characters and must be confirmed. Click on submit, logout and then login with your new password (Figure 2).

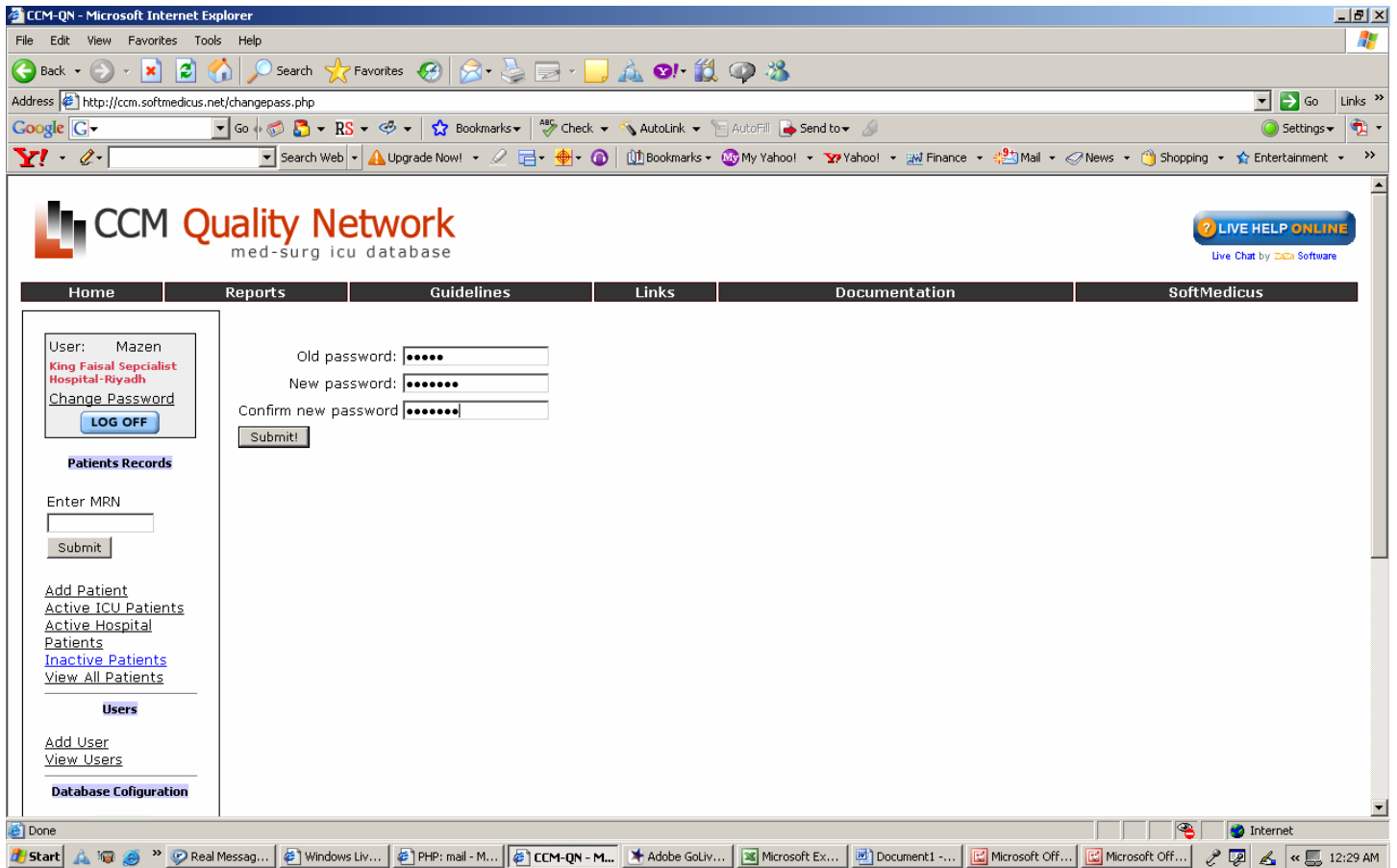


Figure 2

### Changing Screen Name

Changing screen names can only be done through the edit mechanism available to the administrator of the hospital. Details are provided in the section of database configuration.

### Forgotten Password

Click on Lost Password link available in the login page, enter your username and your e mail address that is stored in our database and click on submit. A new password will be sent to your e mail. You can change this password later. (Figure 3)

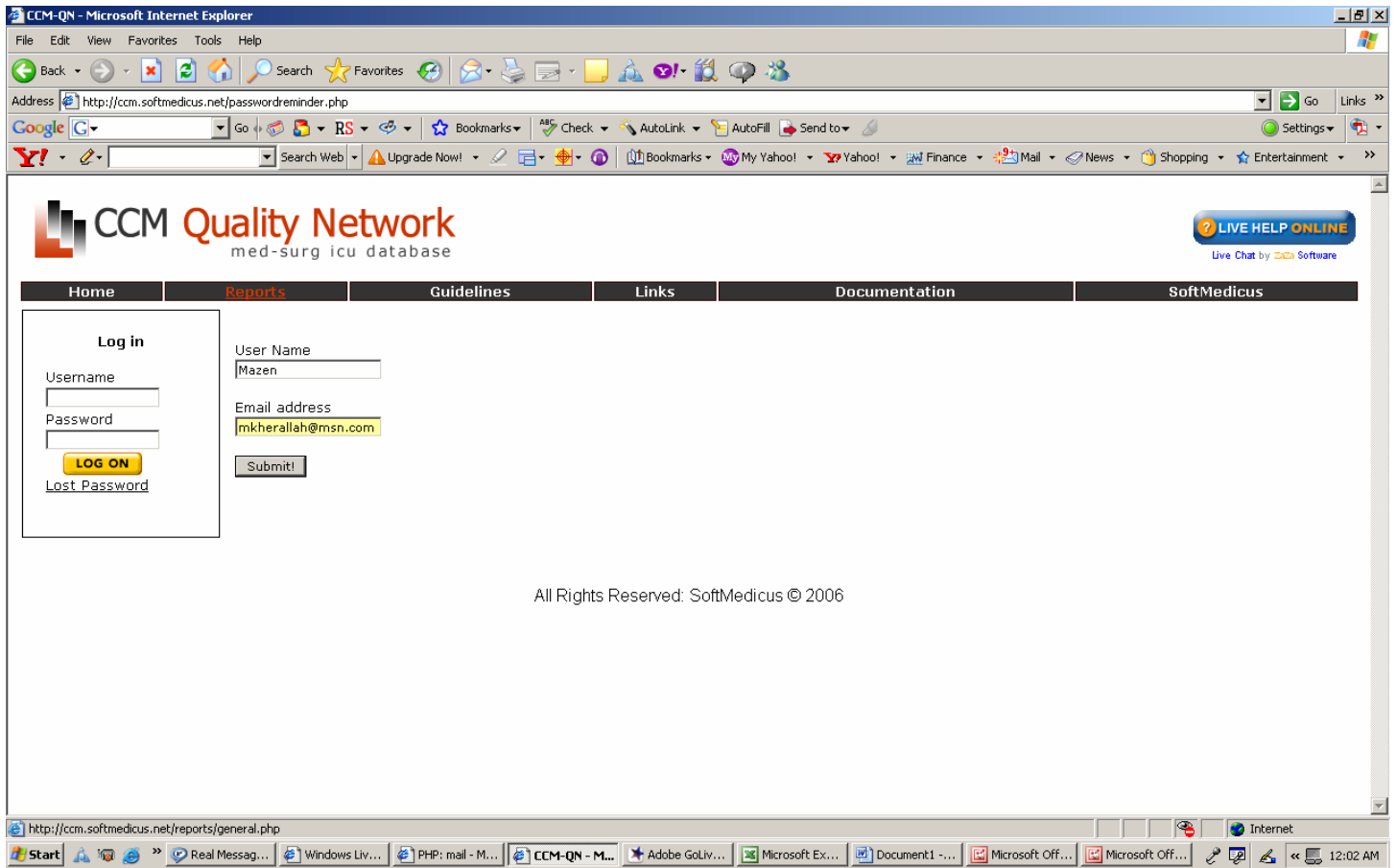


Figure 3

## Database Users

The hospital database administrator has privileges to add new user, view users, and edit user

