

STAR 2000™



STAR PATIENT CARE REFERENCE GUIDE Patient Acuity and Nurse Staffing Module

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Preface

This volume of documentation is one part of the *STAR Patient Care Reference Guide*. This volume, *Patient Acuity and Nurse Staffing Module*, provides detailed information about the acuity and staffing process which provides nursing management with a tool for measuring nursing care, streamlining its delivery, and reducing costs.

Information in this book is arranged in the order the various functions display on the system.

The *General Information Volume* is prerequisite reading for all other volumes of the *STAR Patient Care Reference Guide*. Successful use of the *Patient Acuity and Nurse Staffing Module* depends on your knowledge of the concepts covered in the *General Information Volume*.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions

Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation

This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names

Named keys, such as SHIFT, CTRL, ALT, and ENTER, are displayed in this document in uppercase (capital) letters. A symbol key is written as text in this document followed by the symbol in parentheses, such as hyphen (-) and asterisk (*).

Key Chords

Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords are displayed as the names of each key in the chord separated by a hyphen (-) (for example, CTRL-ALT-DEL).

Enter

ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries

Letters or words you enter in response to the system are displayed in **bold** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry

This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts

System prompts are displayed at the bottom of many STAR screens when the system requests an entry or displays a message. In this document, these prompts are indented and the text italicized, as shown in the following example:

Enter patient name--

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.
 - For X-YY-Z field types, where:
 - X is the maximum number of characters permitted in the field:
 - P for a field length determined by a Parameter
 - T for a field length determined by a Table
 - U for a field having an Undefined length
 - YY is the type of entry technique permitted in the field:
 - A for Letters only
 - AC for Letters and Punctuation only (no numbers)
 - AN for Numerals and Letters only (no punctuation)
 - C for Characters (including punctuation)
 - N for Numerals only
 - NC for Numerals and Punctuation only (no letters)
 - Z is the requirement indicator of the field:
 - C if an entry is Conditionally required or optional
 - O if an entry is Optional to complete the function
 - R if an entry is required to complete the function
- NOTE:** Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.
- For YY-Z field types, where YY is:
 - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
 - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
 - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
 - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

The *STAR Patient Care Patient Acuity and Nurse Staffing Module* captures both patient-specific and general workload data associated with the care of patients. This reference guide describes the available system functions and assists the client in entering the correct values to obtain acuity data which corresponds with the hospital's Patient Classification system.

The *STAR Patient Care Patient Acuity and Nurse Staffing Module* contains the following chapters:

Chapter 1: Terms and Concepts

This chapter defines the terms and concepts used with the Acuity and Staffing module.

Chapter 2: File Maintenance

This chapter explains the build process and also shows the way the system updates the PCR values that are used to determine staffing levels for required patient care.

Chapter 3: File Maintenance Reports

This chapter lists the reports used in the File Maintenance process.

Chapter 4: Staffing Functions

This chapter describes the functions used to staff the nurses' stations.

Chapter 5: Acuity and Staffing Reports

This chapter lists the reports containing acuity and staffing information.

Appendix A: Nursing Tables

This chapter contains a listing and explanation of the Nursing tables used by the *STAR Patient Care Acuity and Nurse Staffing Module*.

Appendix B: Information Windows

This chapter provides information on using Information Windows, which displays patients' medical information, physicians of record, and pharmacy information. These information windows are available through Order Management and Nursing functions.

Chapter 1 - TERMS AND CONCEPTS

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TERMS AND CONCEPTS

This section defines the terms and concepts used with the Acuity and Staffing module. The terms and concepts are listed in alphabetical order.

ACUITY

Acuity is a measurement of how much care a patient requires. The patient's acuity level is determined by the Patient Classification system used by the hospital to assign levels of care requirements.

ACUITY APPROACHES

The STAR Patient Care Patient Acuity and Nurse Staffing system supports three acuity approaches:

- Manual Simple Acuity - The concept of assigning levels of care to patients by manually entering the level into Revise Patient Nursing. The required number of FTEs is calculated and displayed from levels of care.
- Automated Acuity - The concept of selecting appropriate elements from a checklist. Elements are built on the checklist as Patient Attributes with PCR values attached. This approach predicts the required staffing based on the selected elements.
- Profile-driven Acuity - approach which uses hospital-verified PCR values and provides the most objective approach to making staffing decisions. The values are calculated in the background, based on the PCRs linked to Plan of Care components assigned to a particular patient.

BED OVERRIDE

This function enables points (PCRs) to be assigned to a bed number. Bed Override values replace previously assigned patient-specific PCRs. When entering a Bed Override, you have the ability to define a stop date and shift for the override. If you do not define a stop date/shift, Bed Override is active until you remove it. Until any Bed Override assigned to a patient is removed, deleted, or stopped by a date and shift entry, the patient-specific PCRs do not accumulate and increment the acuity.

Bed Override provides the capability to capture acuity values for admission, transfer, or postoperative activities prior to the patient's arrival on the station. Capturing the point values from the bed number, instead of waiting for the patient to arrive, provides the most accurate staffing projections for the upcoming shift when the Calculate Totals function is run.

DIRECT CARE

Direct Care is actual, hands-on care given to the patient. Direct care is the physical nursing care given at the patient's bedside and is recorded on the Patient Care Profile or captured by Patient Attributes, such as vital signs, a dressing change, IV therapy, and so on.

FULL TIME EQUIVALENT (FTE)

The term FTE is used to quantify the nursing staff. One FTE consists of 2,080 worked hours per year based on a 40-hour work week. One FTE may consist of 1 Full-time (80 hour) position or 2 part-time (40 hour) positions, for example.

HOURS PER PATIENT DAY (HPPD)

HPPD refers to the number of hours needed to care for a patient in a 24-hour period. A certain number of hours are assigned to each patient type (medical, surgical, pediatric, and so on).

INDIRECT CARE

Indirect care is required patient care, but it is not direct, hands-on care. There are two types of indirect care: patient-specific and station-specific.

Patient Indirect Care consists of nursing activities that must be performed in order to complete direct care activities for a specific patient. Examples of Patient Indirect Care are planning care, charting, order transcription, errands, and transports.

Station Indirect Care consists of nursing activities that are related to station operations. Examples include counting the narcotics, checking the emergency equipment, ordering supplies, cleaning the station, and so on. These station activities must be performed regardless of the number of patients on the unit and are specific for a station, shift, and skill level.

LEVEL OF CARE

The level of care is a way to categorize patients with similar care needs. The patient's Total PCRS are compared to pre-established ranges for each level of care, and determine the patient's level of care.

PATIENT ATTRIBUTES

Patient Attributes provide a way to capture points for a patient with a condition that does not require direct care, but could affect the time required to give care. (Examples of such conditions are blindness, language barrier or hearing impairment.) Patient Attributes do not print on the PCP, but are assigned to the patient and are calculated

with the patient's points. When using the automated staffing approach to acuity, the nurse *selects* or *activates* Patient Attributes from a checklist.

PATIENT CARE REQUIREMENT (PCR)

A Patient Care Requirement is the time or points required for accomplishing certain tasks or activities. The function captures a measurement of time in which shift-specific and skill-specific values or points are stored. After the PCR code is built, it is linked to a corresponding Plan of Care component. The PCR is the basic element of the Acuity and Staffing module. It consists of a code for identification, a description, a skill level, and a shift and station-specific value. To capture values through documentation, the PCRs may be attached to all Plan of Care components, Treatment orders, and Activities of Daily Living (ADLs).

PATIENT CARE UNIT (PCU)

A Patient Care Unit is a measurement of a unit of time. It can be defined in hours or minutes, or it can be designated by points. The Patient Care Unit (PCU) is the value attached to the PCR.

PATIENT CLASSIFICATION

The hospital classifies patients by assessing the patients' nursing requirements. These patient classifications are used to determine and assign nursing manpower resources.

POINT

A point is the relative value assigned to a nursing task or activity (for example, 1 point = 1 minute or 1 point = 6 minutes). Points for nursing tasks or activities are determined by multiplying the task or activity standard time by the frequency of occurrence during a 24-hour period.

PROSPECTIVE VS. RETROSPECTIVE

These terms refer to two types of acuity data used in making staffing projections. Staffing levels can be determined by using either prospective or retrospective acuity data. Prospective data includes projected values. Retrospective data includes actual or past data values. The STAR Patient Care Patient Acuity and Nurse Staffing Module uses prospective data in projecting staffing levels for the upcoming three shifts.

SKILL LEVEL

Skill levels are the different nursing levels which are required to safely or legally perform nursing tasks and activities. Examples are RN, LPN, NA. Skill levels are designated by education or certification, and often are referred to as professional or ancillary staff.

STAFFING

This term refers to the number of nurses required to care for a specific number, or group, of patients. The system bases staffing projections on the number of patients, how ill the patients are, and the time required in caring for the patients.

STATION ATTRIBUTES

Station Attributes provide a way to capture station-specific nursing activities, such as staff education and station meetings. The points are added, not to the patient, but to the total points generated by the patients on the station after the station attributes are selected or activated from a checklist.

STATION WEIGHTED VALUES

This function distributes a percentage of the PCR value to each skill level. It is used when the PCR code is built without designating a skill level.

SYSTEM PROMPTS

The STAR Patient Care Patient Acuity and Nurse Staffing Module instructs the user with action lines called prompts. Many of the nursing functions require that the user select a specific patient for whom the function is applicable. To avoid repeating how to select a patient through the entire document, the process and its related prompts are described following.

When the system asks for identification of the patient, the following prompt displays for you to identify the patient:

*Enter acct #, '-' bed code, first chars of name '-' [2N Census]--
'C' for Census*

You can enter an equal sign (=) to display the last patient referenced in addition to the additional options listed following. If the system does not have a last patient referenced loaded in memory, and you enter an equal sign (=), the following error message displays:

Error: Inactive account number!

The initial prompt displays again.

- **Account # access** -You can directly access the patient by entering the account number. Using the account number allows access to inpatients or outpatients in beds currently on your station, inpatients or outpatients who have been on your station, and regular outpatient types. If you enter the account number of an inpatient or outpatient in bed who has never been on your station, the following error message displays:

Error: Never in Station!

and does not allow access to the patient. The prompt displays again. If you enter an inactive account number, the system displays the following error message:

Error: Inactive account number!

and displays the initial prompt again.

- **Bed Code access** - Inpatients or outpatients currently in a bed on the nursing station can be directly accessed by entering a hyphen (-) followed by the bed code for the patient's current bed as defined in the LocationFile. You can enter a station followed by a bed code if the patient has been on the current station but is now on another station, or the current station has security access to view other stations on the system. If you enter an invalid bed code, the system displays the following error message before redisplaying the initial prompt.

Error: Bed not found!

- **Name access** - If you do not know the patient's account number or bed code, you can enter a portion of the patient's name. The system displays a list of patients beginning with the characters entered, as shown following.

General Hospital Orders Processor							
Fri Feb 27, 2009 04:22 pm							
No	Pat No	Stn	Rm-Bed	Patient Name	Srvc	PC	Cnd
1	A 89275-00005	ICU	ICU-04	Dennard, Eve T.	Med		S
2	A 89307-00002	1E	2111-1	!Jones, John James	Car	BRD	I
3	A 89276-00008	ICU	ICU-01	Walton, Lamar	Lab		C
4	A 89286-00003	IE	2110-2	Johnson, Molly	Med	VIP	OPS
5	A 89286-00002	ICU	ICU-02	*Smith, Sydni	Car		C

Select #--

The listing includes all inpatients and outpatients in beds, but does not include regular outpatient types. For more information on fields contained in the Name Inquiry display, refer to the *General Information Volume* of the *STAR Patient Care Reference Guide*.

If you select a patient who is not currently on, or has never been on your nursing station, the system displays the following error message before redisplaying the initial prompt.

Error: Never in Station!

If the system cannot locate any active patients with the characters entered, it displays the following error message before redisplaying the initial prompt.

Error: Name NOT Found!

- **Station access** - You can either display the census of the primary nursing station or a census of secondary nursing stations that includes the room-bed and the patient's last and first names, as in the following example:

General Hospital Orders Processor	
Page:01	2N Census
(1) 1202-2	CATE, HANNAH
(2) 1203-2	MONROE, WILL
(3) 1204-2	LINSKI, MIMI
(4) 1206-1	LANE, EMILY
(5) 1207-2	MARS, MICHAEL
(6) 1207-2	TAYLOR, JOHN
(7) 1209-1	CHARLES, SOPHIE

Enter choice--

- To select the default nursing station displayed in the prompt, you press ENTER. The census of the patients on the nursing station displays for your selection.
- To display a list of secondary stations for the default nursing station, enter **C**. The following prompt displays when there are secondary stations:

Enter station code [Primary Station Name]--

The primary station is the default in the prompt. You can display a list of the secondary stations by entering hyphen (-) and pressing ENTER. The census displays for the station you select from the list. Select the patient for whom you want to enter/display/print patient acuity information.

NOTE: If you press ENTER or enter C for census, a lowercase r by the room and bed number when the census is displayed indicates that the patient has PHI restrictions defined. PHI restrictions indicate with whom the patient's protected health information (PHI) should or should not be shared.

Chapter 2 - FILE MAINTENANCE

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FLOWCHARTS OF THE ACUITY PROCESS

This section includes two flowcharts to help you understand the build process, in addition to showing the way the system updates the PCR values that are used to determine staffing levels for required patient care.

The Acuity Build Process flowchart shows the tasks you need to perform in order to effectively use the Acuity Module to determine staffing requirements. The flowchart shows that you need to make two basic decisions before building your system:

- The type of approach you want to use to calculate the acuity values
- The types of acuity tools you want to use in your approach

You can choose from among several tools that enhance the accuracy and usefulness of the acuity values:

- Levels of Care
- Bed Override Menus
- Patient Attribute Menus
- Station Attribute Menus
- Patient Indirect Care Matrix
- Station Indirect Care Matrix
- Station Weighted Values

Each of these tools is discussed in this section. Refer to this chapter's Table of Contents for the exact location of the information.

You can select from one of three approaches:

- Complex
- Automated
- Manual

These approaches are discussed in the Introduction to this manual. The Manual approach is the simplest, requiring only the following two tasks:

- Set the Live on Acuity field in the Nursing Station Parameters to No. The setting enables you to access the Level of Care field on the Medical Page of the Revise Patient function.

- Set up the patient for acuity by assigning a Level of Care on the Medical Page of the Revise Patient function. This Level of Care displays/prints on the Acuity Census. In addition, the Level of Care prints on the Patient Demographic Block and/or report cells on the PCP (if it is defined to print).

Because the Manual approach is so simple, there is no flowchart. However, the following pages include information related to the Complex and Automated approaches. The two flowcharts are:

- The Acuity Build Process - This flowchart shows the tasks you need to perform to set up both the Complex and Automated approaches to acuity. Optional tasks are indicated.
- The System Flow of Updates to Acuity Values - This flowchart shows system processes that update the acuity values in response to specific user actions, such as new orders or updates to the Patient Care Profile.

You can learn more about any of the functions listed in the flowchart in the remainder of this chapter. Refer to this chapter's Table of Contents for the exact location of the information.

Figure 2.1 Acuity Build Process

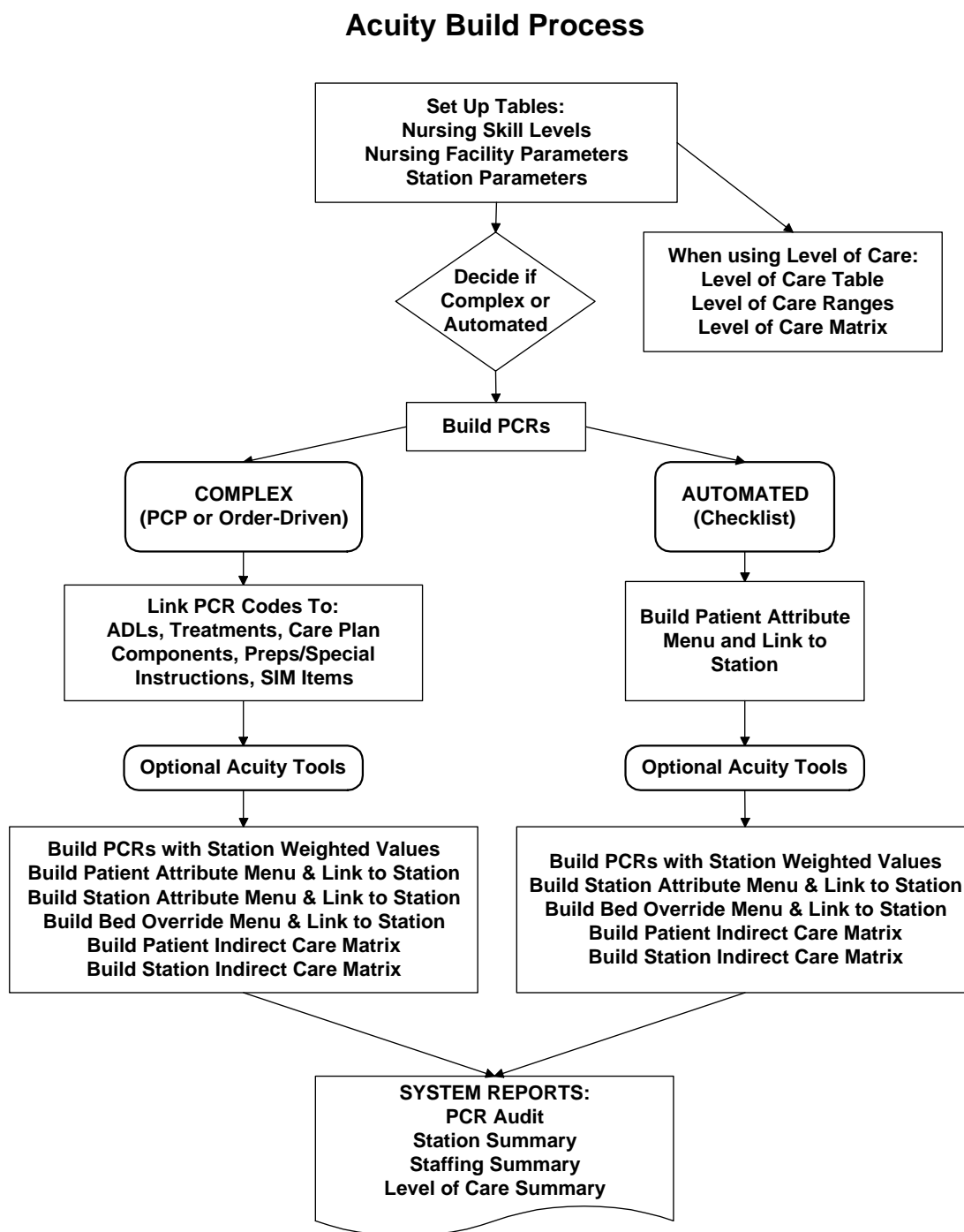
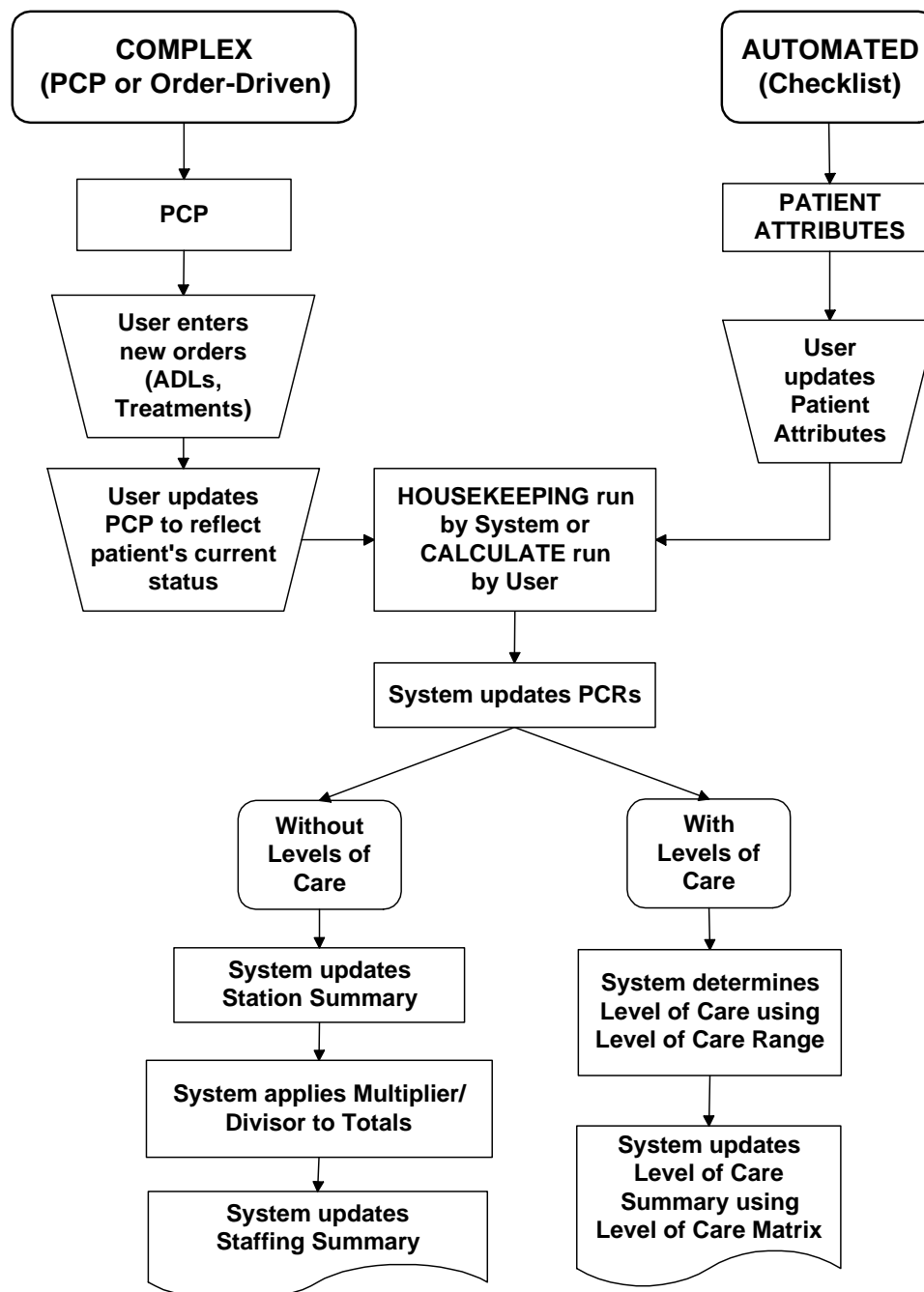


Figure 2.2 System Flow of Updates to Acuity Values

System Flow of Updates to Acuity



PCR CODES

This function enables the user to enter and maintain Patient Care Requirements (PCRs). PCRs are the basic component of the Patient Acuity and Nurse Staffing Module. Each PCR consists of a code, description, skill level, shift-specific care values, and station exception values.

