




eCase Cheat Sheets


Agency - Personal Carer Guide

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**Health Metrics™**
Intelligent Solutions for Health & Wellbeing

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LOG IN

Session expired. Re-login.

[Forgot your password?](#)

LOGIN

LOGIN

Username **XXXXXX**

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)



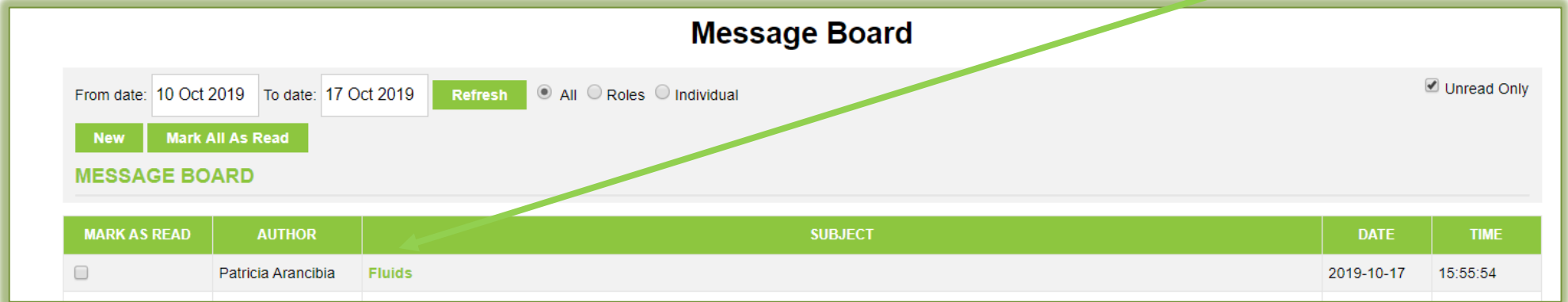
[Logout] - Logout of session

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.



Message Board

From date: 10 Oct 2019 To date: 17 Oct 2019 **Refresh** ☒ All ☐ Roles ☐ Individual ☒ Unread Only

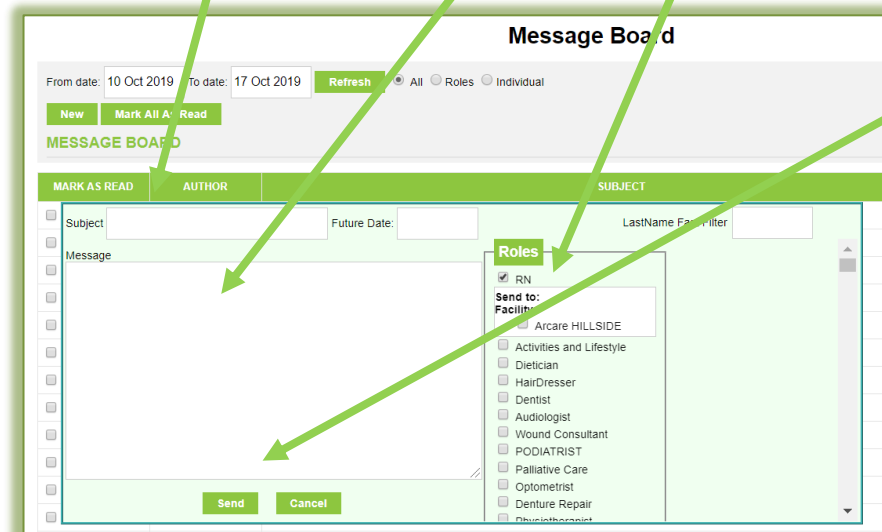
New **Mark All As Read**

MESSAGE BOARD

MARK AS READ	AUTHOR	SUBJECT	DATE	TIME
<input type="checkbox"/>	Patricia Arancibia	Fluids	2019-10-17	15:55:54

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.