### Add User

Click on Add user, enter the following information (Figure 4):

- The desired user name
- The Password: any characters with a maximum length is 13 and minimum 4
- Confirm the password
- E mail address
- Real name: first name, last name: James, Smith
- The hospital name will be automatically posted
- Choose the privilege level to be granted to the user
- Click on Submit button
- Once accepted, you will be taken to View Users page, and the new user will appear in the list

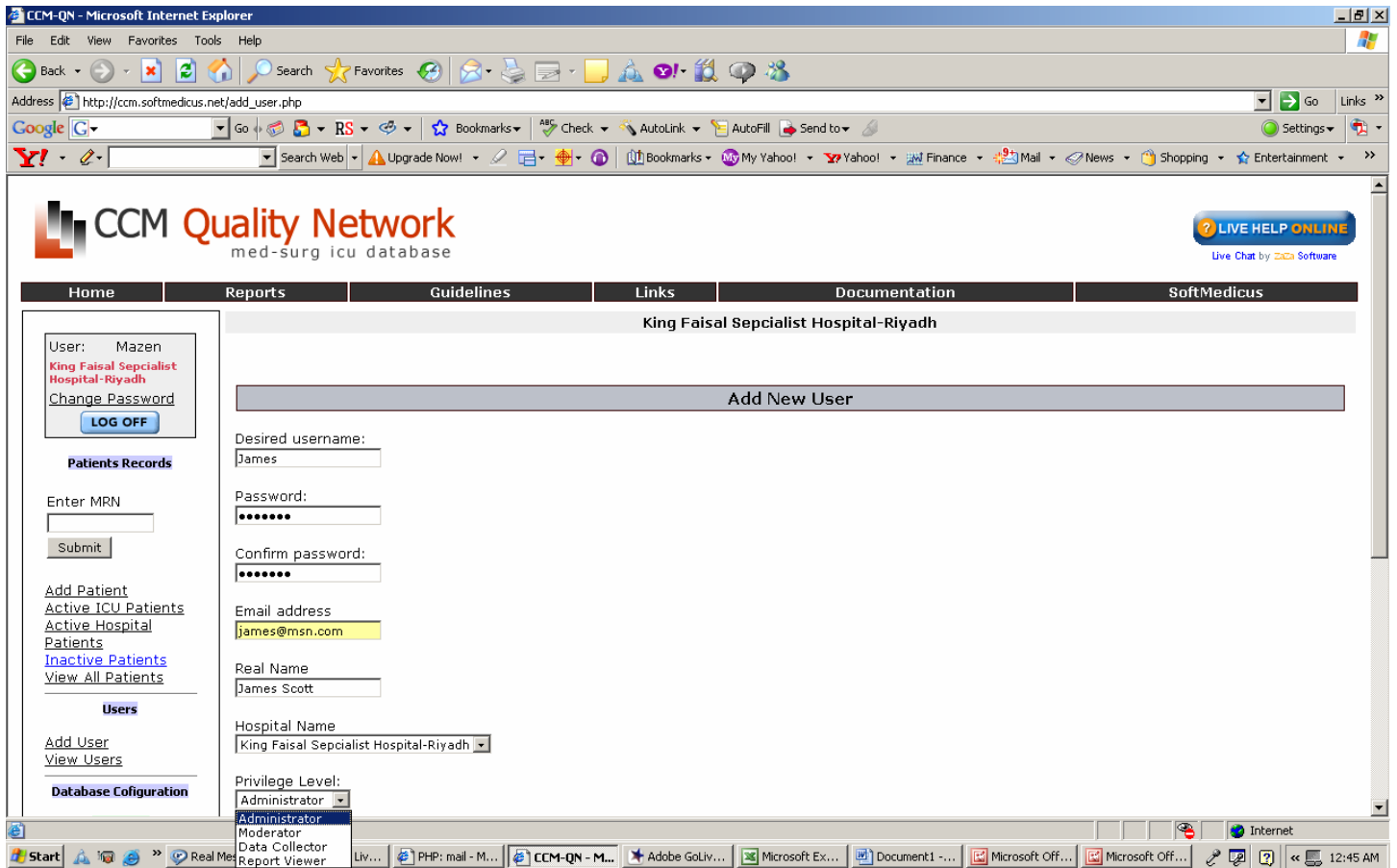


Figure 4

### View/Edit Users

In the View/Edit User page, you will see a list of all the users of the database in your hospital, with the ability to edit or delete a specific user. The list can be rearranged by clicking on the header name of each column. Username, Real name, email and privilege level can all be edited. (Figure 5)