PCR codes and descriptions may be attached directly to either of the hospital-defined staffing menu elements (Patient Attributes or Station Attributes). If attached to a menu, the PCR description is the default for the description displayed on the menu.

PCR codes may also be attached to Activities of Daily Living, Service Items, Preps and Special Instructions, and any Plan of Care components (Plan of Care titles, problem/expected outcomes, discharge/expected outcomes, discharge plans and interventions/treatments). PCR codes are important for audit purposes. It is recommended the PCR description match or identify the care element to which it is attached.

NOTE: Orders processed by the Order Management/Charge Processing Module of STAR Patient Care are parent orders that generate occurrences. This means the PCR code value for each shift must equal one occurrence for the acuity value to calculate correctly for each shift. If you have not done so previously, you must review all of the PCR codes to verify the shift value is for an occurrence.

You can access the PCR Codes maintenance function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. PCR Codes

After entering the appropriate facility code (if necessary) and the PCR code to add or edit, the following screen displays:

General Hospital PCR Codes Processor							
GENERAL HOSPITAL A				Fri Dec 29, 1995 11:09 am			
1 PCR Code	2 PCR Description						
7018	BATH GEN						
3 Skill Level				4 Care Type			
NURSING ASSISTANT				ACTIVITY DAILY LIVING			
5 Same PCR for all Shifts	6 Shift 1	7 Shift 2	8 Shift 3				
No	0.50	0.00	0.00				
Accept this screen? (Y/N/D) [Y]--							

Field Explanations

1. PCR CODE (4-N-R)

This field contains the four-digit code identifying this PCR data.

2. PCR DESCRIPTION (33-AN-R)

This field contains the description of the PCR.

3. SKILL LEVEL (TABLE LOOKUP)

This optional field contains an entry from the Nursing Skill Level table that identifies the level of nursing personnel who accomplish this activity or task. If this field remains unfilled, the values assigned to this PCR are distributed across all skill levels defined in the table according to the percentages entered on the Station Weighted Values screen.

4. CARE TYPE (TABLE LOOKUP)

This optional field contains an entry from the Nursing Care Type table which is used to summarize the care requirements into categories. This table is used to categorize the type of nursing activity performed (for example, ADL, Treatment, Intervention.) A maximum of ten care types may be defined in the table.

5. SAME PCR FOR ALL SHIFTS (1-A-O)

This field contains an indicator that determines the data entry for the next three fields. Enter **Y** for Yes in this field to copy the values you entered in Shift 1 to Shift 2 and Shift 3. Enter **N** for No to enter a different value for each field. The default is Yes.

NOTE: The PCR code value for each shift must equal one occurrence for the acuity value to calculate correctly for each shift. If you have not already done so,

you must review all of the PCR codes to verify the shift value is for an occurrence.

6. SHIFT 1 (4-N-O)

This field contains the relative workload value associated with this task or activity for shift 1. Relative values can be entered as whole numbers with up to two decimal positions.

7. SHIFT 2 (4-N-O)

This field contains the relative workload value associated with this task or activity for shift 2. Relative values can be entered as whole numbers with up to two decimal positions.

8. SHIFT 3 (4-N-O)

This field contains the relative workload value associated with this task or activity for shift 3. Relative values can be entered as whole numbers with up to two decimal positions.

Impact

After you accept the screen, the PCR data is stored in the Standard File. This PCR code is now available to be assigned to any patient care item or attribute menu.

After you enter data in the fields and accept the screen, the system displays the list of station exceptions at the bottom of the screen, as in the following example.

General Hospital PCR Codes Processor						
GENERAL HOSPITAL A			Fri Dec 29, 1995 11:09 am			
1 PCR Code	2 PCR Description					
7018	BATH GEN					
3 Skill Level			4 Care Type			
NURSING ASSISTANT			ACTIVITY DAILY LIVING			
5 Same PCR for all Shifts	6 Shift 1	7 Shift 2	8 Shift 3			
No	0.50	0.00	0.00			
Station	Skill Level	Care Type	Shift 1	Shift 2	Shift 3	
ICU	LPN		.75	0.00	0.00	
Enter station to edit or add if values are different ('-' to list)--						

The station exceptions account for variations in values between stations for the same activity. If entered, these exception values are used in place of the default values when the patient is admitted or transferred to a station that has exception values defined.

The following prompt displays:

Enter station to edit or add if values are different ('-' to list)--

You can enter the code of the station you want to edit or add. You can perform a table lookup for a list of the available stations. The PCR Codes screen redispays with the cursor in the Skill Level field.

Impact

After you accept the screen, the station-specific values are stored in the Standard file. If new values were defined for an existing PCR code, you must execute the PCR Go Live for the station-specific values to be reflected on patients that currently have the PCR code assigned.

PATIENT ATTRIBUTE MENU

The Patient Attribute Menu provides a quick way to activate patient attributes for each patient on a station. The menu is comprised of patient attributes which have an associated Patient Care Requirement (PCR) code and value.

This function accommodates the factor evaluation and checklist methods of classifying patients to generate acuity data.

Build Menu

The Patient Attribute Menu function enables the hospital to build and maintain menus used for assigning patient attributes. Each nursing station can have its own menu, or several units can share one menu. Up to two Patient Attribute Menus can be assigned per nursing station using the Station Parameters function. Each menu can contain up to 30 attributes. The attributes are PCR codes and descriptions that exist in the Standard file.

You can access the Patient Attribute Menu function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Patient Attribute Menu

After you select this function (if STAR Patient Care is configured for a multifacility institution and your CRT can access more than one facility), a list of available facilities displays. Select the appropriate facility.

The following prompt displays:

Add(A), Copy(C), or Revise(R) menu--

ADD

If you are creating a new menu, enter **A** to add. The system then displays the following prompt:

Enter new name--

Enter a description for the new menu. The system then displays the following prompt:

Enter #, move(M) or add(A)--

This prompt enables you to enter the number of the attribute you want to edit, or move or add attributes to the menu. Enter **A** to add attributes to the menu. The following prompt displays:

Enter # to insert before, or add end(E)--

Because this is a new menu, enter **E** to add the item to the end. The following screen displays to enable you to add an item to the menu:

```

General Hospital Patient Attribute Menu Processor
1 EAST                               Fri Dec 29, 1995 03:52 pm

Patient Attributes Menu

( 1)Table Item      :
( 2)Screen Display:

Enter first letter(s) '-' or code--

```

Field Explanations

1. TABLE ITEM (TABLE LOOKUP)

This field contains the code and description of the PCR item to be added to the menu. The system accepts both a code entry or table lookup for this field. This field is required. The following prompt displays for you to enter the PCR code:

Enter first letter(s)'-' or code--

You can enter the PCR code or perform a table lookup to display a list of PCR codes for your selection.

2. SCREEN DISPLAY (33-AN-R)

This field contains the description that displays on the menu for the current item. The system fills this field with the item description. Generally, this field is the same as the item description, but the system enables the user to override it with an alternate description. Changing the Screen Display description does not affect the description stored for the PCR code.

After the item is entered and you press ENTER, the system displays the following prompt:

Accept this screen? (Y/N) [Y]--

When you enter **N** for No, the system enables you to edit the information on the screen.

When you enter **Y** for Yes, or press ENTER, the system accepts the entry and displays the menu again, with the item just added. The system redisplay the following prompt:

Enter # to insert before, or at the end (E)--

If you want to continue to add new items, enter the option number to insert before or **E** to add to the end. If you are finished adding items, press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

You have the following choices:

- Enter **A** to select the Add option. This enables you to enter additional items, as explained above.
- Enter the option number of an attribute you want to edit. The screen displays for you to edit the item. You have the following options:
 - Delete the item - Press ENTER without making any edits and the following prompt displays:

Delete? (N)--

Enter **Y** for Yes to delete the item from the menu. Enter **N** for No, or press ENTER when you do not want to delete the item.

- Change the screen display description - The following prompt displays when you access this field:

Enter new screen display [current screen display]--

The current screen display entry is the default.

- Change the attribute by changing the Table Item code - The following prompt displays when you access this field:

Enter first letter(s)'-' or code--

When you enter a new code, the PCR code and description replace the current display.

When you finish editing an item, the following prompt displays:

Accept this screen? (Y/N/D'elele) [Y]--

You can enter **Y** for Yes to accept the edits, **N** for No to continue to edit the item, or **D** for Delete to delete the item.

After you accept the screen, the *Enter #, move(M) or add(A)* prompt redisplay.

- Enter **M** to select the Move option. This enables you to rearrange items on the menu. The system displays the following prompt:

Enter from option number (`,` to option number) to move--

Enter the option number of the item you want to move. When you want to move more than one item, type the range of numbers separated by commas. For example, to move items 1 through 3, type 1,3.

The system prompts you to specify where to insert the selected item(s):

Enter option # to move '1-3' after (`,` for before first item)--

In this example, you are moving items 1 through 3. Enter the option number before which you want to insert the item(s). The system moves the item(s) and displays the menu again. The system redisplay the prompt:

Enter from option number (`,` to option number) to move--

Press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

Press ENTER at the *Enter #, move(M), or Add(A)* prompt when you have finished editing the menu. The system prompts you to accept the screen:

Accept? (Y/N) [Y]--

- Enter **N** for No to remain in the menu processor for further editing to the menu on the screen.
- Enter period (.) and press ENTER, to exit the function. No updates are made in the system.
- Enter **Y** for Yes to
 - store all edits made to the menu, and
 - enable the new menu to be assigned to a nursing station using the Station Parameters function.

The messages *Building Screen* and *Filed!* display.

REVISE

If you want to revise an existing menu, enter **R** and press ENTER. The system enables you to modify the menu description with the following prompt:

Enter new name [no change]--

Enter a new description for the menu if desired. Press ENTER if you want to retain the current name.

The system displays the following prompt:

Enter #, move(M), or add(A)--

Refer to “[Add](#)” on page 2-11 under the heading [Build Menu](#) for further explanation of the options regarding this prompt.

COPY

If you want to copy an existing menu to a new menu, enter **C** to copy. The system displays a table of existing Patient Attribute Menus. Select the menu to copy from. The system then displays the following prompt:

Enter new name--

Enter the name of the new menu. The system then displays all the PCR descriptions on the menu along with the following prompt:

Enter #, move(M), or add(A)--

Refer to “[Add](#)” on page 2-11 under the heading [Build Menu](#) for further explanation of the options regarding this prompt.

Impact

After you accept the screen, the following processing takes place:

- All edits made to the menu are stored in the system.
- If a new menu was added, it is available for assignment to a nursing station using the Station Parameters function.

Assign Menu to Nursing Station

To have the menu available for planning care (and assessment, if applicable), the Patient Attribute Menu(s) must be assigned to a nursing station.

You can assign the Patient Attribute Menu to a nursing station by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Parameters

After you select the Station Parameters option, the following prompt displays:

Enter outpatient (O), maternity (M), station code or '-' to list--

Enter **O** for Outpatient to access Station Parameters for outpatients. The screen displays 'Outpatient Parameters' in the upper left corner, but field functionality is the same.

NOTE: The Acuity Parameters fields are accessible from the Outpatient Parameters screen, but entries in these fields have no effect within STAR Patient Care functions, as Acuity is not calculated for outpatients.

Enter **M** for Maternity to access Station Parameters for maternity patients. The screen displays 'Maternity Parameters' in the upper left corner, but field functionality is the same.

If you know the nursing station code, enter it directly. Enter a hyphen (-) to access a listing of all established stations within your facility. When you select a station from the list, the Station Parameters screen displays with the selected station name in the upper left corner, as in the following example:

```

      General Hospital Station Parameters Processor
NURSERY Station Parameters                      Thu Apr 03, 1997 02:03 pm

1 Live on Nursing 2 Def Characteristics Menu    3 ADL Menu
Yes              FACILITY A MENU              NURSERY
4 Plan of Care at DIS 5 Standard Text for Pt. History    6 Default Edit Txt
No              NURSERY                          ->

Acuity Parameters
7 Live on Acuity  8 Patient Attrib. Menu          9 Second Pt. Attr. Menu
Yes              CHECK-LIST                      CHECK-LIST
              10 Station Attrib. Menu          11 Bed Override Menu
              B/O TEST MENU

PCP Parameters
12 User Formatted PCP    13 Laser Printer    14 PCP Default Format Name

15 PCP Plan of Care Name  16 PCP Treatment Date 17 PCP Freq/Sched Days Code
No                        No

Default prompt for editing Treatment order text (Y/N) [N]-- |

```

Go to the Patient Attrib. Menu field. Select the menu from the table that displays. If you want the option of selecting from two menus, go to the Second Pt. Attr. Menu field and select another menu. Accept the screen. The menu is now available in the Patient Attributes function on the Staffing Functions menu.

NOTE: After you accept the screen, a second screen displays with fields related to Worksheets and Patient Assessment. You do not need to make any entries. For information regarding this screen, refer to Chapter 2: High Level Tables in the *Tables Volume* of the *STAR Patient Care Reference Guide*.

STATION ATTRIBUTES MENU

Station Attributes are used to assign acuity values for station-specific nursing activities, such as staff education and station meetings. These values may or may not have an assigned skill level (RN, LPN) or values for the day, evening and night shifts.

Multiple attributes may be assigned to a station. These indicators, once assigned, are constant. When the Calculate Totals function is run or the Housekeeping function runs, the values of the assigned station attributes are added (after patient-specific values are totaled) along with the Station Indirect Care values, to arrive at the total station requirements. The Station Attribute descriptions and values print on the Station Summary report.

Build Menu

The Station Attributes menu function enables the hospital to build and maintain menus used for generating acuity data. Station Attributes are those indicators which describe activities requiring staff time, but that are not directly related to a specific patient.

Each unit may have its own menu, or several units may share one menu. The menu is assigned to a station on the Station Parameters screen.

You can access the Station Attributes Menu function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Attribute Menu

After you select Station Attribute Menu (if STAR Patient Care is configured for a multifacility institution and your CRT can access more than one facility), a list of available facilities displays. Select the appropriate facility.

The following prompt displays:

Add(A), Copy(C), or Revise(R) menu--

ADD

If you are creating a new menu, enter **A** to add. The system then displays the following prompt:

Enter new name--

Enter a description for the new menu. The system then displays the following prompt:

Enter #, move(M) or add(A)--

This prompt enables you to enter the number of the attribute you want to edit, or move or add attributes to the menu. Enter **A** to add attributes to the menu. The following prompt displays:

Enter # to insert before, or add end(E)--

Since this is a new menu, enter **E** to add the item to the end.

The following screen displays to enable you to add an item to the menu:

General Hospital Station Attribute Menu Processor	
1 EAST	Fri Dec 29, 1995 03:52 pm
Station Attributes Menu	
(1)Table Item	:
(2)Screen Display:	
Enter first letter(s) '-' or code--	

Field Explanations

1. TABLE ITEM (TABLE LOOKUP)

This field contains the code and description of the PCR item to be added to the menu. The system accepts both a code entry or table lookup for this field. This field is required. The following prompt displays for you to enter the PCR code:

Enter first letter(s) '-' or code--

You can enter the PCR code or perform a table lookup to display a list of PCR codes for your selection.

2. SCREEN DISPLAY (33-AN-R)

This field contains the description that displays on the menu for the current item. The system fills this field with the item description. Generally, this field is the same as the item description, but the system enables the user to override it with an alternate description. Changing the Screen Display description does not affect the description stored for the PCR code.

After the item is entered and you press ENTER, the system displays the following prompt:

Accept this screen? (Y/N) [Y]--

When you enter **N** for No, the system enables you to edit the information on the screen.

When you enter **Y** for Yes or press ENTER, the system accepts the entry and displays the menu again, with the item just added. The system redisplay the following prompt:

Enter # to insert before, or at the end (E)--

If you want to continue to add new items, enter the option number to insert before, or **E** to add to the end. If you are finished adding items, press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

You have the following choices:

- Enter **A** to select the Add option. This enables you to enter additional items, as explained above.
- Enter the option number of an attribute you want to edit. The screen displays for you to edit the item. You have the following options:
 - Delete the item - Press ENTER without making any edits and the following prompt displays:

Delete? (N)--

Enter **Y** for Yes to delete the item from the menu. Enter **N** for No or press ENTER when you do not want to delete the item.

- Change the Screen Display description - The following prompt displays when you access this field:

Enter new screen display [current screen display]--

The current screen display entry is the default.

- Change the attribute by changing the Table Item code - The following prompt displays when you access this field:

Enter first letter(s)'-' or code--

When you enter a new code, the PCR code and description replace the current display.

When you finishing editing an item, the following prompt displays:

Accept this screen? (Y/N/'D'elele) [Y]-- prompt.

You can enter **Y** for Yes to accept the edits, enter **N** for No to continue to edit the item, or enter **D** for Delete when you want to delete the item. After you accept the screen, the *Enter #, move(M) or add(A)* prompt redisplay.

- Enter **M** to select the Move option. This enables you to rearrange items on the menu. The system displays the following prompt:

Enter from option number (`,` to option number) to move--

Enter the option number of the item you want to move. When you want to move more than one item, type the range of numbers separated by commas. For example, to move items 1 through 3, type 1,3. The system prompts you to specify where to insert the selected item(s):

Enter option # to move '1-3' after (`,` for before first item)--

In this example, you are moving items 1 through 3. Enter the option number before which you want to insert the item(s). The system moves the item(s) and displays the menu again. The system redisplay the prompt:

Enter from option number (`,` to option number) to move--

Press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

Press ENTER at the *Enter #, move(M), or Add(A)* prompt when you have finished editing the menu. The system prompts you to accept the screen:

Accept? (Y/N) [Y]--

- Enter **N** for No to remain in the menu processor for further editing to the menu on the screen.

- Press period (.) ENTER to exit the function.
- No updates are made in the system. Enter **Y** for Yes to
 - store all edits made to the menu, and
 - enable the new menu to be assigned to a nursing station using the Station Parameters function.

The messages *Building Screen* and *Filed!* display.

REVISE

If you want to revise an existing menu, enter **R**. The system enables you to modify the menu description with the following prompt:

Enter new name [no change]--

Enter a new description for the menu if desired. Press ENTER if you want to retain the current name.

The system then displays the following prompt:

Enter #, move(M), or add(A)--

COPY

If you want to copy an existing menu to a new menu, enter **C** to copy. The system displays a table of existing Station Attribute Menus. Select the menu to copy from. The system then displays the following prompt:

Enter new name--

Enter the name of the new menu. The system then displays all the PCR descriptions on the menu along with the following prompt:

Enter #, move(M), or add(A)--

Impact

After you accept the screen, the following processing takes place:

- All edits made to the menu are stored in the system.
- If a new menu was added, it is available for assignment to a nursing station using the Station Parameters function.

Assign Menu to Nursing Station

To have the menu available for assessment and planning care, the Station Attribute Menu must be assigned to a nursing station.

You can assign the Station Attribute Menu to a nursing station by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Parameters

After you select the Station Parameters option, the following prompt displays:

Enter outpatient (O), maternity (M), station code or '-' to list--

Enter **O** for Outpatient to access Station Parameters for outpatients. The screen displays Outpatient Parameters in the upper left corner, but field functionality is the same.

NOTE: The Acuity Parameters fields are accessible from the Outpatient Parameters screen, but entries in these fields have no effect within STAR Patient Care functions, as Acuity is not calculated for outpatients.

Enter **M** for Maternity to access Station Parameters for maternity patients. The screen displays Maternity Parameters in the upper left corner, but field functionality is the same.