Message Board

From date: 10 Oct 2019 To date: 17 Oct 2019 **Refresh** ☒ All ☐ Roles ☐ Individual ☒ Unread Only

New **Mark All As Read**

MESSAGE BOARD

MARK AS READ	AUTHOR	SUBJECT
<input type="checkbox"/>		

Subject: Future Date: LastName Filter:

Message:

Roles

☒ RN

Send to:

☐ Facility

☐ Arcare HILLSIDE

☐ Activities and Lifestyle

☐ Dietician

☐ HairDresser

☐ Dentist

☐ Audiologist

☐ Wound Consultant

☐ PODIATRIST

☐ Palliative Care

☐ Optometrist

☐ Denture Repair

☐ Physiotherapist

Send **Cancel**

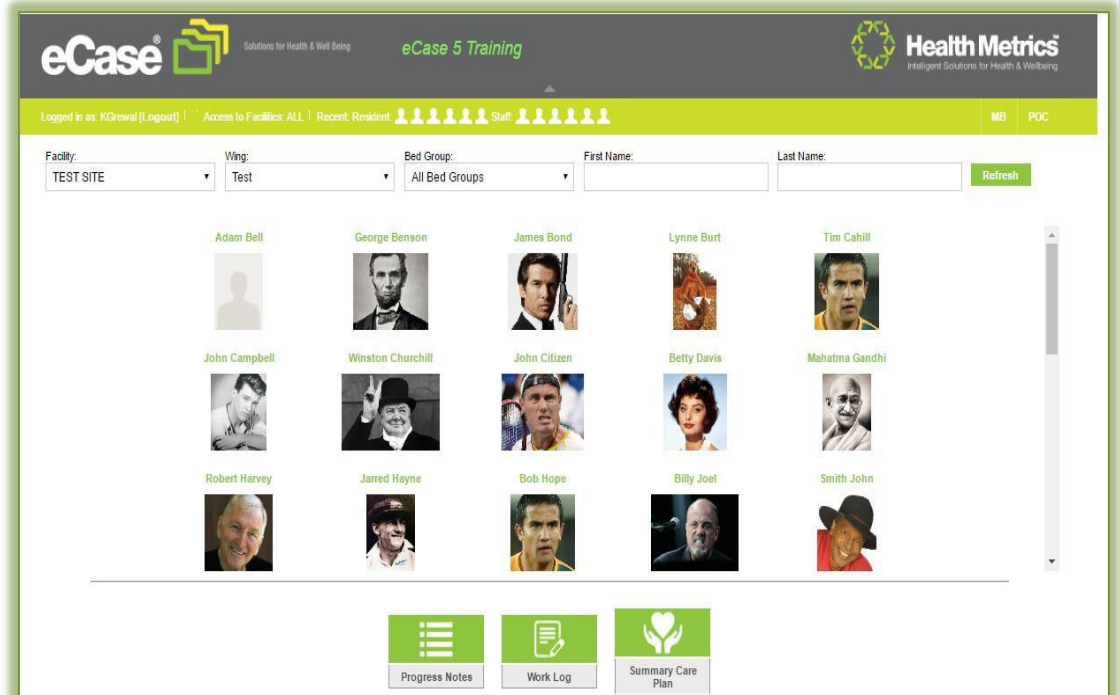
POC – Point of Care

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

The screenshot displays the 'eCase 5 Training' interface. At the top, it shows the user is logged in as 'KGrewal' and has access to facilities 'ALL'. The 'Work Log' section is active, showing tasks for two residents: CONTI Alexander and COOLER Leslie. Each resident's tasks are listed in a table with columns for task name, status, document icon, time, and role. A green arrow points to the document icon for the 'Chart review: Complete Bowel chart' task for COOLER Leslie.