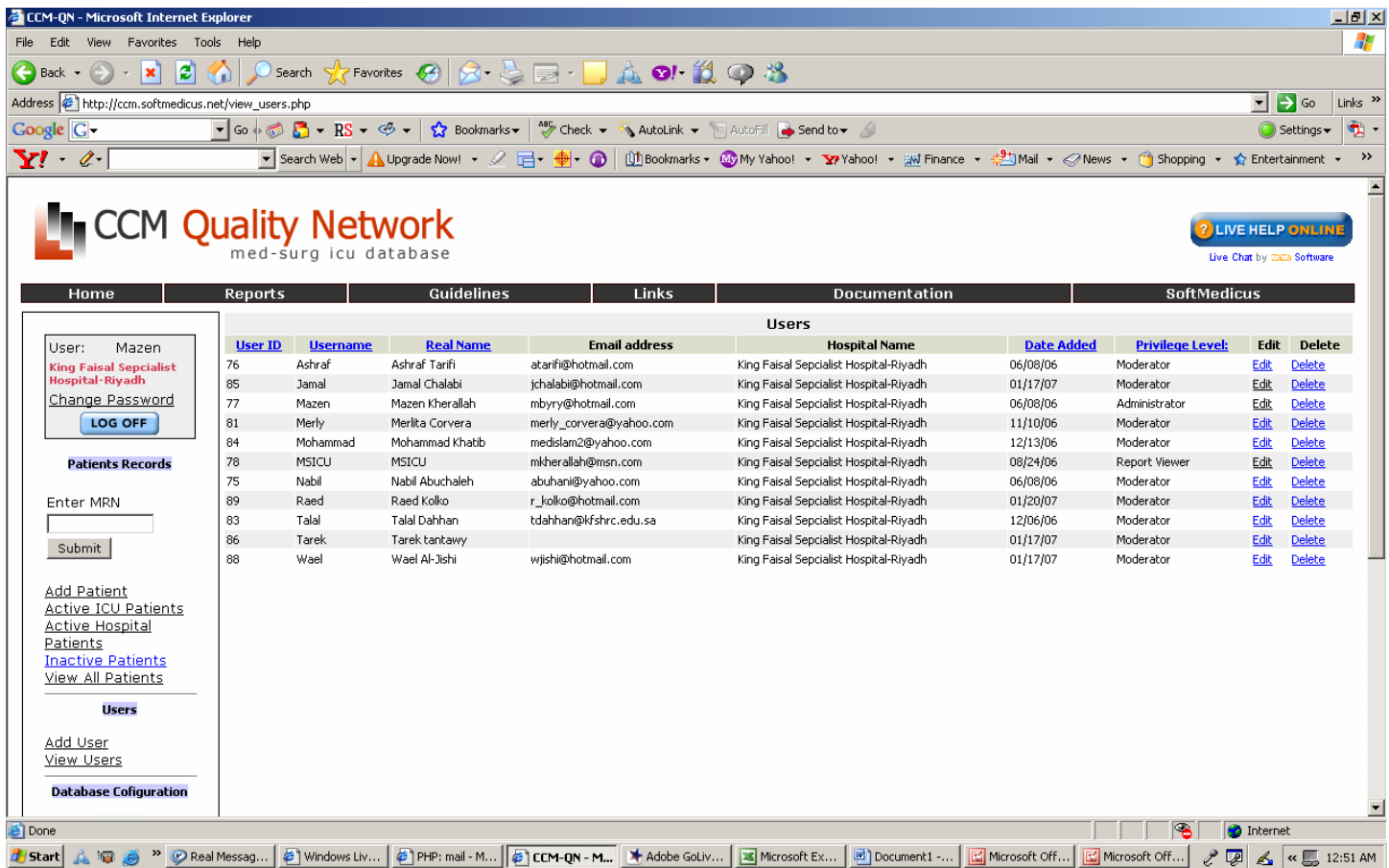


Figure 5

## Database Configuration

### Variables:

Database variables and dropdown lists can be configured for your hospital needs through the database configuration tool. At this stage the followings are available:

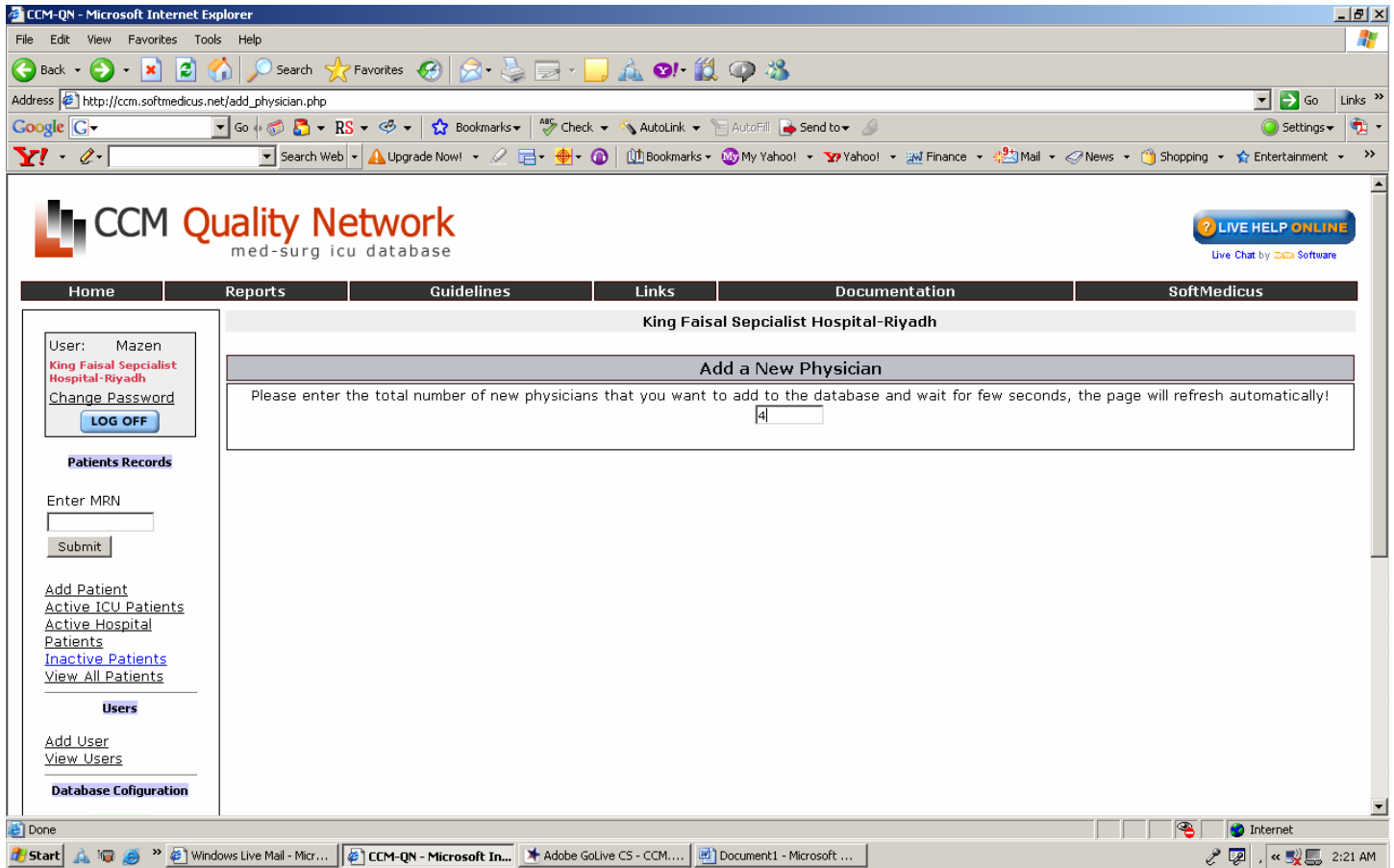
- Add Physician: lets you add the names of the admitting physicians in your hospital that will be retrieved to the drop down menu of the admitting physician in the data entry forms.
- Add Intensivist: lets you add the names of the critical care physicians in your units that will be retrieved to the drop down menu of the admitting intensivist in the data entry forms.
- Add Origin: lets you add the names of the different geographic areas and units in your hospital where the patients would come from to your unit. These will be retrieved to the drop down menu of the patients origin in the data entry forms.
- Add Unit: lets you add the names of the critical care units in your hospital (i.e. MSICU, SICU, CCU,...) that will be retrieved to the drop down menu of the corresponding field in the data entry forms.
- Add Event: lets you add the names of the events that you are interested in tracking in your unit for quality and monitoring purposes (i.e., HIT, CVA, CPR,...) These will be retrieved to the drop down menu of the corresponding field in the data entry forms.
- Add Support: lets you add the names of the different support modalities that you are interested in tracking in your unit for quality and monitoring purposes (i.e., CRRT, Dobutamine, Neosynephrine,

Xigris,...) These will be retrieved to the drop down menu of the corresponding field in the data entry forms

- Add Insurance: lets you add the names of the different insurance companies in your areas. These will be retrieved to the drop down menu of the corresponding field in the data entry forms

### **How it Works?**

Click on the corresponding link that you want to modify, enter the number of the new entries you want to add (Suppose that you want to add 4 new physicians to the system, click on Add Physician link and enter the number “4” then move the cursor away and wait without hitting enter) (Figure 6)



**Figure 6**

A new window will open automatically that has the same number of fields that you specified in the previous window (in our example it will be 4 fields). Enter the names corresponding to the database variable that you desire to configure (in our example, it will be 4 physician names). (Figure 7)