If you know the nursing station code, enter it directly. Enter a hyphen (-) to access a listing of all established stations within your facility. When you select a station from the list, the Station Parameters screen displays with the selected station name in the upper left corner, as in the following example:

```

General Hospital Station Parameters Processor
NURSERY Station Parameters                               Thu Apr 03, 1997 02:03 pm

1 Live on Nursing  2 Def Characteristics Menu  3 ADL Menu
Yes               FACILITY A MENU             NURSERY
4 Plan of Care at DIS  5 Standard Text for Pt. History  6 Default Edit Txt
No               NURSERY                       ->
Acuity Parameters
7 Live on Acuity  8 Patient Attrib. Menu  9 Second Pt. Attr. Menu
Yes             CHECK-LIST                CHECK-LIST
10 Station Attrib. Menu  11 Bed Override Menu
                        B/O TEST MENU

PCP Parameters
12 User Formatted PCP  13 Laser Printer  14 PCP Default Format Name

15 PCP Plan of Care Name  16 PCP Treatment Date  17 PCP Freq/Sched Days Code
No                       No

Default prompt for editing Treatment order text (Y/N) [N]-- |

```

Go to the Station Attribute Menu field. Select the menu from the table that displays and accept the screen.

NOTE: A second screen displays with fields related to Worksheets and Patient Assessment. You do not need to make any entries on this screen. This screen is fully documented in Chapter 2: High Level Tables in the *Tables Volume* of the *STAR Patient Care Reference Guide*.

BED OVERRIDE

Bed Override Codes

This function enables the hospital to create patient and bed statuses which temporarily replace the acuity values assigned to the patient through the normal manner (direct care items, Plan of Care components). Typical bed overrides are Admission, Transfer, and Surgery.

When a patient is placed on a Bed Override status, all currently assigned PCRs are placed on hold. These values are reactivated as soon as the Bed Override is removed, or you can define a start and stop date/shift for the Bed Override so that the override is automatically removed.

After the Bed Override codes are built, they are linked to a Bed Override menu which is assigned to the nursing station using the Station Parameters screen. For more information refer to [“Bed Override Menu” on page 2-28](#).

You can access the Bed Override Codes function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Bed Override
4. Bed Override Codes

After you enter the appropriate facility (if necessary) and the four-digit Bed Override code, the following screen displays:

```

                                General Hospital Bed Override Codes Processor
GENERAL HOSPITAL A                                Fri Dec 29, 1995 04:12 pm

1 Bed Override Code    2 Bed Override Description
1111                    ADMISSION TO UNIT

Delete? (N)--

```

Field Explanations

1. BED OVERRIDE CODE (DISPLAY ONLY)

This field displays the four-digit code that identifying the Bed Override.

2. BED OVERRIDE DESCRIPTION (33-AN-R)

This field contains the description identifying the Bed Override.

After the code and description are entered and the screen is accepted, the system displays the following screen:

```

                                General Hospital Bed Override Codes Processor
GENERAL HOSPITAL A                                Fri Dec 29, 1995 04:12 pm

1 Bed Override Code    2 Bed Override Description
1111                    ADMISSION TO UNIT

No.      Skill Level                Day      Evening      Night

1        REGISTERED NURSE           0.50      0.50      0.50
2        LICENSED PRACTICAL NURSE   0.00      0.00      0.00
3        NURSING ASSISTANT           0.25      0.25      0.25
4        UNIT SECRETARY              0.33      0.33      0.33
5        GRAD NURSE TECH             0.00      0.00      0.00
6        HEAD NURSE                  0.00      0.00      0.00
7        CHARGE NURSE                0.00      0.00      0.00

Enter number to edit--

```


The previous matrix contains the following information for the specified station:

- All skill levels defined in the Nursing Skill Level table
- Per skill level, the values for each shift

If you want to add values or edit existing values, enter the option number beside the skill level you want to edit. The system displays the following screen:

General Hospital Bed Override Codes Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 04:12 pm		
1 Bed Override Code	2 Bed Override Description			
1111	ADMISSION TO UNIT			
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	0.00	0.00	0.00
2	LICENSED PRACTICAL NURSE	0.00	0.00	0.00
3	NURSING ASSISTANT	0.00	0.00	0.00
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00
Skill Level		1 Shift 1	2 Shift 2	3 Shift 3
REGISTERED NURSE		0.50	0.50	0.50
Enter field number or '/' starting field number--				

Field Explanations

1. SHIFT 1 (4-N-O)

This field contains the value for the selected skill level for shift 1.

2. SHIFT 2 (4-N-O)

This field contains the value for the selected skill level for shift 2.

3. SHIFT 3 (4-N-O)

This field contains the value for the selected skill level for shift 3.

After you accept the screen, the values are stored in the Standard file. Also, the system displays the list of station exception values shown following.

General Hospital Bed Override Codes Processor												
GENERAL HOSPITAL A						Fri Dec 29, 1995 04:12 pm						
1 Bed Override Code				2 Bed Override Description								
1111				ADMISSION TO UNIT								
Sta	RN			LPN			NA			US		
---	---	---	---	---	---	---	---	---	---	---	---	---
Gen	0.50	0.50	0.50	.00	.00	.00	0.25	0.25	0.25	0.33	0.33	0.33
ICU	0.75	0.75	0.75	.00	.00	.00	0.00	0.00	0.00	0.25	0.25	0.25

Enter station to edit/add if values are different (`-` to list) or Gen(G)-- |

If you want to edit the general values (default values), enter **G**. If you want to edit the values for one of the listed stations, or add new exception values to an unlisted station, enter the station code. The system displays the familiar skill level/shift matrix of values.

Impact

After you accept the screen, the Bed Override values are stored in the Standard file.

Bed Override Menu

The Bed Override menu provides access to a list of up to 24 Bed Override descriptions that can be assigned to a nurse station. Each nursing station may have its own menu, or several units may share one menu.

You can access the Bed Override Menu function by selecting these menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Bed Override
4. Bed Override Menu

If STAR Patient Care is configured for a multifacility institution and your CRT can access more than one facility, a list of available facilities displays. Select the appropriate facility.

The following prompt displays:

Add(A), Copy(C), or Revise(R) menu--

ADD

If you are creating a new menu, enter **A** to add. The system then displays the following prompt:

Enter new name--

Enter a description for the new menu. The system then displays the following prompt:

Enter #, move(M) or add(A)--

This prompt enables you to enter the number of the attribute you want to edit, or move or add attributes to the menu. Enter **A** to add attributes to the menu. The following prompt displays:

Enter # to insert before, or add end(E)--

Since this is a new menu, enter **E** to add the item to the end.

The following screen displays to enable you to add an item to the menu:

```

General Hospital Bed Override Menu Processor
1 EAST                               Fri Dec 29, 1995 03:52 pm

                                Bed Override Menu

( 1)Table Item      :
( 2)Screen Display:

Enter first letter(s) '-' or code--

```

Field Explanations

1. TABLE ITEM (TABLE LOOKUP)

This field contains the code and description of the PCR item to be added to the menu. The system accepts both a code entry or table lookup for this field. This field is required. The following prompt displays for you to enter the PCR code:

Enter first letter(s) '-' or code--

You can enter the PCR code or perform a table lookup to display a list of PCR codes for your selection.

2. SCREEN DISPLAY (33-AN-R)

This field contains the description that displays on the menu for the current item. The system fills this field with the item description. Generally, this field is the same as the item description, but the system enables the user to override it with an alternate description. Changing the Screen Display description does not affect the description stored for the PCR code.

After the item is entered and you press ENTER, the system displays the following prompt:

Accept this screen? (Y/N) [Y]--

When you enter **N** for No, the system enables you to edit the information on the screen.

When you enter **Y** for Yes or press ENTER, the system accepts the entry and displays the menu again, with the item just added. The system redisplay the following prompt:

Enter # to insert before, or at the end (E)--

If you want to continue to add new items, enter the option number to insert before or **E** to add to the end. If you are finished adding items, press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

You have the following choices:

- Enter **A** to select the Add option. This enables you to enter additional items, as explained above.
- Enter the option number of an attribute you want to edit. The screen displays for you to edit the item. You have the following options:
 - Delete the item - Press ENTER without making any edits and the following prompt displays:

Delete? (N)--

Enter **Y** for Yes to delete the item from the menu. Enter **N** for No or press ENTER when you do not want to delete the item.

- Change the screen display description - The following prompt displays when you access this field:

Enter new screen display [current screen display]--

The current screen display entry is the default.

- Change the attribute by changing the table item code - The following prompt displays when you access this field:

Enter first letter(s)'-' or code--

When you enter a new code, the PCR code and description replace the current display.

When you finishing editing an item, the following prompt displays:

Accept this screen? (Y/N/'D'elele) [Y]-- prompt.

You can enter **Y** for Yes to accept the edits, enter **N** for No to continue to edit the item, or enter **D** for Delete when you want to delete the item. After you accept the screen, the *Enter #, move(M) or add(A)* prompt redisplay.

- Enter **M** to select the Move option. This enables you to rearrange items on the menu. The system displays the following prompt:

Enter from option number (`,` to option number) to move--

Enter the option number of the item you want to move. When you want to move more than one item, type the range of numbers separated by commas. For example, to move items 1 through 3, type 1,3.

The system prompts you to specify where to insert the selected item(s):

Enter option # to move '1-3' after ('B' for before first item)--

In this example, you are moving items 1 through 3. Enter the option number before which you want to insert the item(s). The system moves the item(s) and displays the menu again. The system redisplay the prompt:

Enter from option number (`,` to option number) to move--

Press ENTER to redisplay the prompt:

Enter #, move(M), or add(A)--

Press ENTER at the *Enter #, move(M), or Add(A)* prompt when you have finished editing the menu. The system prompts you to accept the screen:

Accept? (Y/N) [Y]--

- Enter **N** for No to remain in the menu processor for further editing to the menu on the screen.
- Press period (.) ENTER, to exit the function. No updates are made in the system.
- Enter **Y** for Yes to:
 - Store all edits made to the menu, and
 - Enable the new menu to be assigned to a nursing station using the Station Parameters function.

The messages *Building Screen* and *Filed!* display.

REVISE

If you want to revise an existing menu, enter **R**. The system enables you to modify the menu description with the following prompt:

Enter new name [no change]--

Enter a new description for the menu if desired. Press ENTER if you want to retain the current name.

The system then displays the following prompt:

Enter #, move(M), or add(A)--

COPY

If you want to copy an existing menu to a new menu, enter **C** to copy. The system displays a table of existing Bed Override menus. Select the menu to copy from. The system then displays the following prompt:

Enter new name--

Enter the name of the new menu. The system then displays all the PCR descriptions on the menu along with the following prompt:

Enter #, move(M), or add(A)--

Impact

After you accept the screen, the following processing takes place:

- All edits made to the menu are stored in the system.
- If a new menu was added, it is available for assignment to a nursing station using the Station Parameters function.

Assign Menu to Nursing Station

To have the menu available for assessment and planning care, the Bed Override menu must be assigned to a nursing station.

You can assign the Bed Override menu to a nursing station by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Parameters

After you select the Station Parameters option, the following prompt displays:

Enter outpatient (O), maternity (M), station code or '-' to list--

Enter **O** for Outpatient to access Station Parameters for outpatients. The screen displays 'Outpatient Parameters' in the upper left corner, but field functionality is the same.

NOTE: The Acuity Parameters fields are accessible from the Outpatient Parameters screen, but entries in these fields have no effect within STAR Patient Care functions, as Acuity is not calculated for outpatients.

Enter **M** for Maternity to access Station Parameters for maternity patients. The screen displays Maternity Parameters in the upper left corner, but field functionality is the same.

If you know the nursing station code, enter it directly. Enter a hyphen (-) to access a listing of all established stations within your facility. When you select a station from the list, the Station Parameters screen displays with the selected station name in the upper left corner, as in the following example:

General Hospital Station Parameters Processor		
NURSERY Station Parameters		Thu Apr 03, 1997 02:03 pm
1 Live on Nursing Yes	2 Def Characteristics Menu FACILITY A MENU	3 ADL Menu NURSERY
4 Plan of Care at DIS No	5 Standard Text for Pt. History NURSERY	6 Default Edit Txt ->
Acuity Parameters		
7 Live on Acuity Yes	8 Patient Attrib. Menu CHECK-LIST	9 Second Pt. Attr. Menu CHECK-LIST
	10 Station Attrib. Menu	11 Bed Override Menu B/O TEST MENU
PCP Parameters		
12 User Formatted PCP	13 Laser Printer	14 PCP Default Format Name
15 PCP Plan of Care Name No	16 PCP Treatment Date No	17 PCP Freq/Sched Days Code
Default prompt for editing Treatment order text (Y/N) [N]--		

Go to the Bed Override Menu field. Select the menu from the table that displays and accept the screen.

NOTE: A second screen displays with fields related to Worksheets and Patient Assessment. You do not need to make any entries on this screen. This screen is fully documented in Chapter 2: High Level Tables in the *Tables Volume* of the *STAR Patient Care Reference Guide*.

PATIENT INDIRECT CARE

This function enables the hospital to enter Patient Indirect Care values for each nursing station. These values are added to each patient's total PCR values when the acuity values are calculated per shift. Patient Indirect Care values reflect the amount of time required to prepare and support the delivery of direct care. Examples of patient indirect care are order transcription and patient transport.

The values are entered in the familiar matrix format by skill level and shift for each station.

You can access the Patient Indirect Care function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Patient Indirect Care

After you select the appropriate facility (if necessary), the system prompts for a nursing station code. After you enter the nursing station code, the following screen displays:

General Hospital Patient Indirect Care Processor				
GENERAL HOSPITAL A			Fri Dec 29, 1995 09:49 am	
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00
Enter number to edit--				

After selection of a skill level to add/revise the shift values display on the following screen:

General Hospital Patient Indirect Care Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:49 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

Skill Level	1 Shift 1	2 Shift 2	3 Shift 3
REGISTERED NURSE	3.50	3.50	2.50

Enter field number or '/' starting field number--

Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the indirect value that is to be added to a patient's total PCR values for the specified skill level on shift 1.

NOTE: The PCR code value for each shift must equal one occurrence for the acuity value to calculate correctly for each shift. If you have not already done so, you must review all of the PCR codes to verify the shift value is for an occurrence.

2. SHIFT 2 (4-N-O)

This field contains the indirect value that is to be added to a patient's total PCR values for the specified skill level on shift 2.

3. SHIFT 3 (4-N-O)

This field contains the indirect value that is to be added to a patient's total PCR values for the specified skill level on shift 3.

Impact

After you select the screen, the Patient Indirect Care values are stored in the Standard file for the specified nursing station. They are available to be added to a patient's values when Calculate and Housekeeping run.

STATION INDIRECT CARE

This function enables the hospital to enter Station Indirect Care values for each nursing station for each day of the week, shift and skill level. These values are added to each station's total PCR values when the acuity values are calculated per shift. Station Indirect Care values reflect the amount of time required to perform activities that are part of the day-to-day, routine station operations. Examples of Station Indirect Care are counting narcotics, checking the emergency equipment, and ordering supplies.

The values are entered in the familiar matrix format by skill level and shift for each day for the station. Since, for example, most week days have the same station indirect values, the system enables you to copy one day's values to one or more of the other days.

You can access the Station Indirect Care function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Indirect Care

The system displays the following screen for the current nursing station:

General Hospital Station Indirect Care Processor			
Fri Dec 29, 1995 09:49 am			
Station: 2N 2 NORTH			
(1) Sunday	(3) Tuesday	(5) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(6) Friday	
Enter day of the week--			

After you select the day for which you want to enter the Station Indirect Care values, the following screen displays:

General Hospital Station Indirect Care Processor				
GENERAL HOSPITAL A			Fri Dec 29, 1995 09:49 am	
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

Enter number to edit--

After selection of a skill level to add/revise, the shift values display on the following screen:

General Hospital Station Indirect Care Processor				
GENERAL HOSPITAL A			Fri Dec 29, 1995 09:49 am	
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

Skill Level	1 Shift 1	2 Shift 2	3 Shift 3
REGISTERED NURSE	3.50	3.50	2.50

Enter field number or '/' starting field number--

Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the indirect value that is to be added to the station's total PCR values for the specified skill level on shift 1 of this day.

NOTE: The PCR code value for each shift must equal one occurrence for the acuity value to calculate correctly for each shift. If you have not already done so, you must review all of the PCR codes to verify the shift value is for an occurrence.

2. SHIFT 2 (4-N-O)

This field contains the indirect value that is to be added to the station's total PCR values for the specified skill level on shift 2 of this day.

3. SHIFT 3 (4-N-O)

This field contains the indirect value that is to be added to the station's total PCR values for the specified skill level on shift 3 of this day.

After you accept the screen, the system displays the following prompt:

Enter number to edit--

You can edit another skill level. If you are finished editing, press ENTER. The system displays the message *Filed!*. The Station Indirect Care values are stored in the Standard file for the specified nursing station. They are available to be added to the station's values when Calculate and Housekeeping run. The following prompt displays:

Copy to another day of the week (Y/N) [N]--

When you do not want to copy the values, enter **N** for No. The bottom of the screen displays a list of days for you to enter values for additional days. If you are finished entering values, press ENTER to redisplay the Staffing File Maintenance menu.

To copy the station indirect care values you entered for this day of the week to one or more other days of the week, enter **Y** for Yes. The following screen displays:

General Hospital Station Indirect Care Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:49 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

(1) Sunday	(3) Tuesday	(5) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(6) Friday	

Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection(NL)

The following prompt displays:

*Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection (NL)*

Select the day(s) to which you want to copy the values. The system highlights the days you select. You can remove a day from selection by entering hyphen (-) and the day's selection number. When you finish selecting days, press ENTER and accept the screen. The system displays the message *Filed!* and redisplay the prompt:

Enter day of the week--

If you want to enter values for additional days of the week or you want to change one of the values in the days to which you copied the current day's values, select another day. When you finish entering values, press ENTER to redisplay the Staffing File Maintenance menu.

LEVEL OF CARE MATRIX

This function enables the user to define the Level of Care Matrix for each nursing station.

The Level of Care Matrix is used to determine the staffing required for each nursing station based on the number of patients in each level of care. These staffing requirements should represent the percentage of one FTE needed per patient for each skill level. These numbers are multiplied by the total number of patients in a given level by skill level and shift. The results display as staffing requirements on the Level of Care Summary screen. The Level of Care Matrix is appropriate for only those hospitals which use a staffing methodology that classifies patients according to levels of care.

NOTE: The Nursing Skill Level table must be built before using this function. Build the table using the Nursing Table Maintenance function on the Tables submenu. A maximum of nine skill levels may be defined per facility.

The Level of Care table must also be built before using this function. Build the table using the Nursing Table Maintenance function on the Tables submenu.

You can access the Level of Care Matrix function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Level of Care Matrix

After you select the appropriate facility (if necessary), the system prompts for a nursing station code. After you enter the nursing station code, the following prompt displays:

Enter first letter(s) '-' or level code--

If you know the level code, enter it. If not, enter a hyphen(-) and select from the list of all levels defined in the Level of Care table.

NOTE: The Level of Care table is defined per facility, but the Level of Care Matrix is defined per station.

After a valid level is entered, the following screen is displayed:

General Hospital Level of Care Matrix Processor				
LEVEL I		Fri Dec 29, 1995 09:50 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	0.00	0.22	0.22
2	LICENSED PRACTICAL NURSE	0.50	0.50	0.50
3	NURSING ASSISTANT	0.28	0.28	0.28
4	UNIT SECRETARY	0.00	0.00	0.00
5	GRAD NURSE TECH	0.00	0.00	0.00
6	HEAD NURSE	0.00	0.00	0.00
7	CHARGE NURSE	0.00	0.00	0.00
Skill Level		1 Shift 1	2 Shift 2	3 Shift 3
REGISTERED NURSE		0.33	0.33	0.33
Enter field number or '/' starting field number--				

The previous matrix contains the following information for the specified station:

- All skill levels defined in the Nursing Skill Level table
- Per skill level, the values for each shift

If you want to add values or edit existing values, enter the option number beside the skill level you want to edit.

Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the percentage of one FTE that a patient with this level of care requires on shift 1.

2. SHIFT 2 (4-N-O)

This field contains the percentage of one FTE that a patient with this level of care requires on shift 2.

3. SHIFT 3 (4-N-O)

This field contains the percentage of one FTE that a patient with this level of care requires on shift 3.

Impact

After you accept the screen, the Level of Care values are stored in the Standard file for the specified nursing station.

LEVEL OF CARE RANGES

This function enables the user to define the Level of Care Ranges for each nursing station. The Level of Care Ranges Matrix sets the framework for categorizing patients according to levels. After the system calculates acuity data, it compares the patient totals to this matrix to determine the patient's level of care. Level of Care Ranges are appropriate for only those hospitals which use a staffing methodology that classifies patients according to levels of care.

NOTE: The Level of Care table must be built before using this function. Build the table using the Nursing Table Maintenance function on the Tables submenu.

You can access the Level of Care Ranges function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Level of Care Ranges

After you select the appropriate facility (if necessary), the system prompts for a nursing station code. After you enter the nursing station code, the following screen displays:

General Hospital Level of Care Ranges Processor			
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:51 am	
Station: 2 NORTH			
Level	Description	Low Range Inclusive	High Range
1	LEVEL I	0.00	10.00
2	LEVEL II	10.00	20.00
3	LEVEL III	20.00	40.00
4	LEVEL IV	40.00	50.00
5	LEVEL V	50.00	
Enter level to edit--			

The information on the previous screen lists the low and high point ranges for each level of care defined in the Level of Care table. If you want to add or edit the ranges, enter the option number next to the desired level of care description.

Field Explanations

LEVEL/DESCRIPTION (DISPLAY ONLY)

This field displays the level of care and description defined in the Level of Care table.

LOW RANGE (9-N-O)

This field contains the minimum point total that a patient must have in order to qualify for this level of care. The low range value is inclusive, meaning that if the patient has exactly this value, he has this level of care.

