eCase Cheat Sheets
Agency - Personal Carer Guide

Contents

LOGIN

Username   **XXXXX**

And

Password   **xxxxxx**

LOGIN DETAILS ARE PROVIDED BY CARE MANAGERS AND ARE SPECIFIC TO EACH UNIT

HOT KEYS

No matter where you are in eCase, the hot keys are a quick way to return to the list of residents, the main screen and the work log.

Quick links

eCase Logo – takes user to search/home page   **Solutions for Health & Well Being** – work log (tasks to complete)   **Health Metrics** logo- Point of Care (POC)
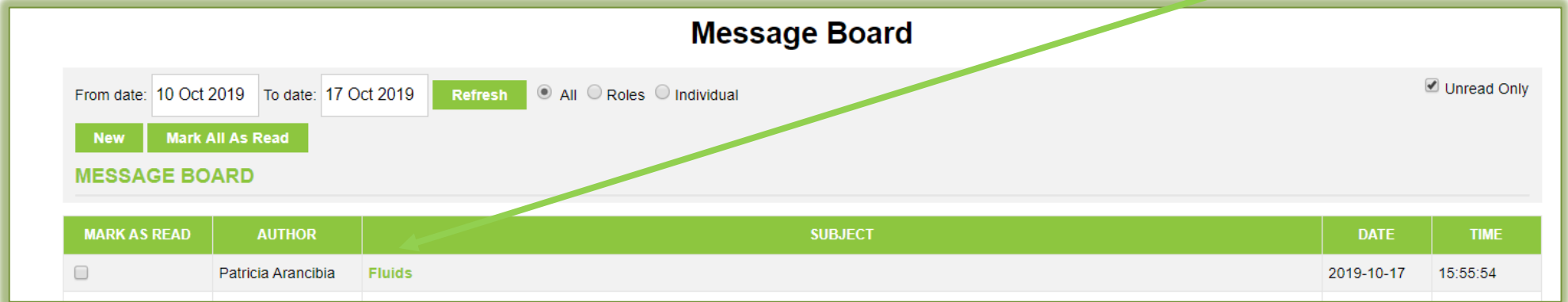

[Logout] - Logout of session   **WIKI –** Comprehensive Online eCase Guide   **MB** – Message Board

MESSAGE BOARD

The message board will open when you initially login to the system if someone has left you a message. To acknowledge message, you must open and read the message left for you by selecting the subject.
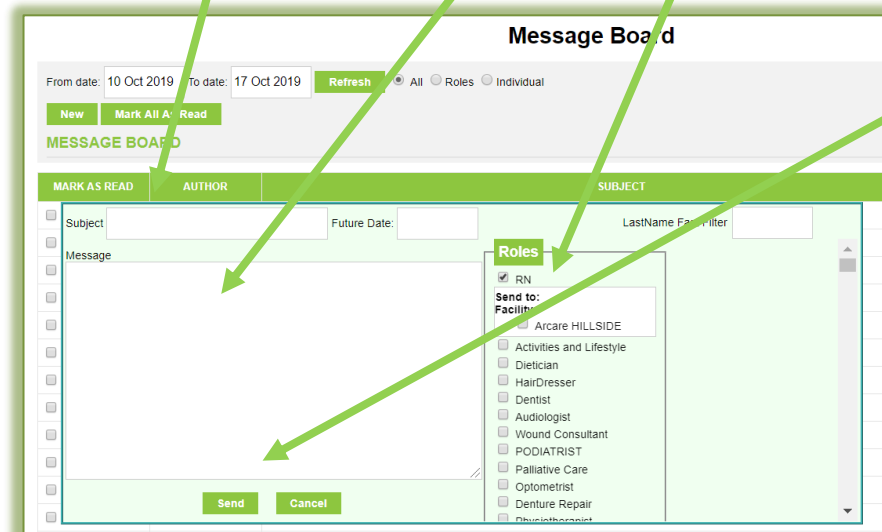
You should also view the message board periodically throughout the shift to view any messages that may have been sent.