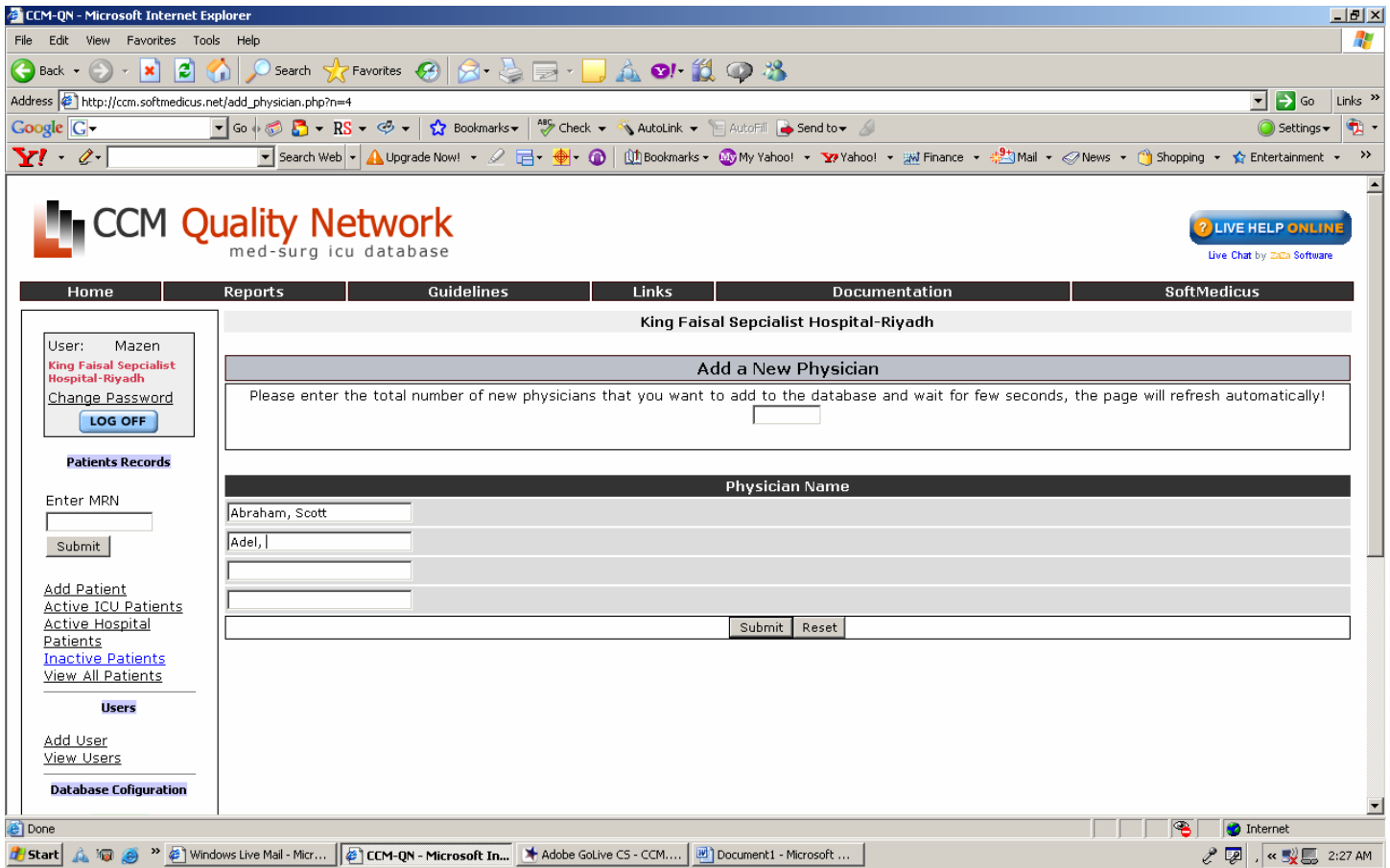


Figure 7

Click Submit, and data will be stored in the database and you will be taken to the View page of the corresponding variable. You can delete the specific entry only, no Edit mechanism is provided.

You can follow the same mechanism for any of the other variables that you desire to configure.

Note that, your entry will be specific to your hospital and will not be shared by other hospitals in the network.

## Working with Patient Records:

### Add a New Patient:

- To add a new patient to the system, you first need to create a patient chart (Figure 8). You need to enter information related to:
  - MRN
  - Last Name
  - First Name
  - Date of Birth
  - Patient's gender
  - Patient's race
  - Insurance and method of payment

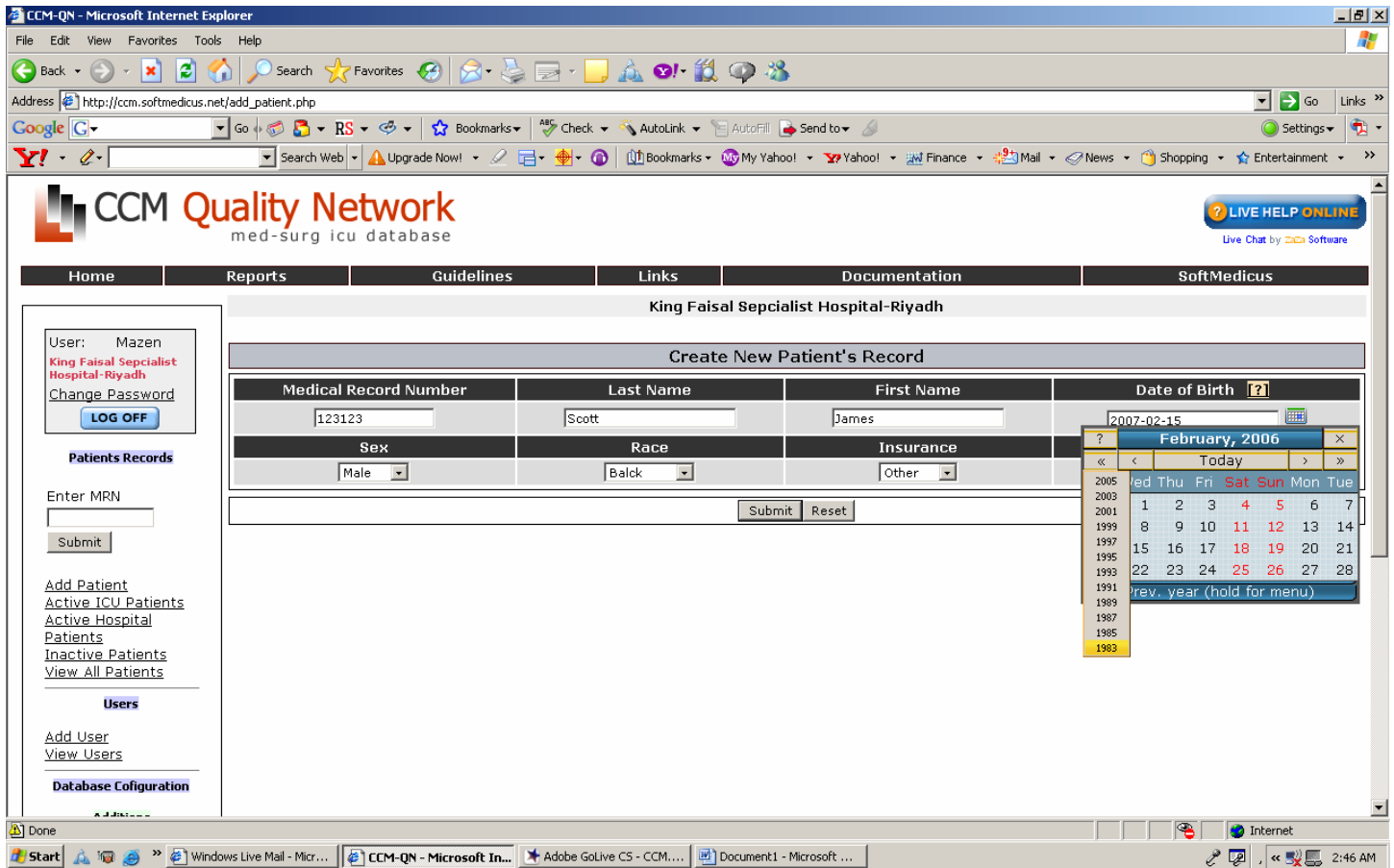


Figure 8

- Click on the submit button, you will be automatically taken to “Add Hospital Admission “ form, enter the following information (Figure 9):
  - Hospital admission date
  - Admitting service
  - Admitting physician
  - Admitting diagnosis
  - Chronic health conditions (check all what applies)