NOTE: If a patient's total PCRs are less than the Low Range value you assign to Level 1, the system does not assign a level of care to the patient. For example, when the Low Range value for Level 1 is 5 (five), and the patient's PCR values total 3.75, the following occur:

- The system does not assign a level of care to the patient.
- The system does not include the patient's values in the totals on the Level of Care Summary.
- The Level field in the Patient Demographic Block that prints on reports is blank.
- The Level of Care field on the Medical Page screen of the Revise Patient-Nursing function is blank.

When you always want the patient to be assigned a level of care, enter zero (0) for the Low Range value.

HIGH RANGE (DISPLAY ONLY)

This field contains the maximum point total that a patient may have in order to qualify for this level of care. The high range value is automatically filled in by the system using the low value from the next level. The high range for the highest level is blank, assuming infinity.

Impact

After you accept the screen, the Level of Care Ranges are stored in the Standard File for the specified station.

STATION WEIGHTED VALUES

This function enables the hospital to define skill level percentages for PCR distribution. These station-specific values distribute PCR values across all skill levels when a specific skill level is not entered for a PCR code. The total values listed for each shift must add up to 100%.

You can access the Station Weighted Values function by selecting the following menu options:

1. Select File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Station Weighted Values

Upon selection of the appropriate facility (if necessary), the system prompts for a nursing station code. After you enter the nursing station code, the following screen displays:

General Hospital Station Weighted Values Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:51 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	40.00	40.00	40.00
2	LICENSED PRACTICAL NURSE	25.00	25.00	25.00
3	NURSING ASSISTANT	25.00	25.00	25.00
4	UNIT SECRETARY	10.00	10.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00
		-----	-----	-----
	Total	100.00	100.00	90.00 *
Enter number to edit--				

The previous matrix contains the following information for the specified station:

- All skill levels defined in the Nursing Skill Level table
- Per skill level, the values for each shift
- Any shift whose values do not total 100% are indicated with an asterisk (*) next to the total

When a shift's values do not total 100%, and you try to accept the screen, the following error message displays:

Error: Totals for each shift must be 100%

Change the values so they total 100.00.

NOTE: Station Weighted Values entered prior to the 12.1 Release that do not equal 100.00 are marked with an asterisk. You can press period (.) ENTER to exit the screen without changing the values; however, acuity values for this station are not accurate when the totals do not equal 100.00.

You can print the Station Weighted Values using the Print Station Weighted Values function. Refer to Chapter 3: File Maintenance Reports for information on this function.

If you want to add values or edit existing values, enter the option number beside the skill level you want to edit. The system displays the following screen:

General Hospital Station Weighted Values Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:51 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	40.00	40.00	40.00
2	LICENSED PRACTICAL NURSE	25.00	25.00	25.00
3	NURSING ASSISTANT	25.00	25.00	25.00
4	UNIT SECRETARY	10.00	10.00	10.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00
Skill Level		1 Shift 1	2 Shift 2	3 Shift 3
REGISTERED NURSE		40.00	40.00	40.00
Enter shift 1 percentage--				

Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the percentage of PCR values that should apply to this skill level for shift 1.

2. SHIFT 2 (4-N-O)

This field contains the percentage of PCR values that should apply to this skill level for shift 2.

3. SHIFT 3 (4-N-O)

This field contains the percentage of PCR values that should apply to this skill level for shift 3.

Impact

After you accept the screen, the Station Weighted Values are stored in the Standard file for the specified nursing stations. If the values are ever changed after the Acuity module is live, you must execute the PCR Go Live function for each station whose values changed.

STATION MULTIPLIER/DIVISOR

This function enables the hospital to enter and maintain a multiplier and divisor for patient PCRs for each station. The multiplier and divisor must be whole numbers. The total PCRs are added together for each patient and multiplied by the Multiplier for that station. This total is then divided by the Divisor for that station. This process enables the hospital to use any relative value in the PCR value field and convert the value into FTEs.

Examples

In these examples, the slash (/) means *divided by*.

1. In an Acuity system where 1 PCR value equals 6 minutes, the multiplier is 1 and the divisor equals 80.

1 PCR = 6 minutes	60 minutes/6 minutes = 10 PCUs per hour
1 shift = 8 hours	10 PCUs x 8 hours = 80 PCUs per shift
Multiplier = 1	Divisor = 80

2. In an Acuity system where 1 PCR value equals 60 minutes or 1 hour, the multiplier equals 1 and the divisor equals 8.

1 PCR = 60 minutes	60 minutes/60 minutes = 1 PCU per hour
1 shift = 8 hours	1 PCU x 8 hours = 8 PCUs per shift
Multiplier = 1	Divisor = 8

After selection of Station Multiplier/Divisor from the menu, a station code must be entered. The following screen displays:

General Hospital Station Multiplier/Divisor Processor	
GENERAL HOSPITAL A	Fri Dec 29, 1995 09:52 am
Station: 2N 2 NORTH	
1 Multiplier	2 Divisor
1	8
Enter field number or '/' starting field number--	

Field Explanations

1. MULTIPLIER (9-N-O)

This field contains the value that is to be multiplied by the total PCR values for each patient.

2. DIVISOR (9-N-O)

This field contains the value that the total PCR values are divided by in order to convert to FTEs.

Impact

After you accept the screen, the multiplier and divisor are stored for the specified station in the Standard file.

NURSING STATION PARAMETERS

The Station Parameters function enables you to set various station-specific indicators in the system regarding menus, worksheet selections, and staffing/acuity.

You can access the Station Parameters function by selecting the following menu options:

1. File Maintenance
2. Staffing File Maintenance
3. Station Parameters

After you select the Station Parameters option, the following prompt displays:

Enter outpatient (O), maternity (M), station code or '-' to list--

Enter **O** for Outpatient to access Station Parameters for outpatients. The screen displays 'Outpatient Parameters' in the upper left corner, but field functionality is the same.

NOTE: The Acuity Parameters fields are accessible from the Outpatient Parameters screen, but entries in these fields have no effect within STAR Patient Care functions, as Acuity is not calculated for outpatients.

Enter **M** for Maternity to access Station Parameters for maternity patients. The screen displays Maternity Parameters in the upper left corner, but field functionality is the same.

If you know the nursing station code, enter it directly. Enter a hyphen (-) to access a listing of all established stations within your facility. When you select a station from the list, the Station Parameters screen displays with the selected station name in the upper left corner, as in the following example:

General Hospital Station Parameters Processor			
NURSERY Station Parameters		Thu Apr 03, 1997 02:03 pm	
1 Live on Nursing Yes	2 Def Characteristics Menu FACILITY A MENU	3 ADL Menu NURSERY	
4 Plan of Care at DIS No	5 Standard Text for Pt. History NURSERY	6 Default Edit Txt ->	
Acuity Parameters			
7 Live on Acuity Yes	8 Patient Attrib. Menu CHECK-LIST	9 Second Pt. Attr. Menu CHECK-LIST	
	10 Station Attrib. Menu	11 Bed Override Menu B/O TEST MENU	
PCP Parameters			
12 User Formatted PCP	13 Laser Printer	14 PCP Default Format Name	
15 PCP Plan of Care Name No	16 PCP Treatment Date No	17 PCP Freq/Sched Days Code	
Default prompt for editing Treatment order text (Y/N) [N]--			

Field Explanations

The fields on this screen are fully documented in Chapter 2: High Level Tables in the *Tables Volume* of the *STAR Patient Care Reference Guide*. The field explanations that follow are only for the fields specific to the Acuity Module.

Acuity Parameters

7. LIVE ON ACUITY (1-A-O)

This field indicates whether or not the station is *Live* on the Staffing/Acuity module. Enter Y for Yes to have the system accumulate PCR codes and values for all patients on the station. The default is No.

8. PATIENT ATTRIB. MENU (TABLE LOOKUP)

This field contains the name of the first menu that displays for the Patient Attribute function. This field is optional for all nursing stations.

9. SECOND PATIENT ATTRIB. MENU (TABLE LOOKUP)

This field contains the name of the second menu that displays for the Patient Attribute function. This field is optional for all nursing stations.

10. STATION ATTRIB. MENU (TABLE LOOKUP)

This field contains the name of the menu that displays for the Station Attribute function. This field is optional for all nursing stations.

11. BED OVERRIDE MENU (TABLE LOOKUP)

This field contains the name of the menu that displays for the Bed Override function. This field is optional for all nursing stations.

NOTE: There is a second Station Parameters screen with fields related to Worksheets and Assessments. You do not need to make any entries in this screen. This screen is also documented in Chapter 2: High Level Tables in the *Tables Volume* of the *STAR Patient Care Reference Guide*.

Impact

After you accept the screen, the following processing takes place:

- The data entered on the screen is stored for the selected station in the Standard file. The table listing reflects any changes made.
- All functions use the newly stored parameters.
- The parameters for outpatients or maternity outpatients are available for use with the nursing product functions. The system makes adjustments for all nursing programs and functions that use these parameters to determine the patient type prior to implementing any of the parameters.

NURSING FACILITY PARAMETERS

The Nursing Facility Parameters screen enables you to set options for your facility for the following areas:

- Nursing Shifts
- Outpatient Shifts
- Patient Care Profile
- Patient Acuity
- Assessment / Plan of Care
- Critical Pathways
- Maternity Retention Days

You can access the Nursing Facility Parameters by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Standard File Maintenance
3. Report Build Options
4. Nursing Facility Parameters

Select the facility, if necessary. The Nursing Facility Parameters screen displays, as shown in the following example:

General Hospital Nursing Facility Parameters Processor			
GENERAL HOSPITAL A		Mon Mar 15, 1996 02:26 pm	
NURSING SHIFTS			
1 Number of Shifts	2 Shift 1	3 Start Time	4 PCR Housekeep Time
3	DAY	07:00A	14:30P
	5 Shift 2	6 Start Time	7 PCR Housekeep Time
	Evening	15:00P	22:30P
	8 Shift 3	9 Start Time	10 PCR Housekeep Time
	Night	23:00P	06:30A
OUTPATIENT SHIFTS			
	11 Shift 1	12 Shift 2	13 End Time
	07:00A	17:00P	20:00P
PATIENT CARE PROFILE			
14 Patient Block Loc	15 PCP Seq #	16 Nursing EO Loc	
Top Right	No	Right	
17 Rx Orders	18 Med Sched/PRN	19 Solution Types	
Meds/Solutions	Both	Pri, Pgy, Inf, TPN, Irr, Syr,	
Enter field number or '/' starting field number--			
next screen(/) or previous screen(/P) [/]			

The Nursing Facility Parameters screens contain fields which define facility-specific functions. There are two screens of nursing parameters. The first of these screens contains the PCR Housekeep Time fields, which affects when the Calculate Totals function runs.

NOTE: This document explains only the parameters that affect the Acuity Module. Refer to Chapter 2: High Level Tables in the *Tables Volume* and Appendix A: Nursing Tables in the *Care Planning and Documentation Module*, both of the *STAR Patient Care Reference Guide*, for complete information on the Nursing Facility Parameters screens.

Field Explanations

4,7,10. PCR HOUSEKEEP TIME (10-N-O)

This function calculates the total Patient Care Requirements (direct and indirect), total station requirements, level of care, and required staffing based on levels, or required staffing, and variance based on PCRs. The system runs the function at the time you define in this field. The time is usually set for shortly before Nursing Administration needs to project staffing requirements for the next shift.

Enter time to housekeep PCR codes for Shift 1 (near end of shift)--

Enter the time of day that the system should run housekeeping for this shift automatically.

The second Nursing Facility Parameters screen contains additional options for the Acuity Module. Enter a slash (/) to advance from the first Nursing Facility Parameters screen to the second. The screen displays as follows:

```

General Hospital Nursing Facility Parameters Processor
GENERAL HOSPITAL A                               Mon Mar 15, 1996 02:26 pm

PATIENT ACUITY
1 Admission Bed Override                2 Transfer Bed Override
1111 ADMISSION TO UNIT                5556 TRANSFER BED
3 Acuity Retention                    4 Historical Acuity Retention 5 Historical Key
99                                   999                                   DRG

ASSESSMENT / PLAN OF CARE
6 Assessment Maint    7 Assessment History Retention    8 Master Problem List
Weekly              1 D                                   Yes
9 Pending Authorization Status    10 Log Text    11 Report Name
No                               No              NPLOG   Nursing Log Text Re

CRITICAL PATHWAYS
12 Retention Days              13 Print Frequency
999                            ->

MATERNITY RETENTION DAYS
14 Care Plans                15 Assessment                16 Labor & Delivery    17 Vital Signs
9125                        9125                        9125                9125

Enter field number or '/' starting field number--
                        next(/) or previous screen (/P) [/]

```

Field Explanations

1. ADMISSION BED OVERRIDE (TABLE LOOKUP)

This field enables you to assign a bed override status whenever a patient is admitted to the facility. The following prompt displays:

Enter admission bed override code or '-' to list--

Enter the admission bed override code or perform a table lookup and make your selection.

2. TRANSFER BED OVERRIDE (TABLE LOOKUP)

This field enables you to assign a transfer bed override status whenever a patient is transferred to the facility. The following prompt displays:

Enter transfer bed override code or '-' to list--

Enter the transfer bed override code or perform a table lookup and make your selection.

3. ACUITY RETENTION (1-N-R)

You use this field to designate the number of days that you want to retain staffing data on the system. You can enter a number from 1 to 99. The following prompt displays:

Enter number of days to retain acuity data on the system--

Enter the number of days you want to retain the station, room, and bed acuity totals in the system.

4. HISTORICAL ACUITY RETENTION (3-N-R)

You can retain historical data for acuity for up to one year. The following prompt displays:

Enter number of days to retain historical acuity data (0 for none)--

Enter the number of days, from 0 to 999 that you want to retain historical acuity data. The system stores the acuity data sent to TRENDSTAR for the period you indicate in this parameter.

5. HISTORICAL KEY (1-A-R)

This field enables you to store the staffing historical data by DRG or by Diagnosis. The following prompt displays:

Do you wish to store Historical Acuity Data by DRG(D) or Diagnosis(X)?--

To store the DRG with the acuity historical data, enter **D** for DRG. To store the Diagnosis, enter **X** for Diagnosis. The system stores the DRG or Diagnosis with the patient acuity data depending upon the entry in this field.

PCR GO LIVE

The PCR Go Live function is executed per nursing station as each station *Goes Live* with the Nurse Staffing & Acuity module. This function calculates PCR values for each patient by reading through all of the direct care items for the patient (Plan of Care elements, ADLs, treatments, etc.) and totaling all the points associated with each PCR code assigned to the direct care items.

The PCR Go Live function is automatically executed by the system when the Count PCRs field on the Station Parameters screen is set to Yes.

Another appropriate time to execute the Go Live function is when any of the following are changed for a station which is already live on the Nurse Staffing & Patient Acuity module:

- PCR values
- Station Weighted values
- Indirect Care
- Levels of Care
- Level of Care Ranges

After the PCR Go Live function is complete, the PCR Audit can be printed in order to obtain the current PCR values for the patient(s).

NOTE: The PCR Station Summary and Staffing Summary do not reflect the changed acuity totals until the Calculate Totals or Housekeeping functions are run.

You can access the PCR Go Live function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. PCR Go Live

The following prompt displays:

Run 'Go Live' for facility(F), station(S), or patient(P)?--

To run the Go Live function for the facility, enter **F** and then select the desired facility. Once the facility is selected, the following prompt displays:

Are you sure you want to 'Go Live' for facility ? (Y/N)

Enter **Y** to begin the Go Live process. The following message displays:

PCR' compiling

To run the Go Live function by station, enter **S** and then select the station. Enter a hyphen (-) to select from a list of stations. After the station is selected, the following message displays:

PCRs compiling

To run the Go Live function by patient, enter **P**. The system prompts you to enter the station code. Enter the desired station or enter a hyphen (-) to select from a list of station codes. Once the station code is selected, the system displays a list of occupied beds with room and bed number and patient last name. The following prompt displays:

*Enter choices (e.g. 1,3,5-7) or ``choices to remove--
end selection (NL)*

Select the desired patient(s). The following message displays:

*PCR's compiling***Impact**

After you accept the screen, the following processing takes place:

- For each patient to be updated, the current PCR totals are killed.
- All direct care items are read, and for each that has a PCR code linked, the PCR value is added to the new totals by skill level and shift.
- All indirect care points, patient and station attributes are added to the totals.
- The new PCR totals are stored in the patient file.

Chapter 3 - FILE MAINTENANCE REPORTS

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PRINT PCR CODES

The Print PCR Codes function provides a numeric or alphabetic listing of all PCRs in the Standard File. The alphabetic listing has several print options including whether or not to print the stations with exception values.

You can access the Print PCR Codesfunction by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Print Staffing Files
4. Print PCR Codes

After you select the function from the menu and enter the appropriate facility, the following prompt displays:

Enter alphabetic(A) or numeric(N) print [A]--

Enter **N** to print a numerical report. The following message displays and the report begins printing:

Printing PCRs!

Enter **A** to print an alphabetical report. The following screen displays:

```

General Hospital PCR Codes Processor
                                Fri Dec 29, 1995 03:17 pm

( 1)Print stations      :
( 2)Station to print   :
( 3)Starting letter(s) :
( 4)Ending letter(s)   :

Print associated stations? (Y/N) [Y]-- |

```

Field Explanations

1. PRINT STATIONS (1-A-O)

This field indicates whether or not station exceptions should print on the report. The default is No.

2. STATION TO PRINT (TABLE LOOKUP)

This field contains the station code included in the report if the station has exception values for the PCRs that print.

3. STARTING LETTER(S) (TABLE LOOKUP)

This field indicates the PCR to print or the starting letter(s) of PCR to print on the report. To print an individual PCR, enter the PCR code or a hyphen (-) for a table lookup. To print all PCRs that begin with A, enter **A**.

4. ENDING LETTER(S) (U-A-O)

This field is used with the Starting Letter(s) field to determine the range of PCRs to print. It is used only if the report is printing more than one PCR. The default is the value of the Starting Letter(s) field. To print all PCRs that begin with A, enter **A** for both Starting Letter(s) and Ending Letter(s).

Output

After you accept the screen, the Standard PCR Codes Report prints on the default printer associated with the requesting PC as identified in the CRT Names table under Table Maintenance.

Alphabetical Listing

The Standard PCR Codes report provides an alphabetical or numerical listing of all the PCRs in the Standard file.

In this example the sort is alphabetic.

The following information prints on the alphabetic report:

- PCR Code
- PCR Description
- Station code (if a station exception was entered)
- Skill Level (may be blank)
- Shift 1 value
- Shift 2 value

- Shift 3 value

Figure 3.1 Standard PCR Codes Report in Alphabetical Order

Fri Dec 29, 1995 03:45 pm		STANDARD PATIENT CARE REQUIREMENTS				
		GENERAL HOSPITAL A				
		Page 1				
SELECTION CRITERIA -- A thru Z						
CODE	DESCRIPTION	STATION	SKILL	SHIFT 1	SHIFT 2	SHIFT 3
2001	ABDOMEN, ASSESS		RN	0.50	0.50	0.50
2002	ABDOMINAL PREP AND FOLEY CATH		LPN	0.75	0.75	0.75
2003	ACCUCHECKS		NA	0.25	0.25	0.25
2004	ACCUDYNE SHOWER			0.00	0.00	0.00
2005	ACTIVITY, ENCOURAGE PHYSICAL		NA	0.50	0.50	0.50
2006	ADMINISTER MEDICATIONS PRN		LPN	0.50	0.50	0.50
0004	ADMISSION		RN	0.50	0.50	0.50
0014	AGE 2-6 YEARS			0.00	0.00	0.00
2007	ANTI-EMBOLISMN SOCKS		NA	0.25	0.25	0.25
2008	ARM PULSE,BLEEDING,CHECK FOR		RN	0.25	0.25	0.25
0018	ASSIST ORAL TUBE		RN	0.75	0.75	0.75
0016	BATH TOTAL		NA	0.50	0.00	0.00
0015	BATH W/ASSIST		NA	0.25	0.00	0.00
0003	BEDREST			0.00	0.00	0.00
0029	COMP IMMOBILITY EQUIP		LPN	0.00	0.00	0.00
0030	COMP IMMOBILITY PHYSICAL		LPN	0.00	0.00	0.00
0039	COMPLEX SPECIMENS		RN	0.00	0.00	0.00
0026	CONFUSED/DISORIENTED		RN	0.25	0.25	0.25
0012	DISCHARGE AMA			0.00	0.00	0.00
0006	DISCHARGE HOME			0.00	0.00	0.00

Numerical Listing

The Standard PCR Codes report provides an alphabetical or numerical listing of all the PCRs in the Standard file.

In this example the sort is numeric.