To send a message select NEW, enter all details including Subject, complete body of message and to whom the message is to be sent to. Select Send.
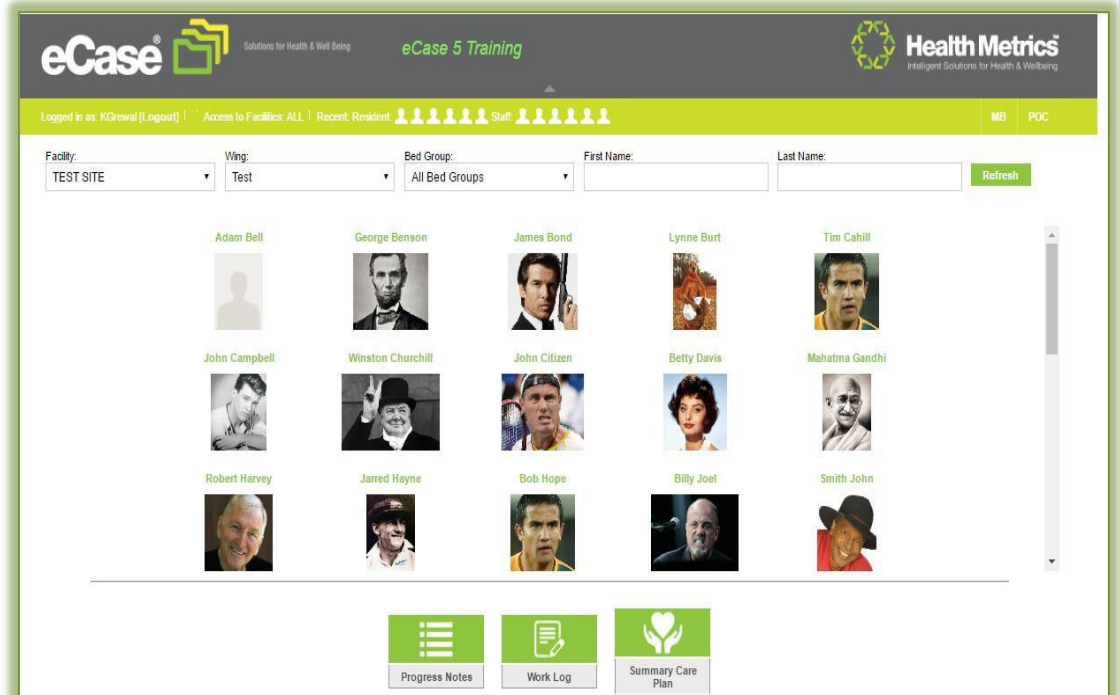
POC – Point of Care

POC can be accessed via the Health Metrics logo or by selecting the POC button which will provide a gallery of all residents.

Select Facility, Wing and bed group from filter and Refresh, select the resident by clicking on their photo.

Then click on the item you wish to access

- Progress Notes
- Work Log
- Summary Care Plan

WORK LOG

EVERY STAFF MEMBER MUST COMPLETE ALL TASKS FROM THE WORK LOG FOR THEIR SHIFT

Every resident will have their care requirements listed in the work log. **It is important that these tasks are acknowledged as your shift progresses AFTER each chart or task is completed.**

Each task has a link to the relevant chart/assessment/register, click on it to complete.

E.g. When you click on the Bowel Chart link, the page opens for you to make your entry.