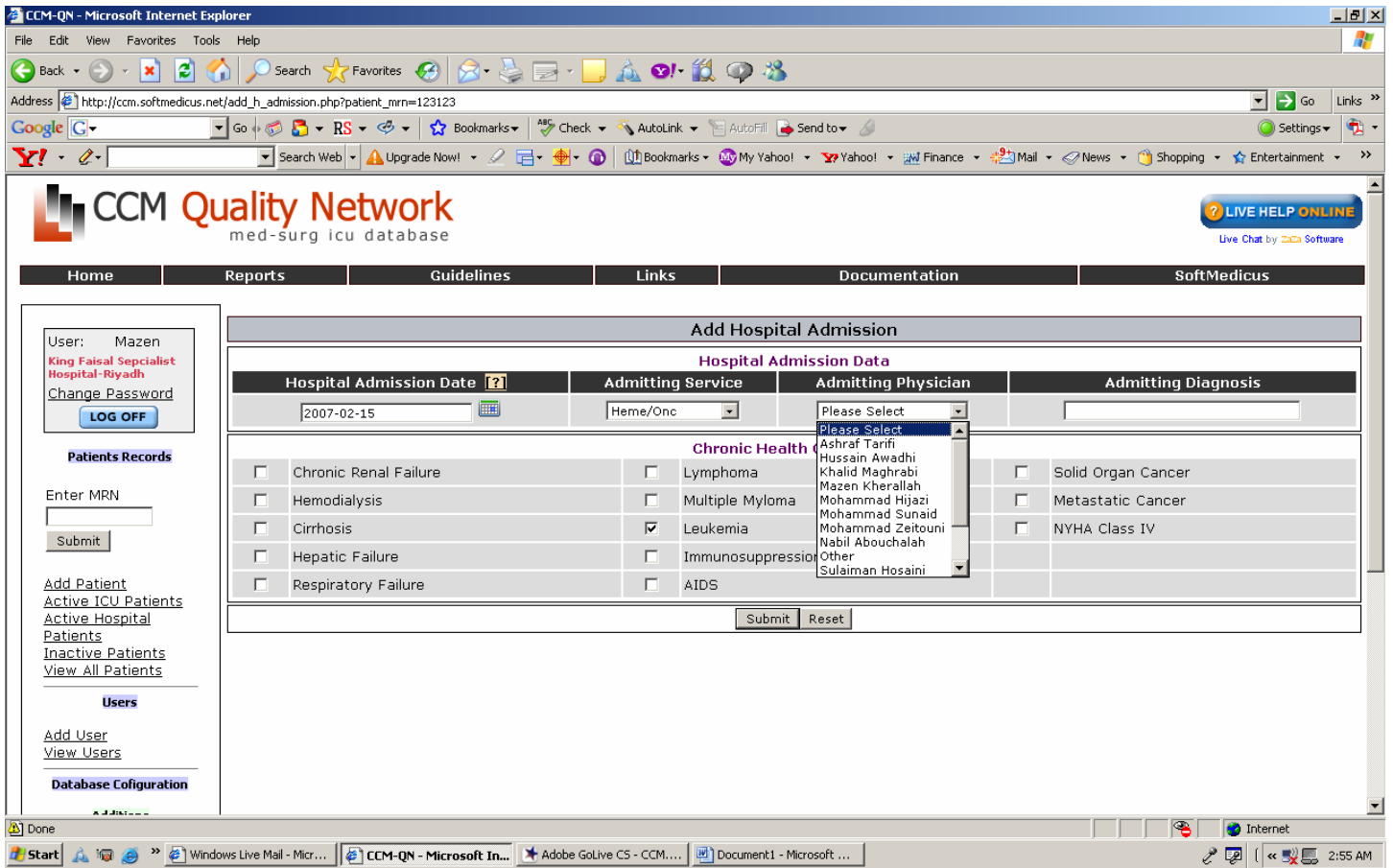


Figure 9

- Click submit and you will be taken directly to the hospital chart with the red header and has all the information that you entered plus the ability to edit this information and an “Add ICU Admission” button (Figure 10)

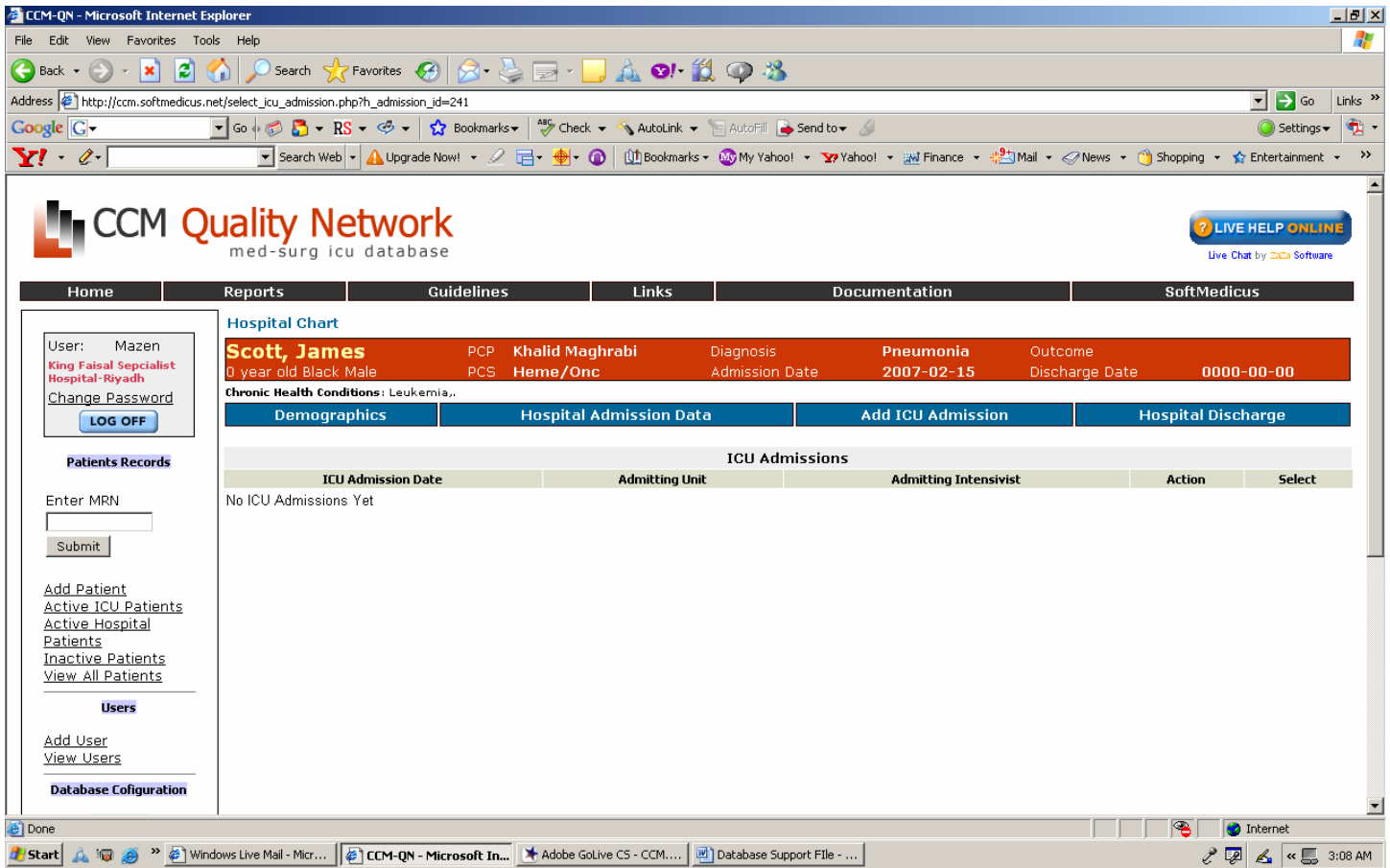


Figure 10

- Click on “Add ICU admission” to create an admission to the intensive care unit. Note that each patient may have multiple ICU admissions during his hospital stay. Fill in the required information (Figure 11)
  - Name of the critical care unit
  - Bed number
  - Date and time of ICU admission
  - General admission source
  - Specific area in the hospital where the patient was admitted from
  - Admission type
  - Admitting intensivist
  - Admission diagnosis from dropdown list
  - Functional status prior to ICU admission
  - CPR status prior to admission