The following information prints on the numeric report:

- PCR Code
- PCR Description

Figure 3.2 Standard PCR Codes Report in Numerical Order

Mon Mar 15, 1996 03:46 pm		NUMERICAL LISTING FOR PCR CODES	
GENERAL HOSPITAL A		PAGE 1	
CODE	DESCRIPTION		
0001	UP AD LIB		
0002	UP WITH ASSIST		
0003	BEDREST		
0004	ADMISSION		
0005	TRANSFER IN		
0006	DISCHARGE HOME		
0007	DISCHARGE IN-HOUSE		
0008	DISCHARGE OTHER HOSPITAL		
0009	DISCHARGE SNF/ICF		
0010	TRANSFER OUT		
0011	EXPIRATION		
0012	DISCHARGE AMA		
0013	UNDER 2 YEARS		
0014	AGE 2-6 YEARS		
0015	BATH W/ASSIST		
0016	BATH TOTAL		
0017	SPECIAL EMOTIONAL NEEDS		
0018	ASSIST ORAL TUBE		
0019	TOTAL ORAL TUBE		
0020	I&O SIMPLE		
0021	I&O COMPLEX		
0022	INC/DIAPH		
0023	ISOLATION III-GLOVES, GOWN, MASK		
0024	IVs/SITE CARE		
0025	UNCONSCIOUS		
0026	CONFUSED/DISORIENTED		
0027	PART IMMOBILITY EQUIP		
0028	PART IMMOBILITY PHYSICAL		
0029	COMP IMMOBILITY EQUIP		
0030	COMP IMMOBILITY PHYSICAL		
0031	NON-INVASIVE MONITOR		
0032	INVASIVE MONITOR		
0033	MULTI-SYST		
0034	OXYGEN		
0036	PREP FOR TEST/PROCEDURE		
0037	RESPIRATOR		
0038	SENSORY DEFICIT		
0039	SIMPLE SPECIMENS		
0043	COMPLEX SPECIMENS		

PRINT PATIENT ATTRIBUTE MENU

The Print Patient Attribute Menu function provides the nurse with a printed copy of the menu that is assigned to a specified station. The report can be printed in a detail or summary format.

You can access the Print Patient Attribute Menu function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Print Staffing Files
4. Print Patient Attribute Menu

After you select the function from the menu, the system displays the following prompt:

Enter detail(D) or summary(S) report--

After you enter **D** for detail report or **S** for summary report, the system displays the message *Printing!*, and the report prints.

Output

After you enter **D** for Detail or **S** for Summary, the Patient Attribute Menu prints on the default printer assigned to the requesting PC as identified in the CRT Names table under Table Maintenance.

The Patient Attribute Menu Report provides the nurse with a printed copy of the menu that is assigned to a specified station. The report can be printed in a detail or summary format.

Detail Report

This report is not sorted. It prints the menu as it exists in the system.

The following information prints on the detail report:

- PCR Code
- PCR Description
- Skill level (may be blank)
- Shift 1 value
- Shift 2 value
- Shift 3 value

Figure 3.3 Patient Attribute Menu Detail Report

Fri Dec 29, 1995 03:17 pm		GENERAL HOSPITAL A		PATIENT ATTRIBUTE MENU		
2N MENU		Station 2N		Page 1		
Code	Description	Skill	Day	Evening	Night	Except
0014	AGE 2-6 YEARS	NA	0.00	0.00	0.00	
2005	ACTIVITY, ENCOURAGE PHYSICAL	RN	0.50	0.50	0.50	
0039	COMPLEX SPECIMENS	RN	0.00	0.00	0.00	
0018	ASSIST ORAL TUBE	NA	0.75	0.75	0.75	
0016	BATH TOTAL	NA	0.50	0.00	0.00	
0015	BATH W/ASSIST	RN	0.25	0.00	0.00	
0026	CONFUSED/DISORIENTED	RN	0.25	0.25	0.25	
0021	I&O COMPLEX	RN	1.25	1.25	1.25	
0020	I&O SIMPLE	RN	0.25	0.25	0.25	
0023	ISOLATION III-GLOVES, GOWN, MASK	RN	1.00	1.00	1.00	
0024	IVs/SITE CARE	RN	0.75	0.75	0.75	
0034	OXYGEN	RN	0.25	0.25	0.25	
0013	UNDER 2 YEARS	RN	0.00	0.00	0.00	
0046	SKIN WOUND, EXTENSIVE	RN	1.00	1.00	1.00	
0017	SPECIAL EMOTIONAL NEEDS	RN	1.00	1.00	1.00	
0040	SPECIAL TEACHING NEEDS	RN	1.00	1.00	1.00	
0041	TRACH/ET	RN	1.00	1.00	1.00	
0043	VS Q1H OR MORE	RN	2.00	2.00	2.00	

Summary Report

This report is not sorted. It prints the menu as it exists in the system.

The following information prints on the summary report:

- PCR Code
- PCR Description

Figure 3.4 Patient Attribute Menu Summary Report

Fri Dec 29, 1995 03:18 pm		GENERAL HOSPITAL A		PATIENT ATTRIBUTE MENU	
2N MENU		Station 2N		Page 1	

Code	Description				

0014	AGE 2-6 YEARS				
2005	ACTIVITY,ENCOURAGE PHYSICAL				
0039	COMPLEX SPECIMENS				
0018	ASSIST ORAL TUBE				
0016	BATH TOTAL				
0015	BATH W/ASSIST				
0026	CONFUSED/DISORIENTED				
0021	I&O COMPLEX				
0020	I&O SIMPLE				
0023	ISOLATION III-GLOVES,GOWN,MASK				
0024	IVs/SITE CARE				
0034	OXYGEN				
0013	UNDER 2 YEARS				
0046	SKIN WOUND,EXTENSIVE				
0017	SPECIAL EMOTIONAL NEEDS				
0040	SPECIAL TEACHING NEEDS				
0041	TRACH/ET				
0043	VS Q1H OR MORE				

PRINT STATION ATTRIBUTE MENU

The Print Station Attribute Menu function provides the nurse with a printed copy of the menu that is assigned to a specified station. The report can be printed in a detail or summary format.

You can access the Print Station Attribute Menu function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Print Staffing Files
4. Print Station Attribute Menu

After you select the function from the menu, the system displays the following prompt:

Enter detail(D) or summary(S) report--

After you enter **D** for detail report or **S** for summary report, the system displays the message *Printing!*, and the report prints.

Output

After you enter **D** for Detail or **S** for Summary, the Station Attribute Menu prints on the default printer assigned to the requesting PC as identified in the CRT Names table under Table Maintenance.

Detail Report

The Station Attribute Menu report provides the nurse with a printed copy of the menu that is assigned to a specified station. The report can be printed in a detail or summary format.

This report is not sorted. It prints the menu as it exists in the system.

The following information prints on the detail report:

- PCR Code
- PCR Description
- Skill level (may be blank)
- Shift 1 value
- Shift 2 value
- Shift 3 value

Figure 3.5 Station Attribute Menu Detail Report

Fri Dec 29, 1995 03:18 pm			GENERAL HOSPITAL A			STATION ATTRIBUTE MENU	
STATION ATTRIBUTE			Station 2N			Page 1	
Code	Description	Skill	Day	Evening	Night	Except	
0005	TRANSFER IN	RN	0.75	0.75	0.75		
3000	PATIENT CARE CONFERENCE	RN	0.50	0.50	0.50		
3002	PHYSICIAN ROUNDS	RN	1.00	0.00	0.00		
3001	NARCOTIC COUNT	RN	0.33	0.33	0.33		

Summary Report

The Station Attribute Menu Summary Report is not sorted. It prints the menu as it exists in the system.

The following information prints on the summary report:

- PCR Code
- PCR Description

Figure 3.6 Station Attribute Menu Summary Report

Fri Dec 29, 1995 03:18 pm		STATION ATTRIBUTE MENU	
GENERAL HOSPITAL A		Page 1	
STATION ATTRIBUTE		Station 2N	

Code	Description		

0005	TRANSFER IN		
3000	PATIENT CARE CONFERENCE		
9997	PHYSICIAN ROUNDS		
7300	NARCOTIC COUNT		

PRINT BED OVERRIDE MENU

The Print Bed Override Menu function provides the nurse with a printed copy of the menu that is assigned to a specified station. The report can be printed in a detail or summary format.

You can access the Print Bed Override Menu function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Print Staffing Files
4. Print Bed Override Menu

After you select the function from the menu and enter the desired station code, the system displays the following prompt:

Enter detail(D) or summary(S) report--

After you enter **D** for detail report or **S** for summary report, the system displays the message *Printing!*, and the report prints.

Output

After you enter **D** for Detail or **S** for Summary, the Bed Override Menu prints on the default printer assigned to the requesting PC as identified in the CRT Names table under Table Maintenance.

Detail Report

The Bed Override Menu Detail Report is not sorted. It prints the menu as it exists in the system.

The following information prints on the detail report:

- Bed Override Code
- Bed Override Description
- Skill level (may be blank)
- Shift 1 value
- Shift 2 value
- Shift 3 value
- Exception Indicator

Figure 3.7 Bed Override Menu Detail Report

Fri Dec 29, 1995 03:18 pm			GENERAL HOSPITAL A			BED OVERRIDE MENU	
BED OVERRIDE MENU			Station 2N			Page 1	
Code	Description	Skill	Day	Evening	Night	Except	
1000	ADMISSION	RN	0.50	0.50	0.50		
		LPN	0.00	0.00	0.00		
		NA	0.25	0.25	0.25		
		US	0.33	0.33	0.33		
5000	POST OP PATIENT	RN	0.50	0.50	0.50		
		LPN	0.00	0.00	0.00		
		NA	0.25	0.25	0.25		
		US	0.25	0.25	0.00		
2234	TRANSFER FROM CRITICAL CARE AREA	RN	0.50	0.50	0.50		
		LPN	0.00	0.00	0.00		
		NA	0.25	0.25	0.25		
		US	0.33	0.33	0.33		
2000	TRANSFER FROM GENERAL UNIT	RN	0.25	0.25	0.25		
		LPN	0.50	0.50	0.50		
		NA	0.25	0.25	0.25		
		US	0.10	0.10	0.10		

Summary Report

The Bed Override Menu Summary Report is not sorted. It prints the menu as it exists in the system.

The following information prints on the summary report:

- Bed Override Code
- Bed Override Description

Figure 3.8 Bed Override Menu Summary Report

Fri Dec 29, 1995 03:18 pm		BED OVERRIDE MENU	
BED OVERRIDE MENU		GENERAL HOSPITAL A	Page 1
		Station 2N	
Code	Description		
1000	ADMISSION		
5000	POST OP PATIENT		
2234	TRANSFER FROM CRITICAL CARE AREA		
2000	TRANSFER FROM GENERAL UNIT		

PRINT STATION WEIGHTED VALUES

The Print Station Weighted Values function provides the nurse with a printed copy of the station weighted values that are assigned to a specified station. The report is useful for identifying stations that do not have station weighted values or have values that do not total 100%. An asterisk prints after shift totals that do not add up to 100%. You must modify the values to total 100% using the Station Weighted Values function documented in Chapter 2: File Maintenance.

You can access the Print Station Weighted Values function by selecting the following menu options:

1. File Maintenance from the Nursing main menu
2. Staffing File Maintenance
3. Print Staffing Files
4. Print Station Weighted Values

After you select the appropriate facility (if necessary), the system displays the following screen:

```
General Hospital Print Station Weighted Values Processor
GENERAL HOSPITAL A                               Fri Dec 29, 1995 04:12 pm

( 1)Display/Print:
( 2)Station(s)   :

Display(D) or Print(P) [D]--
```


Field Explanations

1. DISPLAY/PRINT (1-A-R)

This field enables you to display or print the station weighted values for a specific station. The following prompt displays:

Display(D) or Print(P) [D]--

Enter **D** to display the report. Enter **P** to print the report. Display is the default. You can also print the report from the screen display.

2. STATION(S) (3-AN-R)

This field enables you to specify that the station weighted values display/print for one or all of the stations. The following prompt displays:

Enter station code, "-" to list, or all(A)--

You can enter the station code or perform a table lookup to display a list of available stations. Enter **A** to display/print station weighted values for all stations.

Output

When you choose to display the report, a screen displays with the station weighted values for the specified station(s), as in the following example:

General Hospital Print Station Weighted Values Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:51 am		
Station	Skill Level	Day	Evening	Night
2N	REGISTERED NURSE	40.00	40.00	40.00
	LICENSED PRACTICAL NURSE	25.00	25.00	25.00
	NURSING ASSISTANT	25.00	25.00	25.00
	UNIT SECRETARY	10.00	10.00	0.00
	HEAD NURSE	0.00	0.00	0.00
	CHARGE NURSE	0.00	0.00	0.00
		-----	-----	-----
Total		100.00	100.00	90.00 *
Press NL to exit, or print(P)--				

The following prompt displays:

Enter NL to exit, or print(P)

Enter **P** to print the screen display. The report prints on the default printer assigned to the requesting PC in the CRT Names table. You can press ENTER to exit the function and redisplay the Staffing File Maintenance menu.

See below for an example of a Station Weighted Values Report.

Figure 3.9 Station Weighted Values Report

Dec 29, 1995 09:45 am		STATION WEIGHTED VALUES		
		Page 1		
Station	Skill Level	Day	Evening	Night
1N	RN	35.00	35.00	35.00
	LPN	35.00	35.00	35.00
	NA	30.00	30.00	30.00
	Total	100.00	100.00	100.00
2E	RN	30.00	30.00	30.00
	LPN	30.00	30.00	30.00
	NA	30.00	30.00	30.00
	US	10.00	10.00	10.00
	Total	100.00	100.00	100.00
End of Report				

Chapter 4 - STAFFING FUNCTIONS

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MENUS

To access the Staffing functions, select Staffing Functions from the Nursing main menu, which is shown on the following screen:

```

                                General Hospital 2N Station ID Processor
                                Fri Dec 29, 1995 10:23 am
2N Station ID Input Options

  Option No.  Option
  -----
      1      Orders
      2      Diet Review
      3      Plan of Care Process
      4      Critical Pathways
      5      Vital Signs & Fluid Balances
      6      Revise Patient
      7      Patient History / Misc.
      8      Patient Print
      9      Station Print
     10      Nursing Management
     11      Staffing Functions
     12      Census
     13      Name Inquiry
     14      Send Message
     15      File Maintenance
     16      Hospital Employee File

Enter option number--

```

After you select the Staffing Functions menu option, the following menu displays. If your hospital wants to create Staffing menus based on the user's skill level/security level, you should contact your installation or support representative.

```

                                General Hospital Staffing Functions Processor
                                Fri Dec 29, 1995 10:23 am
Staffing Functions Input Options

  Option No.  Option
  -----
      1      Patient Attributes
      2      Station Attributes
      3      Bed Override

      4      Update Actual
      5      Update Budgeted
      6      Calculate Totals

      7      Level of Care Summary
      8      Staffing Summary
      9      Utilization Summary

     10      PCR Audit
     11      Station Summary
     12      Acuity Census

Enter option number--

```

PATIENT ATTRIBUTE ASSIGNMENT

The Patient Attributes function enables you to select PCR values which assign patient-specific values. If using the Automated Staffing by Attributes approach to Acuity, the patient attributes are direct care indicators (for example, Complete Bed Bath). If using the Profile-Driven Staffing approach, patient attributes could reflect values for PCP items such as Precautions, Isolation, and Age Factor. For example, if the patient speaks no English, the nurse may flag that patient with a Communication Barrier precaution. To account for the additional time it takes to care for that patient, a patient attribute Communication Barrier could be linked to that patient.

Since these attributes are built as PCR codes, they may or may not have an assigned skill level (RN, LPN) and values for all shifts. Multiple attributes may be assigned to a patient. If no skill level is assigned, the system refers to the Station Weighted Values screen to allocate the PCU value by skill level. If using the Complex approach to acuity, once these attributes are assigned, they are usually constant. If using the Automated approach, the nurses usually update the attributes once a shift or day. When the Calculate Totals or Housekeeping function is run, the values of assigned attributes are added into the total PCRs for that patient and station.

Attribute menus, which may be station-specific, are assigned to a station in the Station Parameters screen. Each station may have up to two Attribute menus, and each Patient Attribute menu may contain up to thirty items. If the menu has not been assigned to the station in the Station Parameters screen, the system displays the following message:

No menu for station!

The Patient Attribute Menu(s) must be assigned to the station under Station Parameters before you can continue.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Patient Attributes

The system prompts you to select the patient. After patient selection, the first Patient Attribute Menu displays:

```

General Hospital Patient Attributes Processor
Last Update: 12/16/92 1440 Schmidt,Edward      Tue Feb 24, 2009 02:25 pm
No      Name      Sex      BD      Room      Physician      SVC ICD Status
90057-00002 CHARLES,ELLEN      F      03/17/87 1204-1  WOODBURN,ROBEPED 10 I/P 23

Patient Attributes Menu
( 1) ADMISSION                      (16) IMMOBILITY - COMPLETE
( 2) BED REST                       (17) TUBE CARE
( 3) BATH TOTAL                     (18) MEDICATIONS 1-4 DOSES/DAY
( 4) BATH W/ASSISTANCE              (19) MEDICATIONS 5-10 DOSES/DAY
( 5) AMBULATE                       (20) COMMUNICATION BARRIER
( 6) AMBULATE W/TWO ASSIST           (21) ISOLATION
( 7) INTAKE & OUTPUT Q SHIFT        (22) ASSESS Q SHIFT
( 8) INTAKE & OUTPUT Q 4 H          (23) < 2 HR ASSESS
( 9) INTAKE & OUTPUT Q 2 H          (24) ADL HELP < 6
(10) AP PULSE Q 4 H                (25) ADL HELP > 6
(11) IV MAINTENANCE                (26) SIMPLE DRESSING
(12) CONFUSED AND DISORIENTED      (27) COMPLEX DRESSING
(13) WOUND/SKIN CARE - SIMPLE       (28) SIMPLE TREATMENT
(14) WOUND/SKIN CARE - COMPLEX      (29) COMPLEX TREATMENT
(15) IMMOBILITY - PARTIAL           (30) O2 THERAPY

Enter choices (e.g. 1,7,5-7) or ``choices to remove--

```

When the system displays the Patient Attribute Menu, it automatically identifies those attributes currently assigned to the patient. The date, time, and name of the person performing the last update of the patient attributes displays in the top left of the screen.

The system highlights the current assignments with blinking numbers. You can assign new attributes by selecting the desired number, or you may remove choices by entering a hyphen (-) and the number to be removed.

When you do not make any changes to the patient attributes, the system displays the following prompt:

Count as Patient Attribute update? (Y/N)--

Enter **N** for No when you do not want this to count as an update to the patient attributes. Enter **Y** for Yes when you do want this to count as an update. When you enter Yes, the system prints the date/time information and your name at the bottom of the PCR Audit Report and on the Acuity Census in the following format:

12/16/92 1440 E. SCHMIDT

If a second menu is present, the following prompt displays:

Go to second menu? (Y/N) [Y]--

Press ENTER to display the second menu and select additional patient attributes. Enter **N** to bypass the second menu and return to the Staffing Functions menu.

When you select or remove attributes, the system prompts you to accept the screen and the system stores the new values for this patient as *Filed*.

Impact

The Calculate or Housekeeping function must be run to reflect any changes on staffing and patient reports.

If a Bed Override status is active for the selected patient, a message alerts you and allows the deletion of the Bed Override from the Attributes menu. However, the Bed Override may be maintained and still allow revisions to the assigned attributes.

The system records the date/time and the user by whom the attributes are updated, or designated as updated. This information prints on the PCR Audit and Acuity Census.

When a patient is transferred, the PCR total for the patient is automatically adjusted if there is a difference in the station exception/default values. No attributes are cancelled when a patient is transferred.

STATION ATTRIBUTE ASSIGNMENT

This function allows you to select PCR values for station activities that do not relate to direct patient care but require time from the staff. Examples of specific station activities are staff education or station meetings.

Since these attributes are built as PCR codes, they may or may not have an assigned skill level (such as RN or LPN) and values for all three shifts. If no skill level is assigned, the system refers to the Station Weighted Values screen to allocate the PCU value by skill level.

You can assign multiple attributes to a station. Once assigned, these indicators usually remain constant.

Attribute menus, which may be station-specific, are assigned to a station in the Station Parameters screen. Each station may have one Attribute menu, and the Station Attribute menu may contain up to thirty items. If the menu has not been assigned to the station in the Station Parameters screen, the system displays the following message:

No menu for station!

The Station Attribute Menu must be assigned to the station under Station Parameters before you can continue.

When the Calculate Totals or Housekeeping function is run (refer to “**CALCULATE TOTALS**” on page 4-21 for information on these functions), the values of assigned station attributes are added to the patient totals to calculate the total station requirements. These Station Attribute descriptions and values list at the end of the Station Summary Report.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Station Attributes

The system displays a Station Attribute Menu, as shown in the following example.

```

                                General Hospital Station Attributes Processor
Last Update: 12/16/92 1440 Schmidt, Edward                               Fri Dec 29, 1995 10:23 am

                                Station Attributes Menu

( 1) TRANSFER IN
( 2) PATIENT CARE CONFERENCE
( 3) PHYSICIAN ROUNDS
( 4) NARCOTIC COUNT

Enter choices (e.g. 1,7,5-7) or `-'choices to remove--

```

When the system displays the Station Attribute Menu, it automatically identifies those attributes currently selected. The system highlights these current assignments with blinking numbers. You can assign new attributes by selecting the desired number, or you can remove choices by entering a hyphen (-) and the number to be removed. The date, time, and name of the person performing the last update of the station attributes displays in the top left of the screen.

When you select or remove attributes, the system prompts you to accept the screen and the system stores the new values for this patient as filed. After you accept the screen, the system returns to the Staffing Functions menu.

Impact

The Calculate Totals or Housekeeping function must be run to reflect any changes on staffing and patient reports. Refer to [“CALCULATE TOTALS” on page 4-21](#) for information on the Calculate Totals and Housekeeping functions.

BED OVERRIDE

This function is used to select hospital-defined indicators to assign a temporary status value to a patient. For example, this function helps project staffing for a patient returning from surgery before orders have been entered and/or attributes assigned. When a bed override value is assigned, all other patient values, direct and indirect, are on hold until the Bed Override is removed manually or automatically. You can have the system automatically remove the Bed Override by entering a Stop Date/Shift. If you do not enter a Stop Date/Shift, the Bed Override is continuous until it is removed by editing the Bed Override.