⊞ Expand

☐ Show graphic legend

Type 1	Separate hard lumps like nuts (hard to pass)	**Type 6**	Fluffy pieces with ragged edges, mushy stool
Type 2	Sausage-shaped but lumpy	**Type 7**	Watery, no solid pieces ENTIRELY LIQUID
Type 3	Like a sausage but with cracks on its surface	**U**	Unseen
Type 4	Like a sausage or snake, smooth and soft	**BNO**	Bowels not open
Type 5	Soft blobs with clear-cut edges (passed quickly)	**A**	Absent

DATE	TIME	TYPE OF BOWEL	BOWEL SIZE	INCONTINENT	AUTHOR	ROLES	
4 May 2017	13:00	Type 3 ⌄	Large ⌄	Yes ⌄	J1	PC/AIN	x
4 May 2017	11:00	Type 4 ⌄	Small ⌄	Yes ⌄	J2	PC/AIN	x
4 May 2017	10:00	Type 4 ⌄	Medium ⌄	No ⌄	J1	PC/AIN	x
3 May 2017	11:33	Type 2 ⌄	Large ⌄	Yes ⌄	J3	PC/AIN	x
3 May 2017	11:26	Type 1 ⌄	Small ⌄	Yes ⌄	J3	PC/AIN	x
21 Apr 2017	09:30	Type 4 ⌄	Medium ⌄	Yes ⌄	J1	PC/AIN	x
7 Apr 2017	10:00	Type 7 ⌄	Medium ⌄	No ⌄	n2	PC/AIN	x
5 Apr 2017	11:00	Type 3 ⌄	Small ⌄	⌄	J2	PC/AIN	x
5 Apr 2017	09:00	Type 3 ⌄	Small ⌄	Yes ⌄	at	RN	x
5 Apr 2017	HH:MM	Type 1 ⌄	Medium ⌄	Yes ⌄	J2	PC/AIN	x
							+

1 2 3 4 5 6 **Next** **Last**

Save | **Cancel** | **Print**

To add a new entry into the chart, click on the small plus symbol (+)

Select the date from the dropdown calendar, enter the time using 24-hour clock notation and select the type, size of bowel motion, whether the client was incontinent from the dropdown options.

Remember to then click on the '**save**' button to record your entry.

On the next page, click **'check all'** to confirm you've completed the task and then click '**save**'.

The next page asks the user to confirm that they have completed the task. Select '**check all**' and then click '**save**'.

This will then take you back to the **work log** which will show you your remaining tasks.
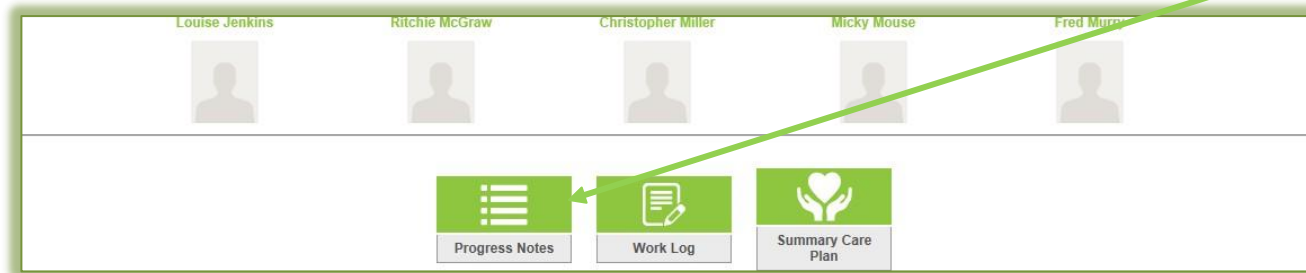
PROGRESS NOTES

There are 2 ways to get to the progress notes page.

1) Go to your clients profile page and then click on the **progress notes** option on the resident functions tab

2) Go to the **Point of Care (POC)** and click on your clients photo, you will see a grey highlighted box appears and then click on the box 'progress notes'

To make an entry in the progress notes, click on the progress notes tab and then click on the '**add**' button to make a new entry.

| 68 | 19 Apr 2016 01:33 PM | Fall, | | Ipapettas | RN, Health Metrics Consultants | | ○ |
| 56 | 17 Apr 2016 12:19 PM | Pathology/xray referral | | AYuan | RN | | ○ |