Resident	Task	Status	Document Icon	Time	Role
CONTI Alexander	Behaviour Management : Behaviour Chart Review	Not Started		09:00	RN
	ACFI : ACFI -CONTINENCE	Not Started		09:00	EN, PC / AIN, RN
	Behaviour Management : Behaviour Chart Review	Not Started		13:00	RN
	ACFI : ACFI -CONTINENCE	Not Started		13:00	EN, PC / AIN, RN
	Chart review : Complete Bowel chart	Not Started		13:00	EN, PC / AIN, RN
COOLER Leslie	Complex health procedures : Wound management	Not Started		HH:MM	EN, RN
	Complex health procedures : Cold Packs	Not Started		HH:MM	EN, PC / AIN, RN
	ACFI : ACFI -CONTINENCE	Not Started		09:00	EN, PC / AIN, RN
	ACFI : ACFI -CONTINENCE	Not Started		13:00	EN, PC / AIN, RN
	Chart review : Complete Bowel chart	Not Started		13:00	EN, PC / AIN, RN

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.

NASRA AHMED > CHARTING > BOWEL CHART

☒ Expand

☐ Show graphic legend

Type 1 Separate hard lumps like nuts (hard to pass)
Type 2 Sausage-shaped but lumpy
Type 3 Like a sausage but with cracks on its surface
Type 4 Like a sausage or snake, smooth and soft
Type 5 Soft blobs with clear-cut edges (passed quickly)

Type 6 Fluffy pieces with ragged edges, mushy stool
Type 7 Watery, no solid pieces ENTIRELY LIQUID
U Unseen
BNO Bowels not open
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**'.

JAMES BOND > CHARTING > BOWEL CHART > SAVE

Chart(s) has been successfully Saved.

ACTIVITIES WHICH MAY NEED TO BE CLOSED					
ACTIVITY	FORM	REGISTER	DATE	START TIME	COMPLETE CURRENT
Complete Bowel chart			08 May 2017	13:00	CHECK ALL <input type="checkbox"/>

[Save](#) [Back to Chart](#)

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

PROGRESS NOTES

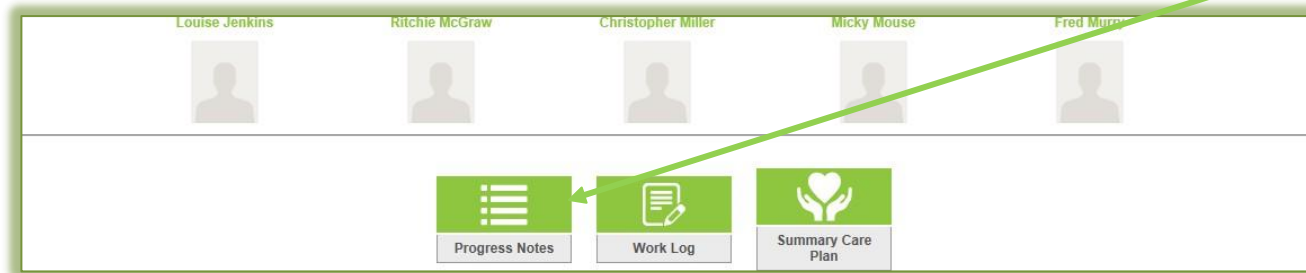
There are 2 ways to get to the progress notes page.

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



The screenshot shows a client profile page. At the top, there are input fields for date (MM / YYYY), Wing A, Room 007, and Bed7. Below these are fields for Pension Number (68967097-33), Pension Expiry Date, DVA Number, Concession Card No., Has Health Care Card (Not Specified), and Health Care Card No. An 'eCase Status' box shows 'Active -Residential'. An 'Update Details' button is on the right. Below the form is a green header 'RESIDENT FUNCTIONS' and a row of tabs: eContracts, eQTE, Admission/Rtn, Mmt/Out, Mmt/List, Supplements, Appraisals, Review Only, Registers, Profile, Prog. Notes, Assessment, Care Plan, Charting, ONI, and Work Log. A green arrow points from the 'progress notes' option in the first step to the 'Prog. Notes' 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'



The screenshot shows the Point of Care (POC) interface. At the top, there are five client photos with names: Louise Jenkins, Ritchie McGraw, Christopher Miller, Micky Mouse, and Fred Murn. Below the photos is a row of three buttons: 'Progress Notes' (with a list icon), 'Work Log' (with a notepad icon), and 'Summary Care Plan' (with a heart icon). A green arrow points from the 'progress notes' option in the second step to the 'Progress Notes' button.