A Bed Override status may also be assigned to an empty bed. This assignment could be used to project an expected admission to a certain bed.

Each of these status indicators may have station exceptions to the hospital default values. For example, ICU may require more time for a returning surgical patient than a general nursing area.

Only one Bed Override status can be assigned to a patient. A Bed Override status can be assigned to all three shifts, or just to one or two shifts. Patient direct care, indirect care and attributes are on Hold for shifts where the Bed Override applies. When Calculate or Housekeeping is run, the system counts the Bed Override values for the appropriate shifts for the total Patient Care Requirements.

There are two Nursing Facility Parameters that enable you to assign a bed override status whenever a patient is admitted to the facility or whenever a patient is transferred to another bed, as explained in Chapter 2: File Maintenance.

Bed Override Menus, which may be station-specific, are assigned to a station in the Station Parameters screen. Each station may have one Bed Override Menu, and the menu may contain up to thirty items. If the menu has not been assigned to the station in the Station Parameters screen, the system displays the following message:

No menu for station!

The Bed Override Menu must be assigned to the station through Station Parameters for the menu to be active.

When the Calculate or Housekeeping function is run, the values of assigned bed overrides are added to the patient-specific totals for the station total to calculate the total station requirements. When a Stop Date/Shift is defined for a Bed Override, Housekeeping and Calculate automatically adds and removes the Bed Override on the designated dates/shifts. These Bed Override descriptions and values print under the patient's name on the Station Summary Report.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Bed Override

The system displays a census-type screen as shown in the following example. Unoccupied beds display in dim video. For currently assigned overrides, the system displays a description in the Bed Override (BOV) Description field. The Shifts field displays the shifts for which the Bed Override is valid. The Stop Date/Shift field displays whether there is a date and shift set up for the Bed Override to be automatically removed, otherwise continuous displays. From this screen, you can select a patient or a vacant bed for additions or revisions.

General Hospital Bed Override Processor					
1E	1 East	3	Fri Dec 29, 1995 06:10pm		
#	Room-Bed	Name	BOV Description	Shifts	Stop Date/Shift
1	2101-1	HIGGINS, JANE	ADMISSION TO UNIT	1	continuous
2	2101-2	RATHER, J D	POST OP PATIENT	2	continuous
3	2103-1	N/R			
4	3103-1	SMITH, JOHN	TRANSFER TO UNIT	2	12/23 - 1
5	2105-1	RDY			
6	2107-1	RDY			
7	2107-2	RDY			
8	2109-1	RDY			
9	2109-2	RDY			
Enter # to edit [NL to cont] --					

After you select the number to add or edit the Bed Override, the system displays the following Bed Override screen. Using this screen, you can assign a new override by selecting the desired number or remove choices by pressing ENTER. The following screen displays:

General Hospital Bed Override Processor					
1E	1 EAST	3	Fri Dec 29, 1995 06:10pm		
2101	SMITH, JOHN				
1	Bed Override	2	Start Date	3	Start Shift
	0501 ADMISSION TO UNIT		12/09/93		2
4	Shift(s) BOV Active	5	Stop Date	6	Stop Shift
	2		12/09/93		3
Bed Override Menu					
(1)	ADMISSION TO UNIT				
(2)	POST-OP PATIENT				
(3)	TRANSFER FROM GENERAL UNIT				
(4)	TRANSFER FROM CRITICAL CARE AREA				
Enter new bed override [NL to delete] --					

Field Explanations

1. BED OVERRIDE (TABLE LOOKUP)

This field contains the Bed Override code and description assigned to the patient or vacant bed. When you access this field, the system displays a table of bed overrides available for selection. You can select one Bed Override for each patient or vacant bed.

2. START DATE (DATE)

Enter the date on which you want to start the Bed Override using one of the standard date entry formats. The default is the current date.

3. START SHIFT (1-N-R)

Enter the shift on which you want to start the Bed Override. You can only select one shift in this field.

4. SHIFT(S) BOV ACTIVE (3 or 4-N-R)

Enter the shifts for which the Bed Override is valid. This field enables you to designate specific shifts for which you want the Bed Override. You enter the numbers of the shifts without any commas in between. For example, to select the first and second shifts, enter the numbers 12. By entering 12, you designate that there is no Bed Override on the third shift. The default is all shifts.

5. STOP DATE (DATE-O)

Enter the date on which you want to stop the Bed Override using one of the standard date entry formats. If you do not make an entry in the StopDate field, the Bed Override is continuous until you remove it.

6. STOP SHIFT (1-N-O)

Enter the shift on which you want to stop the Bed Override. You can only enter one shift in this field. If you made an entry in the Stop Date field, an entry in this field is required.

After you have added or updated the Bed Override, the system prompts you to accept the screen and stores the new values for this patient or bed as *Filed*.

Impact

The Calculate Totals or Housekeeping function must be run to reflect any changes on staffing and patient reports. These functions automatically start and stop the Bed Override based on the entries you made in the Start and Stop Date/Shift fields.

If a Bed Override indicator is currently assigned to the selected patient, and the current date/shift is within the time period designated by the Start and Stop Date/Shift entered on the Bed Override screen, a message alerts you and allows the deletion of the Bed Override from the Attributes, ADLs and Treatment menus. However, you can keep the Bed Override and still make revisions to the assigned attributes, ADLs and treatments.

The system records the date and time the attributes are updated. This information prints on the PCR Audit even though a Bed Override status is assigned to the patient.

When a patient is transferred, the PCR total for the patient is automatically adjusted, if there is a difference in the station exception/default values. No attributes are cancelled when a patient is transferred.

The Bed Override assigned to a vacant bed prints on the Station Summary report where the patient's name normally would print. Its associated values print next to the bed ID.

The Bed Override assigned to a patient prints on the PCR Audit for each shift on which it is active. The Bed Override totals also are included in the patient's grand PCR total. Indirect care is not counted for shifts on which a Bed Override applies. Zeroes print for the indirect care values.

UPDATE ACTUAL FTES

This function enables you to enter the number of actual staff (FTEs) for each station by shift, skill level, and day of the week. When Calculate or Housekeeping is run, the system calculates the required FTEs. Then the system calculates a variance based on the actual staff. The required FTE total, the Actual FTE total and their variance display and print on the Staffing Summary.

The system allows the entry of fractional FTEs (for example, 1.50 RNs) to reflect the overlapping of shift personnel or part-time staff.

The hospital needs to make procedural decisions about how often this screen is updated and who updates it. If the variance between the required and actual FTEs is to be meaningful, the actual FTEs must be as accurate as possible. However, this is a prospective staffing system; it does not help to key in the actual staff for a shift once staffing decisions have been made for that shift.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Update Actual FTEs

The system prompts you to enter the Station code. You can enter the code, if known, or enter a hyphen (-) to select from a list of stations. The system displays a table of the weekdays, as shown on the following screen:

General Hospital Update Actual Processor			
Monday		Fri Dec 29, 1995 06:10pm	
Station: 1E	1 EAST		
(1) Sunday	(3) Tuesday	(4) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(5) Friday	
Enter day of the week --			

After you select the day of the week, the system displays the hospital-defined skill levels, as shown on the following screen example.

This screen displays the Skill Levels you can update and the values currently assigned to the Skill Level for each shift.

```

General Hospital Update Actual Processor
Monday                               Fri Dec 29, 1995 02:33pm
Station: 2N      2 NORTH

No.   Skill Level                Day    Evening  Night
1     REGISTERED NURSE           2.00    1.00    1.00
2     LICENSED PRACTICAL NURSE   1.00    2.00    2.00
3     NURSING ASSISTANT           1.00    1.00    1.00
4     UNIT SECRETARY             1.00    1.00    0.00

Enter number to edit--

```

After you select the skill level to be updated, the following screen displays:

```

General Hospital Update Actual Processor
Monday                               Fri Dec 29, 1995 02:34pm
Station: 2N      2 NORTH

No.   Skill Level                Day    Evening  Night
1     REGISTERED NURSE           2.00    1.00    1.00
2     LICENSED PRACTICAL NURSE   1.00    2.00    2.00
3     NURSING ASSISTANT           1.00    1.00    1.00
4     UNIT SECRETARY             1.00    1.00    0.00

SKILL LEVEL          1 Shift 1    2 Shift 2    3 Shift 3
REGISTERED NURSE      3.00        3.00        3.00

Enter field number or '/' starting field number--

```


Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description you selected from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the actual FTE value to be added to a patient's total PCR values for the specified skill level on Shift 1.

2. SHIFT 2 (4-N-O)

This field contains the actual FTE value to be added to a patient's total PCR values for the specified skill level on Shift 2.

3. SHIFT 3 (4-N-O)

This field contains the actual FTE value to be added to a patient's total PCR values for the specified skill level on Shift 3.

After you accept the screen, the system displays the following prompt:

Enter number to edit--

You can edit another skill level. If you are finished editing, press ENTER. The system displays the message *Filed!* The actual staff FTEs are stored for the specified nursing station. The following prompt displays:

Copy to another day of the week (Y/N) [N]--

When you do not want to copy the FTEs, enter **N** for No. The bottom of the screen displays a list of days for you to enter FTEs for additional days. If you are finished entering FTEs, press ENTER to redisplay the Staffing Functions menu.

To copy the actual staff FTEs you entered for this day of the week to one or more other days of the week, enter **Y** for Yes. The following screen displays:

General Hospital Update Actual Care Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:49 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

(1) Sunday	(3) Tuesday	(5) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(6) Friday	

Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection(NL)

The following prompt displays:

*Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection(NL)*

Select the day(s) to which you want to copy the FTEs. The system highlights the days you select. You can remove a day from selection by entering hyphen (-) and the day's selection number. When you finish selecting days, press ENTER and accept the screen. The system displays the message *Filed!* and redisplay the prompt:

Enter day of the week--

If you want to enter values for additional days of the week or you want to change one of the FTEs in the days to which you copied the current day's values, select another day. When you finish entering values, press ENTER to redisplay the Staffing Functions menu.

UPDATE BUDGETED FTES

This function enables you to enter the number of budgeted staff (FTEs) for each station by shift, skill level, and day of the week. When Calculate or Housekeeping is run, the system calculates the required FTEs. Then the system calculates a variance based on the budgeted staff. The required FTE total, the Budgeted FTE total and their variance display and print on the Staffing Summary.

The system allows the entry of fractional FTEs (for example, 1.50 RNs) to reflect the overlapping of shift personnel or part-time staff.

This screen is updated when the hospital revises the nursing budget, generally once or twice a year.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Update Budgeted FTEs

The system prompts you to enter the Station code. You can enter the code, if known, or enter a hyphen (-) to select from a list of stations. The system displays a table of the weekdays, as in the following example.

General Hospital Update Budgeted Processor			
Monday	Fri Dec 29, 1995 02:35pm		
Station: 2N	2 NORTH		
(1) Sunday	(3) Tuesday	(4) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(5) Friday	
Enter day of the week --			

After you select the day of the week, the system displays the hospital-defined skill levels, as shown on the following screen example.

This screen displays the Skill Levels you can update and the values currently assigned to the Skill Level for each shift.

General Hospital Update Budgeted Processor					
Monday		Fri Dec 29, 1995 02:36 pm			
Station: 2N		2 NORTH			
No.	Skill Level	Day	Evening	Night	
1	REGISTERED NURSE	2.00	2.00	2.00	
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00	
3	NURSING ASSISTANT	1.50	1.50	1.50	
4	UNIT SECRETARY	1.00	1.00	1.00	
Enter # to edit --					

After you select the skill level to be updated, the following screen displays:

General Hospital Update Budgeted Processor					
Monday		Fri Dec 29, 1995 02:37 pm			
Station: 2N		2 NORTH			
No.	Skill Level	Day	Evening	Night	
1	REGISTERED NURSE	2.00	2.00	2.00	
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00	
3	NURSING ASSISTANT	1.50	1.50	1.50	
4	UNIT SECRETARY	1.00	1.00	1.00	
SKILL LEVEL		1 Shift 1	2 Shift 2	3 Shift 3	
REGISTERED NURSE		4.70	4.70	4.70	
Enter field number or '/' starting field number--					

Field Explanations

SKILL LEVEL (DISPLAY ONLY)

This field displays the skill level description you selected from the Nursing Skill Level table.

1. SHIFT 1 (4-N-O)

This field contains the budgeted FTE value to be added to a patient's total PCR values for the specified skill level on Shift 1.

2. SHIFT 2 (4-N-O)

This field contains the budgeted FTE value to be added to a patient's total PCR values for the specified skill level on Shift 2.

3. SHIFT 3 (4-N-O)

This field contains the budgeted FTE value to be added to a patient's total PCR values for the specified skill level on Shift 3.

After you accept the screen, the system displays the following prompt:

Enter number to edit--

You can edit another skill level. If you are finished editing, press ENTER. The system displays the message Filed! The budgeted staff FTEs are stored for the specified nursing station. The following prompt displays:

Copy to another day of the week (Y/N) [N]--

When you do not want to copy the FTEs, enter **N** for No. The bottom of the screen displays a list of days for you to enter FTEs for additional days. If you are finished entering FTEs, press ENTER to redisplay the Staffing Functions menu.

To copy the budgeted staff FTEs you entered for this day of the week to one or more other days of the week, enter **Y** for Yes. The following screen displays:

General Hospital Update Budgeted Care Processor				
GENERAL HOSPITAL A		Fri Dec 29, 1995 09:49 am		
Station: 2N 2 NORTH				
No.	Skill Level	Day	Evening	Night
1	REGISTERED NURSE	3.50	3.50	2.50
2	LICENSED PRACTICAL NURSE	2.00	2.00	2.00
3	NURSING ASSISTANT	1.00	1.00	0.50
4	UNIT SECRETARY	0.00	0.00	0.00
5	HEAD NURSE	0.00	0.00	0.00
6	CHARGE NURSE	0.00	0.00	0.00

(1) Sunday	(3) Tuesday	(5) Thursday	(7) Saturday
(2) Monday	(4) Wednesday	(6) Friday	

Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection(NL)

The following prompt displays:

*Enter day(s) of week to copy new value to (1,7 or 2-6, etc.)--
end selection(NL)*

Select the day(s) to which you want to copy the FTEs. The system highlights the days you select. You can remove a day from selection by entering hyphen (-) and the day's selection number. When you finish selecting days, press ENTER and accept the screen. The system displays the message Filed! and redisplay the prompt:

Enter day of the week--

If you want to enter values for additional days of the week or you want to change one of the FTEs in the days to which you copied the current day's values, select another day. When you finish entering values, press ENTER to redisplay the Staffing Functions menu.

CALCULATE TOTALS

This function calculates the total Patient Care Requirements (direct and indirect), total station requirements, level of care, and required staffing based on levels, or required staffing, and variance based on PCRs. This function may be run for the entire facility or for one station. It is run shortly before Nursing Administration needs to project staffing requirements for the next shift. For example, if the hospital's current procedure is to project the staffing requirement at 1:00 p.m. for the evening shift, then the Calculate Totals function should be run at 12:45 p.m.

NOTE: The Housekeeping time set in the Nursing Facility Parameters performs the Calculate Totals function automatically at the time set for each shift. Refer to Chapter 2: File Maintenance for more information.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Calculate Totals

The following screen displays:

```

                                General Hospital Calculate Totals Processor
                                Fri Dec 29, 1995 02:38 pm

( 1) Facility/Station          : Station
( 2) For                      : 2N

      LAST RUN STATISTICS
( 3) Start Time               : 12/17/92 02:31pm
( 4) Stop Time               : 12/17/92 02:31pm
( 5) # Occupied Beds         : 3
( 6) # Unocc Beds w/Override:
( 7) Updated By              : Housekeeping

Accept this screen? (Y/N)-- [Y]
  
```

Field Explanations

1. FACILITY/STATION (1-A-C)

This field specifies whether the function is being run for the station or facility. Enter S to calculate totals for the station, or press ENTER to calculate totals for the facility. The system default is Facility.

2. FOR (DISPLAY ONLY)

This system displays the station or facility for which the Calculate Totals is being run. It displays the station or facility you are currently signed on in.

LAST RUN STATISTICS

This header displays above the next fields. The next fields contain statistics pertaining to the last processing of the Calculate Totals function.

3. START TIME (DISPLAY ONLY)

This field displays the start date and time of the Last Run.

4. STOP TIME (DISPLAY ONLY)

This field displays the stop date and time of the Last Run.

5. # OCCUPIED BEDS (DISPLAY ONLY)

This field displays the number of beds which were occupied during the Last Run.

6. # UNOCC BEDS W/OVERRIDE (DISPLAY ONLY)

This field displays the number of unoccupied beds which contained a bed override during the Last Run.

7. UPDATED BY (DISPLAY ONLY)

This field displays whether the Last Run updates came from running the Calculate Totals function or the Housekeeping function set up in the Nursing Facility Parameters.

After you accept the screen, the system beeps and displays the following message:

Running!

and returns to the Staffing Functions menu.

Impact

When this calculation is run, the system updates the PCR values for the next three shifts. For example, if you run Calculate Totals at 1:00 p.m. on 3/20/92, the calculated totals project the required staffing for the next three shifts (shift 2 and shift 3 on 3/20/92, shift 1 on 3/21/92). In addition, the function starts or stops a Bed Override according to the entries you made in the Start and Stop Date/Shift fields in the Bed Override screen of Staffing Functions.

Calculate Totals must be run to update any changes made to a patient's or station's values since the last time Calculate (or Housekeeping) was run. If it is not run, the new values for any changes are not reflected in the Station Summary, Staffing Summary, and Utilization Summary reports.

NOTE: Acuity values are linked to a bed and not to the patient. The patient name that displays on the Station Summary is the patient who was in the bed when the last Calculate Totals was run. When you want to review acuity values for a

patient on a previous date/shift, you use their room-bed number (not the patient name) to find the patient's values for that previous date/shift on the Station Summary.

If the Housekeeping function is in progress, you cannot request the Calculate Totals function until the Housekeeping function has finished processing.

LEVEL OF CARE SUMMARY

This function prints or displays the Level of Care Summary for a nursing station. The values displayed or printed are those from when you ran Calculate Totals.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Level of Care Summary

The following prompt displays:

Enter display 'P' to print the Level of Care Summary --

If you want a hard copy of the summary, enter **P** to print the report.

When the Calculate Totals function runs, the system calculates the patient's total care requirement value and then compares this value to a hospital-defined Level of Care Ranges. The system automatically calculates a level for each patient and updates the level in the patient's Revise Medical screen and the Patient Demographic Block.

Once the system calculates all the patient's levels, it gives each level a staffing mix, based on a hospital-defined Level of Care Matrix (for example, the system provides the staffing mix for the part of an RN, LPN, and NAs time in an eight-hour shift that a Level I patient requires). This final calculation produces the values displayed/printed on the Level of Care Summary.

The displayed or printed report contains a matrix of shift and skill level of FTEs required to deliver the care identified for this nursing station. The system totals each skill level and shift. The total number of patients and the total for all levels displays across the bottom of the screen, as in the following example.

General Hospital Level of Care Summary Processor				
Station: 2 NORTH			Mon Mar 15, 1996 02:44 pm	
Skill	Day	Evening	Night	Total
RN	3.12	2.55	1.88	7.55
LPN	2.39	1.52	1.17	5.08
NA	2.15	1.89	.88	4.92
TOT	7.66	5.96	3.93	17.55
Level :	1 2 3 4			
Patients :	6 10 8 2			
Total patients on 2 NORTH: 26				
Press NL--				

NOTE: If a patient's total PCRs are less than the lower range value for Level 1, the system does not assign a level of care to the patient. The system does not include this patient in the totals on the Level of Care Summary. You use the Level of Care Ranges function in Standard File Maintenance to assign the Low Range value.

STAFFING SUMMARY

This function displays or prints the Staffing Summary for a nursing station or facility. The values that display or print are the values from when you last ran Calculate Totals.

The number of days staffing summaries can be retained by the system is determined by a parameter in the Nursing Facility Parameters. The maximum retention period for day-to-day staffing summaries is 99 days. Refer to Chapter 2: File Maintenance for information on this parameter.

When the Calculate Totals function runs, the system calculates the patient's total care requirement value and adds the station attributes and station indirect care values together to get the total requirements for a station. The PCR totals on the Staffing Summary equal the PCR totals on the Station Summary.

After calculating the station PCR totals, the system divides the total by the divisor for the station to calculate the Required FTEs. The system also calculates the variance between Required versus Actual Staff, and Required versus Budgeted Staff. This final calculation produces the values included on the Staffing Summary.

You access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Staffing Summary

Select the appropriate facility, if necessary. The following screen displays:

General Hospital Staffing Summary Processor	
Fri Dec 29, 1995 03:00 pm	
(1)Display/Print	: Display
(2)Station/Facility	: Station
(3)For	: 2N
(4)Date	: 12/17/92
(5)Shift	: 1
(6)Totals Only	: No
Accept this screen? (Y/N)-- [Y]	

Field Explanations

1. DISPLAY/PRINT (1-A-R)

This field specifies whether you want to view or print the Staffing Summary. The following prompt displays:

Enter display(D) or print(P) [D]--

prompts you to enter **D** to display the summary or enter **P** to print the summary. The system defaults to **D**.

2. STATION/FACILITY (1-A-R)

This field specifies whether you want to view or print the Staffing Summary for the station or facility. The following prompt displays:

Enter station(S) or facility(F) [S]--

prompts you to enter **S** for Station or **F** for Facility. The system default is Station. After you enter **S** or **F**, the system automatically enters the name of the station or facility in which you are signed on.