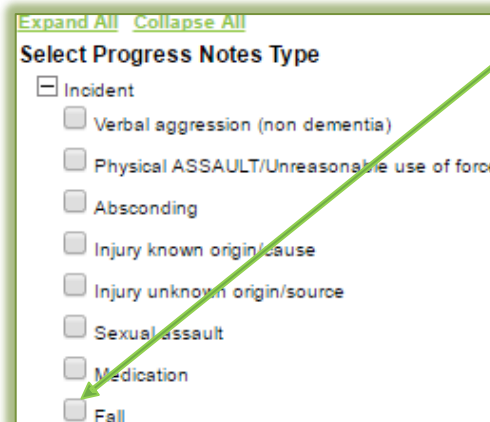| Add | View | Print All | Print | Remove | Cancel |

Use the fast filter entering key word to easily find the heading you are looking for. When you have found the key work select by ticking in the box

Filter Progress Notes Type

Expand All Collapse All
Select Progress Notes Type
⊞ Incident
⊞ Infections
⊞ Resident of the Day
⊞ Dr's Notes
⊞ Allied Health
⊞ Pharmacy
⊞ Leisure and social
⊞ Behaviours
⊞ ADL's
⊞ Complex health care
⊞ Acute/Clinical Event
⊞ Restraint
⊞ Movement
⊞ Care charting
⊞ Medication Management
⊞ Referral
⊞ Resident/relative case conference
⊞ ACFI review
⊞ Family contact
⊞ Care assessments
⊞ Medical
⊞ Appointments
⊞ RN Review
⊞ Dental Health
⊞ Palliative Care
⊞ Results
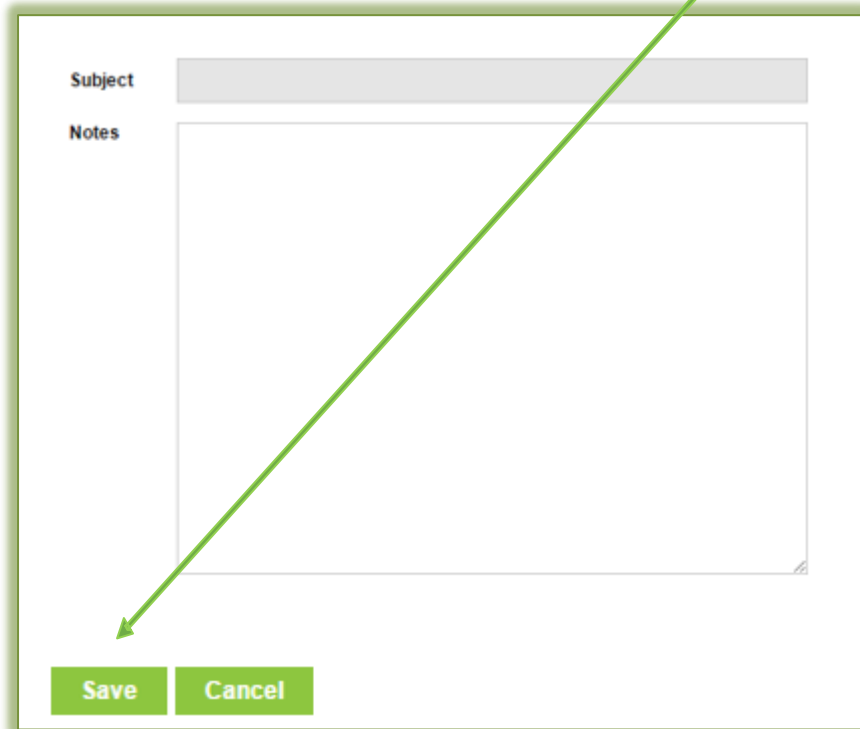
Expand All Collapse All
Select Progress Notes Type
⊟ Incident
☐ Verbal aggression (non dementia)
☐ Physical ASSAULT/Unreasonable use of force
☐ Absconding
☐ Injury known origin/cause
☐ Injury unknown origin/source
☐ Sexual assault
☐ Medication
☐ Fall

Write the progress note into the free text box. Then click '**save**'.

The system will then take you to the work log to complete all required follow-up tasks for the progress note selected