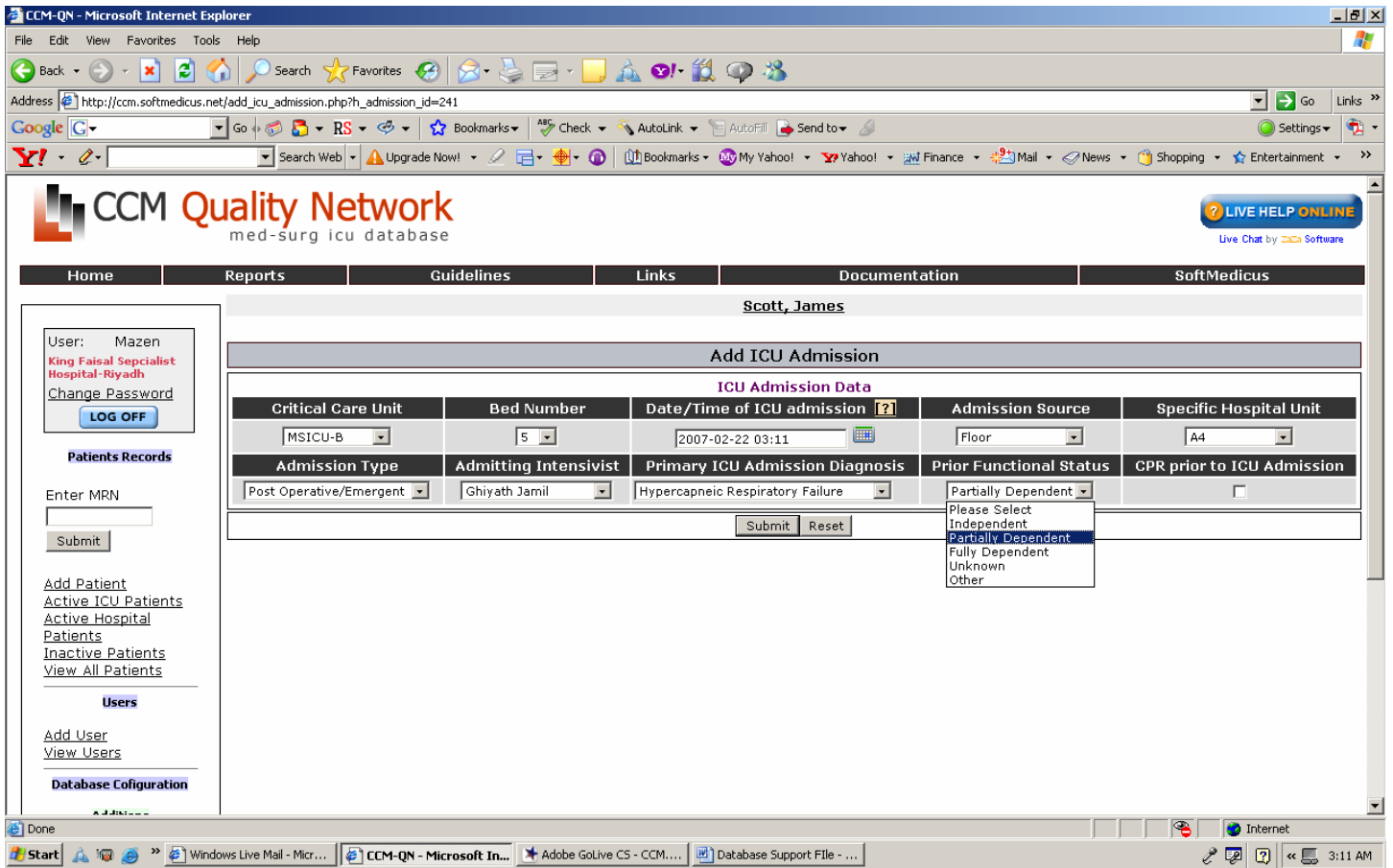


Figure 11

- Click on submit, and you will be taken back to the hospital chart with the ICU admission added to the list of ICU admissions. (Figure 12)