3. FOR (DISPLAY ONLY)

The system displays the code of the station or facility in which you are signed on, depending on whether you entered an **S** or **F** in the previous field. If you entered **S**, this field contains the station code. If you entered **F**, this field contains the facility code.

4. DATE (U-C-R)

This field contains the date for which you want to view or print the staffing summary. The system defaults to the date of the last update (the last time the Calculate Totals function ran).

5. SHIFT (3-N-R)

This field contains the shift(s) for which you want to view or print the staffing summary. The system defaults to the shift having the last update (the shift on which the last Calculate Totals function ran). If the Calculate Totals function has not been run for the specified shift, the system displays the following error message:

Calculation NOT run for that shift!

6. TOTALS ONLY (1-A-R)

This field enables you to display/print only the staffing totals for the station or facility. The totals display or print for each of the skill levels for the shifts you specify. The totals include the PCRs and the Required, Actual, and Budgeted FTEs. The system also includes the Variance between the Required and Actual FTEs, as well as the Variance between the Required and Budgeted FTEs. Enter **N** when you want to print/display the complete Staffing Summary report. Enter **Y** when you want to print/display only the page with the totals for the station or facility.

After you enter data in the fields and accept the screen, the system displays or prints the Staffing Summary or the Totals Page.

The Staffing Summary report contains a matrix by shift and skill level of FTEs required to deliver the care identified for this nursing station, as well as the variance between required/actual FTEs and required/budgeted FTEs. Totals are provided for each skill level, shift, and variance.

When you display the report, each shift displays on a separate screen, as in the following example:.

General Hospital Staffing Summary Processor							
2 NORTH, 03/25/94 Shift 1				Mon Mar 15, 1996 02:31 pm			
Last update: 03/24/94 0630am							
Shift	Skill	PCR	Required	Actual	Variance	Budgeted	Variance
Evening	RN	276.80	34.60	2.00	-32.60	4.70	-29.90
	LPN	416.60	52.10	4.00	-48.10	6.20	-45.90
	NA	227.50	28.40	2.00	-26.40	3.10	-25.30
	HN	0.00	0.00	0.00	0.00	0.00	0.00
	CN	4.00	0.50	0.00	-0.50	0.00	-0.50
	TOT	924.90	115.60	8.00	-107.60	14.00	-101.60
Total patients on 2 NORTH: 5							
Vacant beds w/override: 0							
Enter new date or print(P)--							
next page (/)							

The system identifies the shift to the left of the skill levels. When you request this report during the Day shift, the summary displays Evenings, Nights, Days, and then a total. At the bottom of the screen, the system displays the total number of patients on the nursing station and the number of vacant beds with overrides for the 24-hour period.

The following prompt displays:

Enter new date or print(P)--

You have the following choices:

- Enter a slash (/) to display the next shift's staffing matrix, or enter a slash P (/P) to display the previous shift or date.
- Enter a date at the prompt when you want to display the staffing summary for a different date. Then the system prompts you to enter the shift you want to display.
- Enter **P** to print the complete Staffing Summary report.

The final matrix displays the total amount of staffing required by each skill level for that 24-hour period. The last date and time updated (based on when Calculate Totals was last run) displays at the top of the screen. The total number of patients on the nursing station and the number of vacant beds with overrides display at the bottom of the Totals screen for the 24-hour period. If you enter **Y** for Yes in the Totals Only field you can print or display only the Totals page.

UTILIZATION SUMMARY

This function shows the percent utilization of the actual staff working on each nurse station, indicating overstaffing or understaffing. It could be used in an admitting area to assess admissions based on patient acuity in addition to vacant beds.

The percent utilization figure is determined by dividing the 24 hour total Required FTEs by the 24 hour total Actual available FTEs. For example, if the required FTEs = 22 and the actual FTEs = 20, the percent utilization would be 110%. If the required FTEs = 15 and the actual FTEs = 18, the percent utilization would be 83%.

After you select Utilization Summary from the Staffing Functions menu, and the facility for a multifacility hospital, the following screen displays.

Fri Dec 29, 1995 04:27pm				UTILIZATION SUMMARY			
GENERAL HOSPITAL A							
Sta	Occ	%Occ	%Utl	Sta	Occ	%Occ	%Utl
1E	21	53	79	PED	12	67	34
1N	45	90	89	OBS	19	80	109
1S	20	100	79	NSY	0	0	0
2E	37	75	101				
2N	25	68	66				
2S	38	98	115				
3E	14	30	88				
3N	22	69	33				
3S	27	75	45				
BCP	8	89	99				
CCU	6	80	87				
ICU	7	100	88				
L/D	10	100	77				
Total	311	88	75				
Enter 'D' to display again or 'P' to print--							

Every nurse station is listed, showing its occupied beds, percent occupied of total beds, and percent utilization of staff. The same information is totaled for the entire facility.

Enter **P** to print the report. The system beeps and displays the following message:

Compiling and Printing!

Enter **D** to display the report again. You can press ENTER to redisplay the Staffing Functions menu.

PCR AUDIT

The PCR Audit provides a list of all active PCR codes for a specific patient. PCR codes can be assigned to ADLs, treatments, preps and special instructions, patient attributes, Plan of Care components, or SIM items. When any of these are active and have an associated PCR code, the PCR code displays/prints on the PCR Audit.

This patient-specific report lists all PCR codes, descriptions, and values assigned for the next three shifts. When there are Patient Indirect Care values and Bed Override codes assigned, they print after the list of PCR codes. The total PCR values per shift per skill level are shown.

The PCR Audit is useful for monitoring the accuracy of acuity data. Using this detailed information, you can match descriptions between the direct care elements/patient attributes and the PCR code description, resulting in a 1:1 meaningful correlation. You can use the PCR Audit hard copy to compare elements attached to a patient and to compare the care given in the patient's record to the PCRs attached to the patient in the system.

The last update of patient attributes displays or prints on the report, and includes the date, time, and user who performed the last update. This is the last date/time that the patient's attributes were changed. The system also updates this date/time when the patient attributes are viewed, but not changed, *and* the user selects to count the review as an update. When the facility does not use patient attributes, NA (for Not Applicable) displays for the Last Update.

When you update the Patient Care Profile, the system updates the PCR Audit data, online and in real time. The system does not include PCR values for elements with a pending status. The Calculate Totals function does not affect the PCR Audit. The PCR Audit prints or displays the PCR codes and values for the applicable shifts. The value is calculated only for ADLs and treatments on the shift for which they are active. Only the occurrence should have a value; the parent order does not have a value.

You can print or display a PCR Audit for an individual patient on a nursing station.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. PCR Audit

After you select the appropriate facility (if necessary), the following screen displays:

```
General Hospital Print PCR Audit Processor
                                Fri Dec 29, 1995 04:06 pm

( 1)Display/Print: Display
( 2)Station       : 2N 2 NORTH
( 3)Bed(s)        : 1206-1 CATE,HANNAH
( 4)Totals Only   : No

Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. DISPLAY/PRINT (1-A-R)

This field enables you to specify whether you want to display or print the PCR Audit. The following prompt displays:

Display(D) or print(P) PCR Audit? [D]--

Enter **D** to display the PCR Audit, or enter **P** to print the PCR Audit. The default is Display.

2. STATION (3-AN-R or TABLE LOOKUP)

This field defaults to the code and name of the station where you are signed on. The system displays/prints the PCR Audit only for patients on the station you specify.

3. BED(S) (1-C-R)

You can print this report for the station, for a bed group, or for one patient. The following prompt displays:

Enter station(S), '-' to list bed groups, or [2N Census]--

Choose one of the following procedures to print or display this report.

- Enter **S** to print the PCR Audit for all patients on the station.
- Enter hyphen (-) to list the available bed groups for your selection.
- Press ENTER to display the census for the station where you are signed on. You can select one or more patients from this list.

When you have already selected a patient, that patient's displays in the prompt, as in the example, '=' for CATE,HANNAH. You can enter the equals sign (=) to enter the current patient selection.

4. TOTALS ONLY (1-A-R)

You use this field to designate whether you want to print or display the complete PCR Audit report, or print or display only the Totals page for each patient. The Totals page has the matrices for indirect care, bed override (when applicable), and patient totals. Enter **N** when you want to print/display the complete PCR Audit report. Enter **Y** when you want to print/display only the page with the totals for the patient(s).

After you complete the fields and accept the screen, the system displays or prints the PCR Audit Report.

The PCR Audit report displays or prints the PCR values associated with each PCR code that is active for the patient. The report includes Patient Care Profile elements, Bed Overrides, and Patient Attribute elements that have PCR codes. The report displays or prints the information for each patient for all shifts (8- or 12-hour shifts).

In the Totals section, the system lists the indirect care values for each skill level by shift. In addition, the system totals the direct and indirect care PCR values and lists them in the Patient Total of the patient's audit. The system displays or prints the last update of patient attributes at the end of the report. The update information includes the date, time, and user who performed the last update.

When you display the report, the following screen displays:

```

General Hospital PCR Audit Processor
2N 1203-2 KIRK,JOHN J.                               Mon Mar 15, 1996 02:31 pm

Code Skill Description Except Evening Night Day
7038 BLOOD PRESSURE GEN- Q 1 HRS 4.00 0.00 4.00
0004 LPN RECORD I&O Q SHIFT 0.25

Indirect Care Skill Day Evening Night Total
RN 0.00 0.00 0.00 0.00
LPN 0.00 0.00 0.00 0.00
NA 0.00 0.00 0.00 0.00
HN 0.00 0.00 0.00 0.00
CN 0.00 0.00 0.00 0.00
TOTAL 0.00 0.00 0.00 0.00

Patient Total RN 1.20 1.20 0.00 2.40
LPN 2.05 2.05 0.25 4.35
NA 1.00 1.00 0.00 2.00
HN 0.00 0.00 0.00 0.00
CN 0.00 0.00 0.00 0.00
TOTAL 4.25 4.25 0.25 8.75

Patient Attribute updated: N/A

Press NL to continue viewing or print (P)--
next page (/) previous page(/P)

```

The system identifies the patient and room-bed in the top left of the screen. You have the following choices while viewing the report:

- Press ENTER to continue viewing the document. The next screen displays the values for the next patient. You exit the report when you press ENTER on the last screen of the report.

You can enter slash P (**/P**) when you want to view a previous page. When you display a PCR Audit for multiple patients and you enter slash P on the first page of a patient's report, the system displays the first page of the previous patient's report.

- Enter **P** to print the report. When you print the report from the screen display, the following prompt displays:

Print selected(S) beds or current patient(P)? [P]

You can enter **S** to print the PCR Audit for all the beds you selected or enter **P** to print the PCR Audit for only the patient currently on the screen.

Refer to “**Chapter 5 - ACUITY AND STAFFING REPORTS**” of this volume for an example of a printed PCR Audit report.

STATION SUMMARY

The PCR Station Summary provides Patient Care Requirement (PCR) information for each patient on the station. The last page of the report is a Totals page with the total PCRs for the station. The report gives PCR information according to skill level, projections for the next three shifts, and the 24-hour total. The Station Summary can be used to distribute the patient workload when making patient assignments for each shift.

This station-specific report lists all patients (and empty beds) with their total PCR values per shift per skill level. Station attributes and Station Indirect Care values, if assigned, are also shown. Total PCR values for the station per shift per skill level are shown.

The values that display are those from the last calculation run. The Calculate Totals function updates the totals on the PCR Station Summary.

You can display or print the Station Summary for a nursing station, or you can display or print only the page with the totals for all shifts. You can also print the report while viewing the Station Summary.

The number of days station summary data can be retained by the system is determined by a parameter defined in the Nursing Facility Parameters. The maximum retention period for day-to-day station summaries is 99 days. Refer to Chapter 2: File Maintenance for more information on this parameter.

You can access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Station Summary

After you select the appropriate facility (if necessary), the following screen displays:

```
General Hospital Print Station Summary Processor
                                Fri Dec 29, 1995 04:06 pm

( 1)Display/Print: Display
( 2)Station      : 2N 2 NORTH
( 3)Date        : 12/17/92
( 4)Shift       : 1
( 5)Totals Only : No

Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. DISPLAY/PRINT (1-A-R)

This field specifies whether you want to display or print the Station Summary. The following prompt displays:

Enter display(D) or print(P) [D]--

Enter **D** to display the summary, or enter **P** to print the summary. The default is Display.

2. STATION (DISPLAY ONLY)

This field displays the code and name of the station where you are signed on. The system prints the Station Summary for this station.

3. DATE (U-C-R)

You enter the date for which you want to view or print the Station Summary. The system defaults to the date of the last update (the last time the Calculate Totals function ran).

4. SHIFT (3-N-R)

You enter the shift for which you want to view or print the Station Summary. You can enter 1,2 or 3 for Shifts 1,2 or3. The system defaults to the shift having the last update (the shift on which the last Calculate Totals function ran).

5. TOTALS ONLY (1-A-R)

You use this field to designate whether you want to display or print the complete Station Summary Report, or display or print only the Totals page with the totals for all

shifts. Enter **N** when you want to print/display the complete Station Summary Report. Enter **Y** when you want to print/display only the page with the totals for the station.

After you complete the fields and accept the screen, the system displays or prints the Station Summary.

The Station Summary displays or prints PCR values for each room-bed, including Bed Overrides for vacant beds, on the station for the shift(s) you request. The system lists the values for each patient by shift and skill level projected for the next three shifts. The system totals the PCRs for the patient. The last page of the report is a Totals page with the total projected requirements for the station. If there are Station Attributes and Station Indirect Care values, these print before the Station Totals.

When you display the report, the following screen displays:

General Hospital Station Summary Processor							
2 NORTH, 12/17/92 Shift 1				Mon Mar 15, 1996 02:31 pm			
Last update: 12/17/92 0630am							
Bed	Name	B/O--Shifts	Skill	Day	Evening	Night	Total
1201-1			TOT	0.00	0.00	0.00	0.00
1202-2	KIRK,JOHN J.		RN	1.20	1.20	0.00	2.40
			LPN	2.05	2.05	.25	4.35
			NA	1.00	1.00	0.00	2.00
			HN	0.00	0.00	0.00	0.00
			CN	0.00	0.00	0.00	0.00
			TOT	4.25	4.25	0.25	8.75
1202-3	CRANE,JEAN S.		RN	1.20	1.20	0.00	2.40
			LPN	2.05	2.05	.25	4.35
			NA	1.00	1.00	0.00	2.00
			HN	0.00	0.00	0.00	0.00
			CN	0.00	0.00	0.00	0.00
			TOT	4.25	4.25	0.25	8.75
1202-4			TOT	0.00	0.00	0.00	0.00

Press NL to continue viewing, totals(T), print (P)--
next page (/) previous page(/P)

The system identifies the shift in the top left of the screen, along with the last update of the report. You have the following choices while viewing the report:

- Press **ENTER** to continue viewing the document. The next screen of values displays.
- Enter **T** to move directly to the Totals page without having to page through the whole report.

The Totals page displays with the projected station totals for each skill level for the next three shifts. If there are Station Attributes and Station Indirect Care values, these print before the Station Totals. The total number of patients on the nursing station and the number of vacant beds with overrides display at the

bottom of the Totals screen for the 24-hour period. You can use the print (P) option to print the Totals page.

- Enter **P** to print the report. Refer to “**Chapter 5 - ACUITY AND STAFFING REPORTS**” of this volume for an example of a printed Staffing Summary Report.

ACUITY CENSUS

The Acuity Census provides a report in census format that includes acuity information for all of the patients on a nursing station that is *Live* on Acuity. The Acuity Census provides the nurse manager with a quick overview of the acuity status of all patients on a nursing station. In addition, the census provides access to more detailed acuity data for a specific patient.

The Acuity Census includes the following information:

- Patient's room and bed number
- Patient's name
- Bed Override status and the active shifts
- Level of Care
- Patient Total PCR value
- Date, time and name of the person who performed the last Patient Attributes update

You can display or print the Acuity Census. If you need more detailed acuity information for a specific patient, you can select the patient from the census and the system displays the patient's PCR Audit.

The Calculate Totals and Housekeeping functions update the Levels of Care on the Acuity Census. All other information, such as the Total PCRs, Bed Override status and active shifts, and Patient Attribute Update are continuously updated as changes are made to the Bed Override Status, Patient Attributes or Patient Care Profile.

You access this function by selecting the following menu options:

1. Staffing Functions from the Nursing main menu
2. Acuity Census

The following prompt displays for you to select the station for which you want to see an Acuity Census:

Enter Station Code [1E]--

Enter the station code or perform a table lookup and make your selection from a list of secondary stations. The current station displays as the default.

The following screen displays with the Acuity Census:

General Hospital Acuity Census Processor							
1 East		Mon Mar 15, 1996 01:09 pm					
No	Room-Bed	Patient Nam B/O	B/O Shifts LOC	Total PCRs	Patient Attribute Update		
1	2101-01	Cylinder, Cindy	123	48.72	07/31/93	1230 N. Steer	
	2102-01	Post-Op	2	35.00			
2	2103-01	Anersen, James	1	38.50	07/31/93	1246 N. Steer	
3	2104-01	Langley, Jane		89.75			
4	2105-01	Jones, Sam	123	35.00			
5	2106-01	Smith, Woodstock	2	58.50			
Total Patients on 1 East: 5 Vacant Beds w/Override: 1							
Enter number of patient to view PCR Audit or print(P)--							

The following prompt displays:

Enter number of patient to view PCR Audit or print(P)--

You have the following choices:

- Enter **P** for Print when you want to print a copy of the Acuity Census.
- Enter the selection number of a patient for whom you want to display or print the patient's PCR Audit. PCR Audits are patient specific and are not available when a Bed Override is assigned to an unoccupied bed.

Field Explanations

NO (DISPLAY ONLY)

This is the selection number of the patient. Enter this number when you want to display or print the patient's PCR Audit.

ROOM-BED (DISPLAY ONLY)

This is the number of the patient's room and bed.

PATIENT NAME / B/O (DISPLAY ONLY)

Up to 20 characters of the patient's name displays in this field. If there is a Bed Override assigned to a vacant bed, the Bed Override Description displays in this field. This field is blank if there is no patient in the room and no Bed Override.

B/O SHIFTS (DISPLAY ONLY)

This field displays the shifts for which the user has defined the Bed Override is active.

LOC (DISPLAY ONLY)

The Level of Care (LOC) field displays the level of care required for this patient. The system recalculates the Level of Care each time the Calculate Totals or Housekeeping functions are run. The patient's total PCRs are compared by the system to the defined Level Of Care Ranges in order to determine the patient's Level of Care.

TOTAL PCRs (DISPLAY ONLY)

The total PCR acuity value for the patient displays in this field.

PATIENT ATTRIBUTES UPDATE (DISPLAY ONLY)

The system date and time display, along with up to 20 characters for the name of the person performing the last update. If the system did not use Patients Attributes to generate the PCRs, this field is blank.

TOTAL PATIENTS ON STATION (DISPLAY ONLY)

This field displays the total number of patients on the nursing station for which you are displaying the Acuity Census.

VACANT BEDS W/ OVERRIDE (DISPLAY ONLY)

The Vacant Beds w/Override field identifies the total number of vacant beds that have a bed override status linked to the bed.

Impact

The Acuity Census and PCR Audit print on the nursing station's printer. Refer to [“Chapter 5 - ACUITY AND STAFFING REPORTS”](#) of this volume for an example of the PCR Audit and the Acuity Census Report.

Chapter 5 - ACUITY AND STAFFING REPORTS

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LEVEL OF CARE SUMMARY

This report contains a matrix of shift and skill level of FTEs required to deliver the care identified for this nursing station. The system totals each skill level and shift. The total number of patients and the total for all levels displays across the bottom of the screen, as shown in the following example.

Figure 5.1 Level of Care Summary Report

Mon Mar 15, 1996					LEVEL OF CARE SUMMARY				
GENERAL HOSPITAL A					Page 1				
Station: 2N 2 NORTH									

--									
Skill		Day		Evening		Night		Total	
RN		3.12		2.55		1.88		7.55	
LPN		2.39		1.52		1.17		5.08	
NA		2.15		1.89		.88		4.92	
TOT		7.66		5.96		3.93		17.55	
Level	:	1	2	3	4				
Patients	:	6	10	8	2				
Total patients on 2 NORTH: 26									

The values that print are those for the last time Calculate Totals was run.

STAFFING SUMMARY

The Staffing Summary is a report of the staffing requirements for a station for each shift. The last page of the report is a Totals page with the total requirements for all shifts. You can display or print the Staffing Summary for a nursing station or facility, or you can print only the page with the totals.

Following is an example of the Staffing Summary Report.