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								

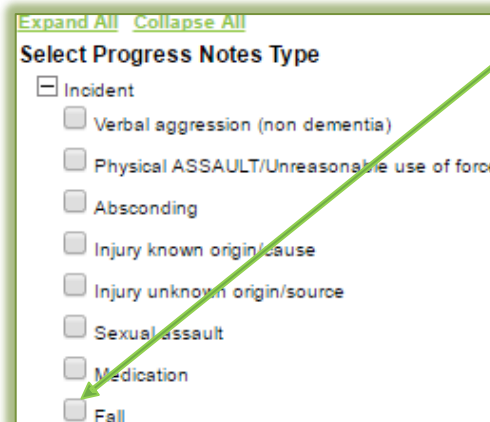
Use the fast filter entering key word to easily find the heading you are looking for. When you have found the key work select by ticking in the box

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



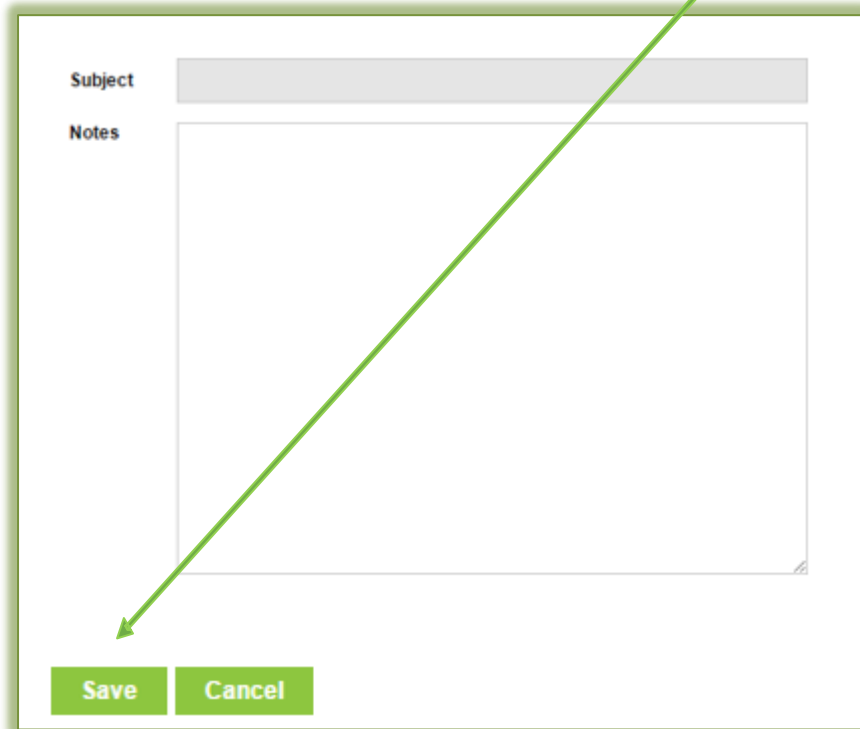
[Expand All](#) [Collapse All](#)

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



The screenshot shows a form with two main sections: 'Subject' and 'Notes'. The 'Subject' section has a single-line text input field. The 'Notes' section has a larger, multi-line text input area. At the bottom of the form are two buttons: 'Save' and 'Cancel'. A green arrow originates from the word 'save' in the first paragraph of text and points directly to the 'Save' button in the form.