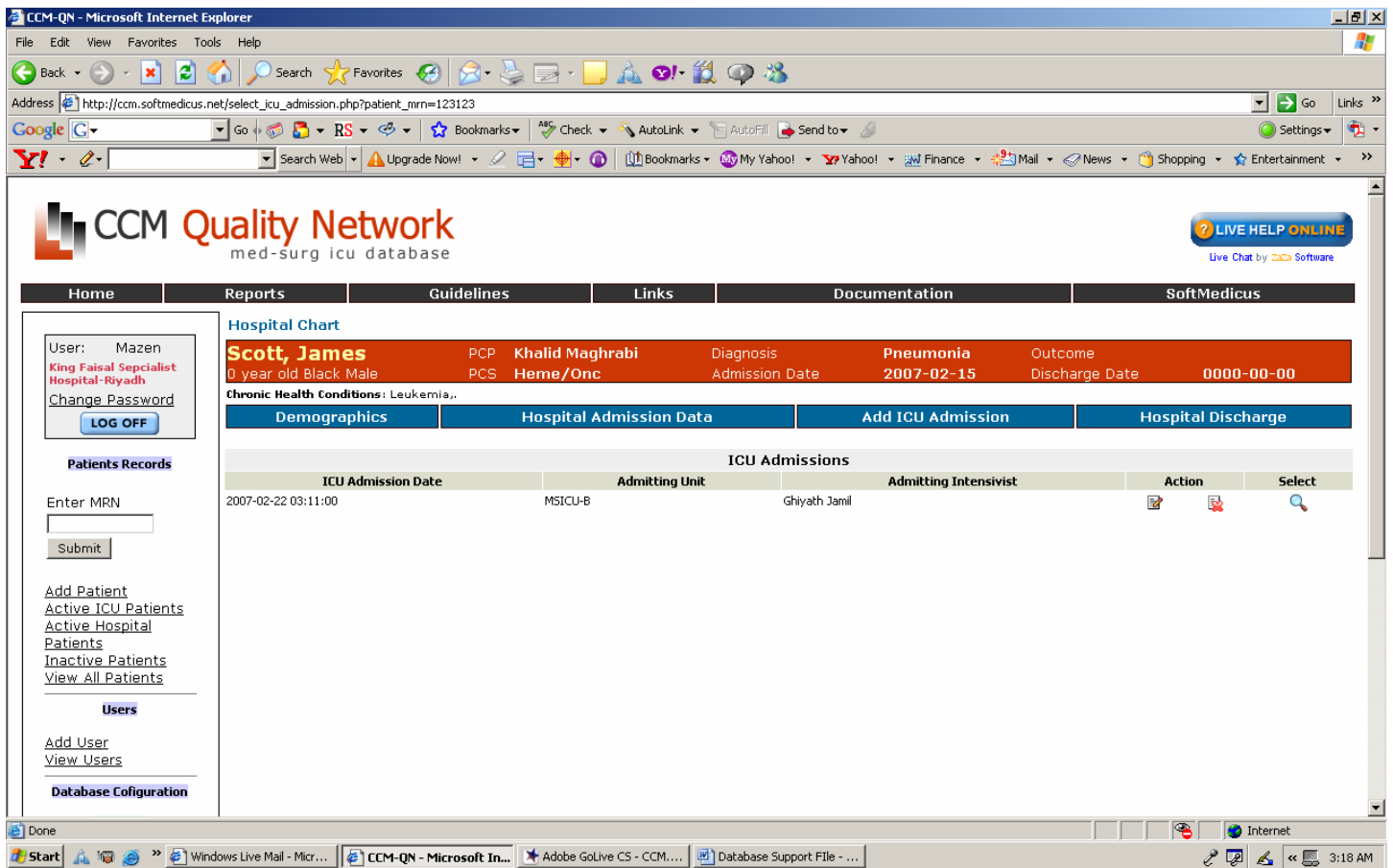



Figure 12

- Click on select icon  to select the added ICU admission, and you will be taken to the ICU chart that has a green header and contains all the entered information for the ICU admission in addition to following modules: (Figure 13)
  - Scoring system module
  - ICU Admission Diagnosis Module
  - Sepsis and Infectious Events Module
  - Procedure module
  - Ventilation module
  - ICU Events Module
  - Support and Therapies Module
  - Blood Transfusion Module
  - Nutrition Module

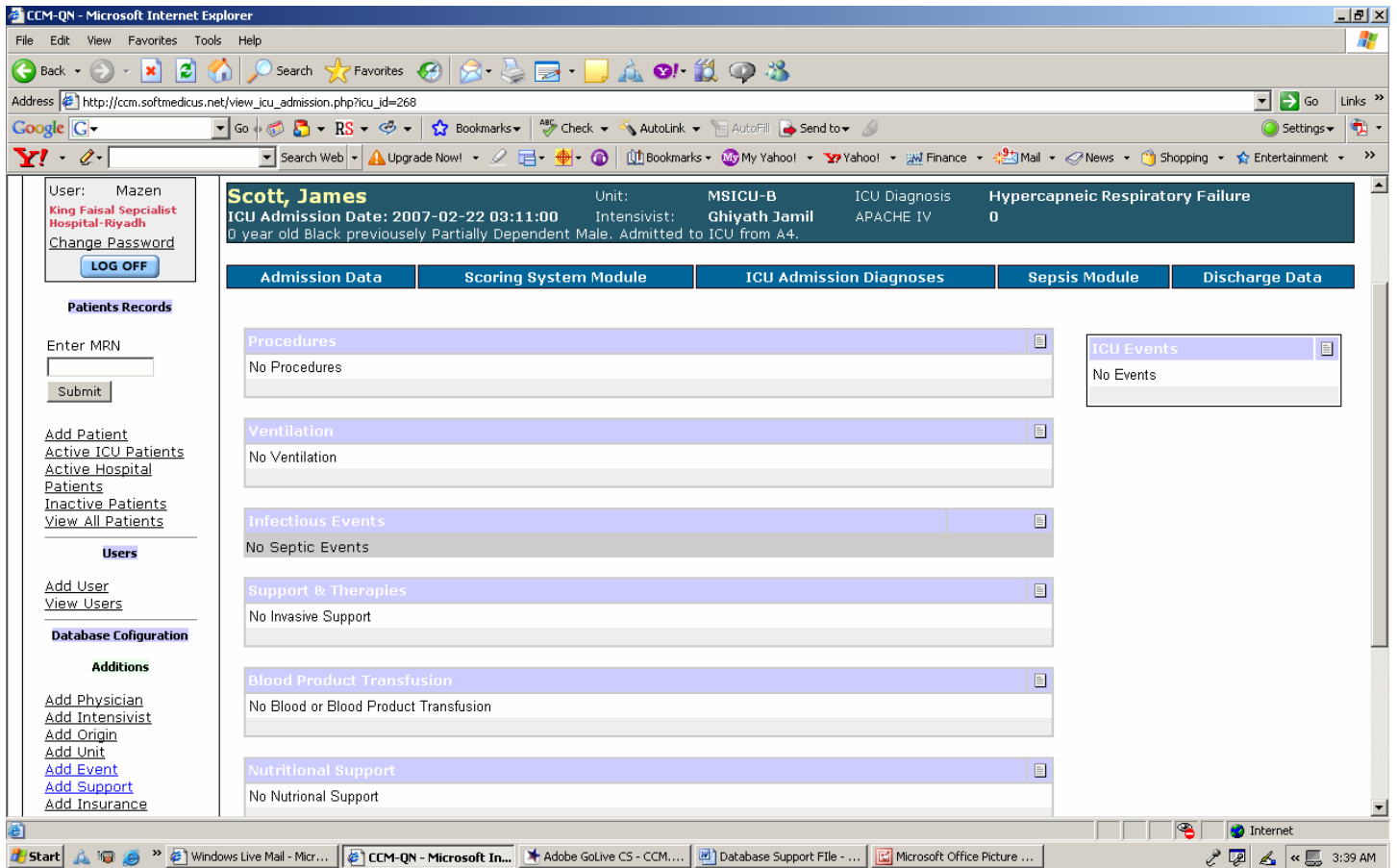



Figure 13

- You can add a specific module by clicking on the link or on  icon; a data entry form related to the module will open, enter the required information and click “submit”. All the entered data will be presented to you in the main ICU chart. (Figure 14)