Figure 5.2 Staffing Summary Report - Calculated with a divisor of 8

Mon Mar 15, 1996 03:27pm				STAFFING SUMMARY			
GENERAL HOSPITAL A							
For: 2 NORTH, 03/25/94 Shift 1							
Shift	Skill	PCR	Required	Actual	Variance	Budgeted	Variance
Evening	RN	19.10	2.40	1.00	-1.40	2.00	-0.40
	LPN	4.00	0.50	2.00	+1.50	2.00	+1.50
	NA	1.80	0.20	1.00	+0.80	1.50	+1.30
	US	0.30	0.00	1.00	+1.00	1.00	+1.00
	TOT	25.10	3.10	5.00	+1.90	2.00	+3.40
Night	RN	16.10	2.00	1.00	-1.00	2.00	0.00
	LPN	4.00	0.50	2.00	+1.50	2.00	+1.50
	NA	1.80	0.20	1.00	+0.80	1.50	+1.30
	US	0.00	0.00	0.00	+0.00	1.00	+1.00
	TOT	21.80	2.70	4.00	+1.30	6.50	+3.80
Day	RN	20.10	2.50	1.00	-1.50	2.00	-0.90
	LPN	4.00	0.50	2.00	+1.50	2.00	+4.50
	NA	2.80	0.30	0.00	-0.30	1.50	+3.70
	US	0.30	0.00	1.00	+1.00	1.00	+2.90
	TOT	27.10	3.40	4.00	+0.60	6.50	+3.10
TOTAL	RN	55.20	6.90	3.00	-3.90	6.00	-0.90
	LPN	12.00	1.50	6.00	+4.50	6.00	+4.50
	NA	6.30	0.80	2.00	+1.20	4.50	+3.70
	US	0.50	0.10	2.00	+1.90	3.00	+2.90
	TOT	74.00	9.20	13.00	+3.80	19.50	+10.30
Last update: 03/24/94 2:33pm							
Total patients on 2 NORTH: 4							
Vacant beds w/override: 2							

PCR AUDIT

The PCR Audit provides a list of all active PCR codes for a specific patient. PCR codes can be assigned to ADLs, treatments, preps and special instructions, patient attributes, Plan of Care components, or SIM items. When any of these are active and have an associated PCR code, the PCR code displays/prints on the PCR Audit.

This patient-specific report lists all PCR codes, descriptions, and values assigned for the next three shifts. When there are Patient Indirect Care values and Bed Override codes assigned, they print after the list of PCR codes. The total PCR values per shift per skill level are shown. Following is an example of the PCR Audit:

Figure 5.3 PCR Audit Report

Fri Dec 29, 1995 05:25pm			GENERAL HOSPITAL		PCR AUDIT	
			For: 12/17/92 Shift 2		Page 1	
Code	Skill	Description	Except	Evening	Night	Day
1304	NA	I & O Q8 HOURS		2.00	1.50	2.50
0913	LPN	V/S Q4 HR		1.00	1.00	1.00
0607	NA	BEDREST W BRPS/1 ASSIST		3.40	3.40	3.40
1004	LPN	TOTAL FEED PER MOUTH		0.38	0.00	0.75
0407	NA	BEDBATH WITH PARTIAL ASSIST		0.00	0.00	5.00
9232	RN	IV THERAPY	2E	4.00	4.00	4.00
0182	LPN	PA CONSTANT SUPERVISION (MENU 1)		1.50	1.50	1.50
	Skill	Day	Evening	Night	Total	
	----	---	-----	-----	-----	
Indirect Care	RN	6.20	4.70	4.25	15.15	
	LPN	4.50	3.80	3.00	11.30	
	NA	2.75	2.20	1.25	6.20	
	US	2.00	1.50	0.50	4.00	
	TOTAL	15.45	12.20	9.00	36.65	
Patient Total	RN	10.20	8.70	8.25	27.15	
	LPN	7.75	6.68	5.50	19.93	
	NA	13.65	7.60	6.15	27.40	
	US	2.00	1.50	0.50	4.00	
	TOTAL	33.60	24.48	20.40	78.48	
<u>Patient Attribute updated: N/A</u>						
Dx: WORKING DIAGNOSIS						
Alg: NKA						
Iso: Smk: NO						
Sgy:						
Type: IP						
2N02-2 0001-0223-2 0001-10093-1						
Adm: 12/15/92 Dob: 01/01/36 8Y						
Phys: LAFFITTE, M T Level: 3						
VARGAS, JAMES E. SEX: F						

STATION SUMMARY

The PCR Station Summary provides Patient Care Requirement (PCR) information for each patient on the station. The last page of the report is a TOTALS page with the total PCRs for the station. The report gives PCR information according to skill level, projections for the next three shifts, and the 24-hour total. The Station Summary can be used to distribute the patient workload when making patient assignments for each shift.

This station-specific report lists all patients (and empty beds) with their total PCR values per shift per skill level. Station attributes and Station Indirect Care values, if assigned, are also shown. Total PCR values for the station per shift per skill level are shown.

The values that display are those from the last calculation run. The Calculate Totals function updates the totals on the PCR Station Summary.

Following is an example of the Station Summary Report:

Figure 5.4 PCR Station Summary Report

Fri Dec 29, 1995 06:27pm				PCR STATION SUMMARY		
GENERAL HOSPITAL				Page 1		
For: Station 2 NORTH, 12/17/92				Shift 2		
Bed	Name	Skill	Day	Evening	Night	Total
Bed Override	-- Shifts					
2N01-1		TOT	0.00	0.00	0.00	0.00
2N02-1	ELLIOT,ELEANOR	RN	5.25	5.25	4.25	14.75
		LPN	2.00	2.00	2.00	6.00
		NA	1.00	0.50	0.50	2.00
		US	0.00	0.00	0.00	0.00
		TOT	8.25	7.75	6.75	22.75
2N01-2		TOT	0.00	0.00	0.00	0.00
2N05-1		TOT	0.00	0.00	0.00	0.00
2N05-2	WORTHINGTON,WILL	RN	7.50	7.50	6.50	21.50
		LPN	1.00	1.00	1.00	3.00
		NA	0.75	0.50	0.50	1.75
		TOT	9.25	9.00	8.00	26.25
2N07-1		TOT	0.00	0.00	0.00	0.00
2N15-1	BLANKENSHIP,BETH	RN	0.50	0.50	0.50	1.50
		LPN	0.00	0.00	0.00	0.00
		NA	0.25	0.25	0.25	0.75
		US	0.25	0.25	0.00	0.50
		TOT	1.00	1.00	0.75	2.75
POST OP PATIENT	--123	TOT	1.00	1.00	0.75	2.75
2N16-1	POTTER,PENELOPE	RN	5.00	5.00	4.00	14.00
		LPN	1.00	1.00	1.00	3.00
		NA	0.75	0.50	0.50	1.75
		TOT	6.75	6.50	5.50	18.75
2N17-1		TOT	0.00	0.00	0.00	0.00
2N18-1		TOT	0.00	0.00	0.00	0.00
2N19-1		TOT	0.00	0.00	0.00	0.00
2N20-1		TOT	0.00	0.00	0.00	0.00
2N21-1		TOT	0.00	0.00	0.00	0.00
2N22-1		TOT	0.00	0.00	0.00	0.00
2N23-1		TOT	0.00	0.00	0.00	0.00
Station Attributes						
PATIENT CARE CONFERENCE						
PHYSICIAN ROUNDS						
NARCOTIC COUNT						
		RN	1.83	0.83	0.83	3.49
		TOT	1.83	0.83	0.83	3.49
Station Indirect Care						
		RN	1.50	0.50	0.50	2.50
		TOT	1.50	0.50	0.50	2.50
Station Totals						
		RN	21.58	19.58	16.58	57.74
		LPN	4.00	4.00	4.00	12.00
		NA	2.75	1.75	1.75	6.25
		US	0.25	0.25	0.00	0.50
		TOT	27.08	25.08	21.83	73.99
Last Update: 12/16/92 02:32pm						
Total patients on 2 NORTH: 4						
Vacant beds w/override: 0						

UTILIZATION SUMMARY

The Utilization Summary lists the percent of utilization of the actual staff working on each nurse station, indicating overstaffing or understaffing. This report can be used in an admitting area to assess admissions based on patient acuity in addition to vacant beds.

Following is an example of the Utilization Summary Report.

Figure 5.5 Utilization Summary Report

Fri Dec 29, 1995 08:27pm				UTILIZATION SUMMARY			
GENERAL HOSPITAL							
Sta	Occ	%Occ	%Utl	Sta	Occ	%Occ	%Utl
1E	21	53	79	PED	12	67	34
1N	45	90	89	OBS	19	80	109
1S	20	100	79	NSY	0	0	0
2E	37	75	101				
2N	25	68	66				
2S	38	98	115				
3E	14	30	88				
3N	22	69	33				
3S	27	75	45				
BCP	8	89	99				
CCU	6	80	87				
ICU	7	100	88				
L/D	10	100	77				
Total	311	88	75				

ACUITY CENSUS

The Acuity Census provides a report in census format that includes acuity information for all of the patients on a nursing station that is Live on Acuity. The Acuity Census provides the nurse manager with a quick overview of the acuity status of all patients on a nursing station. In addition, the census provides access to more detailed acuity data for a specific patient.

The Acuity Census includes the following information:

- Patient's room and bed number
- Patient's name
- Bed Override status and the active shifts
- Level of Care
- Patient Total PCR value
- Date, time, and name of the person who performed the last Patient Attributes update

The Calculate Totals and Housekeeping functions update the Levels of Care on the Acuity Census. All other information, such as the Total PCRs, Bed Override status and active shifts, and Patient Attribute Update are continuously updated as changes are made to the Bed Override Status, Patient Attributes or Patient Care Profile.

Following is an example of the Acuity Census:

Figure 5.6 Acuity Census Report

Mon Mar 15, 1996					ACUITY CENSUS			
General Hospital A								
For: Station 1 East, 07/31/93 Shift 3								

No	Room-Bed	Patient Nam B/O	B/O Shifts	LOC	Total PCRs	Patient	Attribute	Update

1	2101-01	Cylinder,Cindy	123		48.72	07/31/93	1230 N.	Steer
	2102-01	Post-Op	2		35.00			
2	2103-01	Anersen,James	1		38.50	07/31/93	1246 N.	Steer
3	2104-01	Langley,Jane			89.75			
4	2105-01	Jones, Sam	123		35.00			
5	2106-01	Smith,Woodstock	2		58.50			
Total Patients on 1 East: 5					Vacant Beds w/Override: 1			

Appendix A - NURSING TABLES

This chapter contains a listing and explanation of the Nursing tables used by the STAR Patient Care Acuity and Nurse Staffing Module. Each table is presented with its purpose and use, the screen or screens used in completing it, a detailed explanation of the screen fields involved, and the impact of the processes affected by the table.

NURSING SKILL LEVEL TABLE	A-3
LEVEL OF CARE TABLE.....	A-5

NURSING SKILL LEVEL TABLE

The Nursing Skill Level table defines all skill levels required for staffing. The system accommodates nine skill levels.

You can access the Nursing Skill Level table using the following menu options:

1. Tables from the Data Processing main menu
2. Staffing Nursing Table Maintenance
3. Nursing Skill Level from the list of tables that display

After you select the facility (if appropriate), the system prompts you to enter the Nursing Skill Level table code. You can enter the code or enter a hyphen (-) and press ENTER to display a list of codes from which you can select. There is one screen involved in this transaction. After you enter the code, the following screen displays:

General Hospital Table Maintenance Processor	
Fri Dec 29, 1995 04:15 pm	
Table Name	
(1)Code	: 02
(2)Description	: Registered Nurse
(3)Abbreviation	: RN
(4)Edit by	: Winn,Margie
(5)Edit date	: 12/17/92 1:45 pm
Enter field number or '/' starting field number--	

Field Explanations

1. CODE (DISPLAY ONLY)

The system displays the two-digit code for the Nursing Skill Level table.

2. DESCRIPTION (33-AN-R)

The system requires you to enter the description of the Nursing Skill Level entry.

3. ABBREVIATION (2-A-R)

The system displays the abbreviation of the title you enter in the Description field above.

4. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

5. EDIT DATE (DISPLAY ONLY)

The system displays the date and time this table entry was last updated.

Once these fields are completed, you have the option of accepting or editing the screen. If you accept the screen, the transaction is complete.

Impact

The Edit Date and Edit By fields reflect the new date associated with the individual and date of the change if they were signed on with security.

After you accept this screen, the following takes place:

- The table entry is added, deleted, or revised as appropriate.
- The table listing reflects any changes made.

LEVEL OF CARE TABLE

The Level of Care table lists the acuity levels that can be assigned to patients when acuity is determined by levels of care.

The severity of the levels vary, from one being the less severe with the severity increasing as the level number increases. The system allows entry of 9 levels if desired. Levels usually do not exceed seven with the most common number of levels being four or five.

You can access the Level of Care table using the following menu options:

1. Tables from the Data Processing main menu
2. Staffing Nursing Table Maintenance
3. Level of Care from the list of tables that display

After selecting the facility (if appropriate), the system prompts you to enter the Level of Care table code. You can enter the code or enter a hyphen (-) and press ENTER to display a list of codes from which you can select. There is one screen involved in this transaction. After you enter the code, the following screen displays:

```

                                General Hospital Table Maintenance Processor
                                Fri Dec 29, 1995 04:15 pm

Level of Care
( 1)Code       : 01
( 2)Description : Level I

( 3)Edit by    : Winn,Margie
( 4)Edit date  : 12/17/92 1:15 pm

Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (DISPLAY ONLY)

The system displays the two-digit code for the Level of Care table.

2. DESCRIPTION (19-AN-R)

The system requires you to enter the description of the Level of Care entry.

3. EDIT BY (DISPLAY ONLY)

The system displays the name of the person who last updated this table entry.

4. EDIT DATE (DISPLAY ONLY)

The system displays the date and time that this table entry was last updated.

Once these fields are completed, you have the option of accepting or editing the screen. If you accept the screen, the transaction is complete.

Impact

The Edit Date and Edit By fields reflect the new date associated with the individual and date of the change if they were signed on with security.

After you accept this screen, the following takes place:

- The table entry is added, deleted, or revised as appropriate.
- The table listing reflects any changes made.

Appendix B - INFORMATION WINDOWS

INFORMATION WINDOWS	B-3
Patient Information	B-4
Physician Information	B-5
Pharmacy Profile	B-6
Patient Preparation Instructions	B-7

INFORMATION WINDOWS

You can display the Patient Information, Physician Information, and Pharmacy Profile Information Windows if you meet the following criteria:

- You must be using McKesson's WEM product on an IBM-compatible personal computer
- Your PC and host ID computer must be set up to enable the use of Information Windows

For more information about using Information Windows, refer to the *WEM User's Guide*.

Information Windows displaying patients' medical information, physicians of record, and pharmacy information are available through Order Management and Nursing functions. Information is downloaded into the windows upon selection of a patient in these functions. During the download process, the system displays the following message:

Downloading Information Windows...Please Wait!

NOTE: Pharmacy information is only available when STAR Pharmacy is in the system network.

The information is cleared when you select a different patient in one of the functions where Information Windows are available or when you access a different function from the Nursing menu.

Patient Information

To view the following Patient Information window, select **Tools, Information Windows** from the menu bar.

STAR Development System (ID 201) Department Orders Processor

Thu Jul 30, 2009 02:45 pm

EEG Order

No	Name	Sex	BD	Room	Physician	SVC ICD Status
0907800001	RDTWO, TENIPHE	F	02/02/24	2121-01	AIR, FRANK	CCAR 10 I/P 134

1 Item

3100-EEG

4 Priority

STAT

5 Frequency 6 Schedule

8 Start Date 9 Start Time

13 Ordering Physician

15 Prompt Response / Message

17 Transportation

19 Modifier

18 Ordering Diagnosis

20 Comment

Enter description "-" or code --

Patient Information

Admitting Dx	A18.89-Tuberculosis of other sites
Working Dx	FREEFORM
Allergies	ICD10
Precautions	STA: IVL
Condition	FAIR
Height	6'0.0" / 182.9cm
Weight	200lbs / 90.720kg
Smoker	No
Isolation	NORMAL ISOLATION
Admit Date	03/19/09

F1 Pat Info F2 Phy Info F3 Rx Profile

The Patient Information Window displays on the right side of the screen. The patient's medical data is displayed, which includes the following:

• Admitting diagnosis	• Height
• Working diagnosis	• Weight
• Logged allergies	• Smoking status
• Precautions	• Isolation
• Condition	• Admit date

To scroll through the available information, press the Up Arrow, or Down Arrow key. Press the ESC key to exit Information Windows, F2 to view the Physician Information Window, or F3 to view the Pharmacy Profile Information Window.

For more information about using Information Windows, refer to the *WEM User's Guide*.

Physician Information

The Physician Information window displays as follows:

```

General Hospital (ID 9) Department Orders Processor
CARDIOLOGY Order                                     Wed Sep 02, 1992 11:02 am
No      Name      Sex  BD      Room  Physician  SUC  Status
92241-00001  SMITH,JOHN ADAM  M  01/01/01  2107-2  JONES,ARNOLD  MED  I/P 6

1 Item
  1000 ELECTROCARDIOGRAM
4 Priority          5 Request
8 Recurring          9 Stop Dat
12 Ordering Physician
14 Medications
17 Prompt Response / Message
18 Order Diagnosis

Print on profile? (Y/N) [Y]--
1Pat Info Phy Info 3RX Profile
  
```

Physician Information

Admitting Phys	224 PARKER, SAMUEL
Attending Phys	500 JONES, ARNOLD K
Referring Phys	224 PARKER, SAMUEL
Family	321 BARNETT, PATRICK T
Consults	10 COLEMAN, MICHAEL G
	34 DUNNIGAN, ANN C
	30 WOODBURN, ROBERT L
	20 HENKE, WILBERT J

Notice that the Phys Info option in the lower left corner is highlighted. The Physician Information Window displays on the right side of the screen under the patient demographic information. The following physicians are displayed (if they are logged):

- Admitting Physician
- Attending Physician
- Referring Physician
- Family Physician
- Consulting Physicians

When applicable, you can press the Up Arrow or Down Arrow key to scroll through the physicians of record. Press the ESC key to exit Information Windows, F1 to view the Patient Information Window, or F3 to view the Pharmacy Profile Information Window.

If the patient has more consulting physicians than can display in the Information Window, the system notifies you on the last line with the following message:

More Consultants...see Revise Patient - Physician

For more information about using Information Windows, refer to the *WEM User's Guide*.

Pharmacy Profile

The Pharmacy Profile Information Window displays as follows:

```

General Hospital (ID 9) Department Orders Processor
CARDIOLOGY Order
No      Name      Sex    BD      Room    Physician    SUC    Status
92Z41-00001  SMITH, JOHN ADAM  M    01/01/01  Z107-Z  JONES, ARNOLD  MED    I/P 6

[ ] Pharmacy Active Orders [ ]

1 Item      1000 ELECTR
4 Priority   10 ASPIRIN 325 MG TABLET EC      ORAL  QD      QD
8 Recurring  5 DIGOXIN 0.25 MG TABLET        ORAL  QD      QD
          9 ATENOLOL 100 MG TABLET      ORAL  QAM     QD
12 Ordering Ph 6 ASPIRIN/OXYCODONE 1-2 TABLET  ORAL  Q4-6H   PRN
          7 PROMETHAZINE HCL 25 MG SUPPOSITORY  RTL  Q4-6H   PRN
14 Medications 8 LIDOCAINE HCL 50-100 MG/2.5-5 ML  IV    PRN     PRN

17 Prompt Response / Message
18 Order Diagnosis

Print on profile? (Y/N) [Y]--
1Pat Info 2Phy Info RX Profile
  
```

Notice that the Rx Profile option in the lower left corner is highlighted. The Pharmacy Profile Information Window displays on the right side of the screen under the patient demographic information. The Pharmacy Profile Information Window information includes the following:

- Medication order number
- Drug information
- Drug administration route
- Drug administration frequency
- Drug schedule

The drug information includes the formulary name, the strength of the drug, and the dosage form.

NOTE: The Rx Profile Information Window does not display when STAR Pharmacy is not in the system network.

If a patient has more active orders than can display in the Information Window, the system displays the following message:

**** INCOMPLETE LIST ** Use Profile Inquiry for a complete display.**

When you access a patient who does not have any active pharmacy orders, the following message displays:

No active orders for selected account.

When applicable, you can press the Up Arrow or Down Arrow key to scroll through the active medication orders. Press the ESC key to exit Information Windows, F1 to view the Patient Information Window, or F2 to view the Physician Information Window.

For more information about using Information Windows, refer to the *WEM User's Guide*.

Patient Preparation Instructions

The new Preps information window contains patient preparation instructions from up to three sources:

- The STAR Radiology Patient Preparation Instructions function, usually found on the Radiology system's Order Management menu. Information entered here appears in the window under the heading <Dept>-Defined Preps, where <Dept> is actually a STAR Radiology department code, like RAD.
- The STAR Scheduling SIM Item Scheduling Instructions function, usually found on Scheduling's Resource Maintenance menu. Information entered here appears in the window under the heading Scheduling Instructions.
- The STAR Nursing Preps and Special Instructions function, usually found on STAR Nursing's Standard File Maintenance menu. Information entered here appears in the window under the heading Nursing Preps.

Throughout the Scheduling application, the information window indicator appears in one of three situations:

- When a screen displays a SIM item with a defined prep in the Visit Reason field
- When the Visit Reason field is revised to include a SIM item with a defined prep
- When a single SIM item with a defined prep is selected from a table

The Preps information window can be accessed in the following STAR Scheduling processors:

- Appointments
- Walk-in
- Copy Appointment

- Revise Patient Appointment
- Patient Appointment Inquiry/Audit
- Check In/Out
- Resource/Department Schedule (on the Schedule Census menu)

For more information regarding Information Windows, refer to the *WEM User's Guide*.

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■ R e a d e r C o m m e n t F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Patient Acuity and Nurse Staffing Module* of the *STAR Patient Care Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount of overview information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there parts of this manual that could be made more helpful to you? Please explain.

Other Comments:

Thanks for your help in improving the documentation.

Your Name and Position

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Name

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Yes or No (circle one)

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