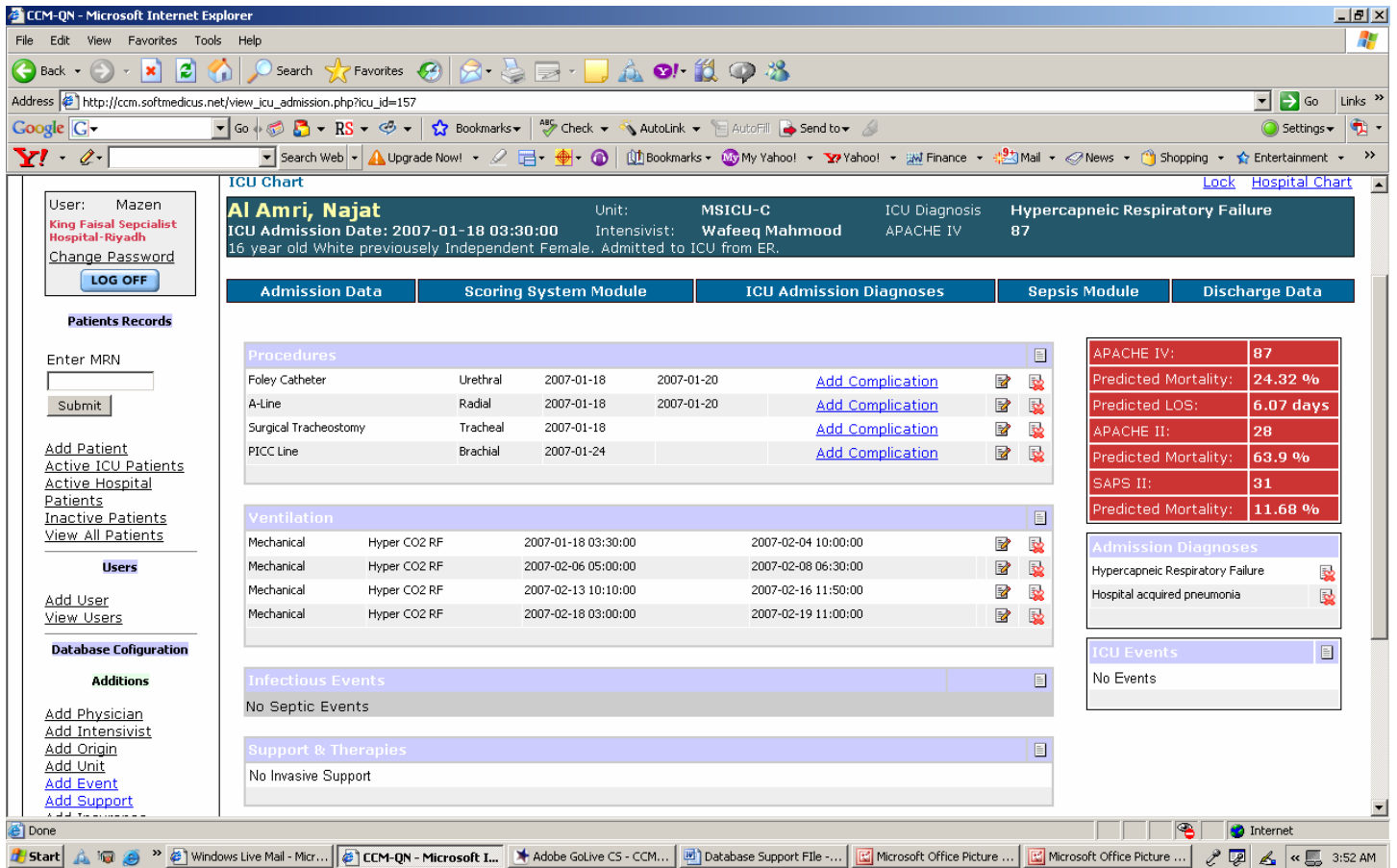


Figure 14

## Data Validation Tool:

The data entry forms are enriched with a validation tool to ensure accurate data entry on most of the required fields for the integrity of the database. Once a missing data is encountered you will be prompted with a warning that an action is required prior to saving the information. (Figure 15)

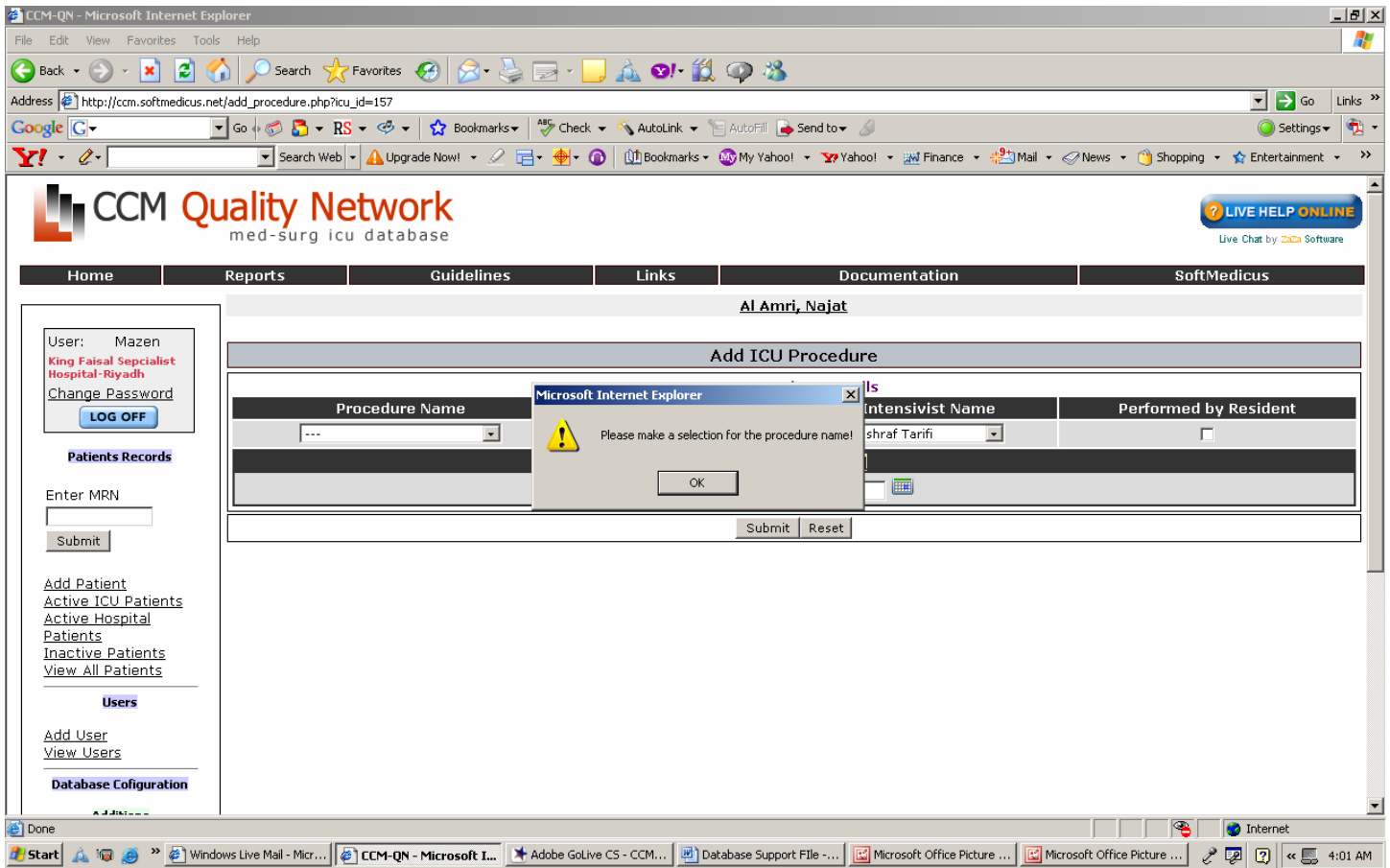






Figure 15

## Icons:

Icon	Action
	Select Chart
	Add data
	Delete data
	Edit data

## ToolTips:

The website will be empowered with tool tips that will give help and tips to guide the data collector for appropriate selection and data entry

## Calendar Features

### Changing Months/Years

Use the navigation buttons ("<<", "<", ">", ">>") to move to the previous or next month or year. Keep the mouse button pressed over one of these buttons to get a drop-down menu with a list of months/years.

?	June, 2005						X
«	<	Today				>	»
2004	un	Mon	Tue	Wed	Thu	Fri	Sat
2002					1	2	3
2000							4
1998	5	6	7	8	9	10	11
1996	12	13	14	15	16	17	18
1994	19	20	21	22	23	24	25
1992	26	27	28	29	30		
1990							
1988	rev. year (hold for menu)						
1986							
1984							
1982							

### Today and History

Click on the today button and it will take you to today's date. Keep it pressed and it will show you your last ten choices. You can select one of these as your choice.

?	June, 2006						X
«	<	Today				>	»
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
21					1	2	3
22	4	5	6	7	8	9	10
23	11	12	13	14	15	16	17
24	18	19	20	21	22	23	24
25	25	26	27	28	29	30	
Go Today (hold for history)							

### Changing the first day of the week

You can click on "Mo", "Su", etc. to make that day the first day of the week. This change is persistent and will apply to other Zapotec DHTML Calendars on your site.

?	June, 2006						X
«	<	Today				>	»
wk	Sat	Sun	Mon	Tue	Wed	Thu	Fri
21						1	2
22	3	4	5	6	7	8	9
23	10	11	12	13	14	15	16
24	17	18	19	20	21	22	23
25	24	25	26	27	28	29	30
Select date							

### Keyboard Navigation

Use the keyboard to select dates (does not work with Opera 7 or Konqueror/Safari). The following keys are available:

← , → , ↑ , ↓ -- select date

CTRL + ← , → -- select month

CTRL + ↑ , ↓ -- select year

SPACE -- go to today date

ENTER -- accept the currently selected date

ESC -- cancel selection

### **Moving the DHTML Calendar**

You can drag the "status bar" (where the tooltips show) or title bar (where the currently selected month/year show) to move the whole calendar.

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